

AGENDA ITEM # 8

April 27, 1999

Consider changes to County personnel policy.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve four (4) changes to County personnel policy.

Vote: Motion carried 3 - 0 with Commissioner Limmer abstaining from the vote.

< Clerk copy here >

April 23, 1999

MEMORANDUM

TO: JUDGE AND COMMISSIONERS
FROM: JOHN WILLINGHAM
SUBJECT: POLICY CHANGES

Attached is a complete summary of proposed policy changes to be considered next Tuesday. Please feel free to contact me if you have any questions or suggestions.

John

*approved 4.27.99
John G. Doerfler*

Changes 4/99 [] = deleted wording _____ = added wording

CHANGE NO. 1...

Chapter II, Section 3: Pay Plan

b. Most county employees have been assigned a pay group and step range based on a market survey and job analysis of each position. [The analysis includes a review of the knowledge, skills, and abilities required in the position; education and training; level of discretion and judgment; initiative and ingenuity; workload; supervisory responsibility; financial responsibility; level and frequency of outside contacts; physical demands; responsibility for equipment and property; working conditions; and labor market influences.] The authority to assign groups and steps rests with the Commissioners' Court.

c. The [job analysis] position classification is designed to assess the nature of a position and not to evaluate the individual in the position. But once a position has been classified, advancement to higher steps is dependent on certain job-related factors, including, but not limited to, individual performance. [or other job related factors.]

Reason for change:

Most of the emphasis now in classification is on market surveys because the job market is changing so rapidly. The wording has been changed to reflect that development.

CHANGE NO. 2...

Chapter II, Section 5: Overtime

Section 5: Overtime

a. The County will comply with Fair Labor Standards Act Rules and Regulations. Inquiries about the FLSA should be

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directed to the [County Treasurer] County Attorney or the Human Resources Director.

Reason: The HR Director has changed many classifications, and the County Attorney has extensive experience with guaranteed salary and other issues.

CHANGE NO. 3..

Chapter VI, Section 5: Complaint Resolution Procedures

- h. Within five working days of the hearing, the committee will reach a decision and prepare a report to the [Commissioners' Court] County Judge. All committee deliberations, decisions, and hearing materials will remain confidential.
- i. Within 10 working days of its receipt of the committee report, the [Commissioners' Court]County Judge shall conduct a review and require the Human Resources Director to inform the parties of any decision, additional hearings, or further reviews that may be involved.

Reason: The Court under current policy may have to hold what amounts to a second hearing in public.

CHANGE NO. 4..

NEW ADDITION:

APPENDIX B—ELECTRONIC SYSTEMS USE POLICY

Section I: Introduction

- a. All County electronic systems (ES) are County property provided for the conduct of County business. Examples of ES are electronic mail (e-mail), voice mail, and Internet access software.

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- b. County officials and employees should be aware that ES communications or records may be subject to examination or review for legal or work-related purposes.

Section II: Confidentiality

- a. Access to County systems and software is limited to authorized personnel with appropriate passwords. The Information Systems Department will require a list of passwords for use of some County systems.
- b. Officials and employees should not share passwords. If a password has been compromised, the official or employee should change it and notify Information Systems if necessary.
- c. Officials and employees must be aware that information sent out over local networks or the Internet may not be secure and can present liability problems to personnel and the County.

Section III: User Responsibilities

- a. Officials and employees must assume responsibility for the content and dissemination of their ES messages. Most County ES communications constitute official records under the Open Records Act and may be available to the public. Officials and employees must be professional and prudent in using ES for sensitive communications.
- b. Abusive, harassing, bigoted, obscene, and profane messages are strictly prohibited. These communications can result in legal liability or other penalties for the individual and the County.
- c. County officials and employees must report any incidents of the sort listed in paragraph b, above, immediately. The incidents should be reported to the County Attorney or the Human Resources Director.
- d. Officials and employees shall not read, view, or listen to other employees' ES communications without a legitimate business need.

Section IV: Personal Use of Internet

- a. Internet access is intended for official County business. Abuse of Internet access includes but is not limited to the following:
 - 1. engaging in any unlawful or malicious activity;
 - 2. misrepresenting a personal communication as an official communication;

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3. sending a chain letter;
4. sending, receiving, or accessing pornographic materials;
5. using objectionable language;
6. advertising personal items.

b. Proper use of Internet access includes the following:

1. downloading job-related information;
2. sending and receiving job-related e-mail messages and file attachments;
3. making business arrangements;
4. searching job-related databases;
5. using the Internet for occasional, brief personal communications, where those do not violate any other provisions of this section or, in the view of officials and department heads, do not interfere with County business.

