

AGENDA ITEM # 9

January 13, 1998

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Consider updating County Policy Manual.

John Willingham advised the December 23, 1997, memo was included in the packet for this meeting.

He continued with no major changes except on pages 32 to 41 providing very detailed information regarding medical, dental and flex benefits.

There are also changes on page 2 of responsibilities in Payroll, Human Resources and Benefits areas.

Patrick Dohoney of Haynes and Boone employment law section of Ft. Worth has thoroughly reviewed the manual.

Commissioner Mehevec requested policies of gifts to county employees be defined in this manual.

Assistant County Auditor Bob Space advised the Williamson County Purchasing Manual which has been adopted by the court has a code of ethics which clearly addresses this issue.

First Assistant County Attorney Dale Rye agreed with Commissioner Mehevec that this information should be included in the County Policy Manual.

Commissioner Mehevec requested the policy be revised and presented to court during the meeting of January 20, 1998.

< Clerk copy here >

December 23, 1997

MEMORANDUM

TO: COUNTY JUDGE AND COMMISSIONERS
FROM: JOHN WILLINGHAM, HUMAN RESOURCES *fw*
SUBJECT: UPDATED COUNTY POLICY MANUAL

Attached please find an updated version of the County Policy Manual, which will be on the January 13 agenda for consideration. At the suggestion of Dale Rye, the Manual has been reviewed for legal compliance by outside counsel. Mr. Patrick Dohoney, an associate of Ms. Bettye Springer in the employment law section of the Haynes & Boone law firm, Fort Worth, conducted the review. Both the Benefits Administrator and County Treasurer made strong contributions to the updated policies. We would appreciate any questions or suggestions you may have.

The most significant changes are cited below:

--Throughout the Manual: the Benefits Administrator and the County Treasurer are now listed as the contact persons in certain areas formerly managed by the County Auditor;

--Page 2: Clarifies the areas of responsibility for the Human Resources Director, Benefits Administrator, and County Treasurer;

--Page 3: States that notices of policy changes will be sent to County offices and departments, which will then be responsible for disseminating the changes to employees;

--Pages 7-8: Provides a much lengthier list of the types of misconduct that may result in disciplinary action, including dismissal from employment;

--Page 17: Includes the County Workplace Violence Policy;

--Pages 19-20: Clarifies the County's exit interview procedures;

--Page 25: Lists pro-rated benefits for part-time employees in a way that is compatible with the budget order;

--Page 27: Clarifies the relationship of Family Medical Leave to other forms of leave;

--Page 31: Updates retirement information;

--Pages 32-41: Provides a detailed explanation of medical, dental, and flex benefits.