Section V: Legal and Disciplinary Action

- a. Electronic Communications that violate the provisions of this section may result in legal action or disciplinary action up to and including dismissal from employment.
- b. Misuse of County ES may also result in revocation of the user's access to e-mail, Internet, or voice mail systems.

Reason for addition: Electronic systems use and abuse can have a direct impact on sexual harassment, official misconduct, criminal activity, and other actions that could be detrimental to the County.

*approved 4.27.99
John C. Dwyer*



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HUMAN RESOURCES DEPARTMENT
Williamson County Courthouse
710 Main St., Second Floor
Georgetown, Texas 78626
Phone: 512/943-1625

MEMORANDUM

April 21, 1999

TO: COUNTY JUDGE AND COMMISSIONERS
FROM: JOHN WILLINGHAM *JW*
SUBJECT: ELECTRONIC SYSTEMS USE POLICY

Gentlemen, please review this draft and let me know if you see any problems. It is tentatively set for next Tuesday's agenda along with some more minor changes to county policy which I will send along tomorrow.

Thanks.

*approved 4.27.99
John C. Dwyer*

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ELECTRONIC SYSTEMS USE POLICY-DRAFT

Section I: Introduction

- a. All County electronic systems (ES) are County property provided for the conduct of County business. Examples of ES are electronic mail (e-mail), voice mail, and Internet access software.
- b. County officials and employees should be aware that ES communications or records may be subject to examination or review for legal or work-related purposes.

Section II: Confidentiality

- a. Access to County systems and software is limited to authorized personnel with appropriate passwords. The Information Systems Department will require a list of passwords for use of some County systems.
- b. Officials and employees should not share passwords. If a password has been compromised, the official or employee should change it and notify Information Systems if necessary.
- c. Officials and employees must be aware that information sent out over local networks or the Internet may not be secure and can present liability problems to personnel and the County.

Section III: User Responsibilities

- a. Officials and employees must assume responsibility for the content and dissemination of their ES messages. Most County ES communications constitute official records under the Open Records Act and may be available to the public. Officials and employees must be professional and prudent in using ES for sensitive communications.
- b. Abusive, harassing, bigoted, obscene, and profane messages are strictly prohibited. These communications can result in legal liability or other penalties for the individual and the County, and users sending or receiving such messages may be subject to legal proceedings or disciplinary action up to and including dismissal from employment.
- c. County officials and employees must report any incidents of the sort listed in paragraph b, above, immediately. The incidents should be reported to the County Attorney or the Human Resources Director.

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- d. Officials and employees shall not read, view, or listen to other employees' ES communications without a legitimate business need.

Section IV: Personal Use of Internet

- a. Internet access is intended for official County business. Abuse of Internet access includes but is not limited to the following:
 - 1. engaging in any unlawful or malicious activity;
 - 2. misrepresenting a personal communication as an official communication;
 - 3. sending a chain letter;
 - 4. sending, receiving, or accessing pornographic materials;
 - 5. using objectionable language;
 - 6. advertising personal items.
- b. Proper use of Internet access includes the following:
 - 1. downloading job-related information;
 - 2. sending and receiving job-related e-mail messages and file attachments;
 - 3. making business arrangements;
 - 4. searching job-related databases;
 - 5. using the Internet for occasional, brief personal communications, where those do not violate any other provisions of this section or, in the view of officials and department heads, do not interfere with County business.

Section V: Legal and Disciplinary Action

- a. Electronic Communications that violate the provisions of this section may result in legal action or disciplinary action up to and including dismissal from employment.
- b. Other misuse of County ES may result in revocation of the user's access to e-mail, Internet, or voice mail systems.

approved 4-27-99
JCD

AGENDA ITEM # 9April 27, 1999Hold public hearing on regulatory signage on County Road 185.

At 10:29 a.m. Judge Doerfler announced public hearing open on regulatory signage on County Road 185.

County Engineer Joe England advised County Road 185 has recently been reconstructed. Speed study indicates 200 cars per day travel this road and he recommended a 45 mile per hour speed limit.

At 10:31 a.m. Judge Doerfler announced public hearing closed on regulatory signage on County Road 185.

AGENDA ITEM # 10April 27, 1999

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Consider approving regulatory signage on County Road 185.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve 45 mile per hour speed limit on County Road 185.

Vote: Motion carried 4 - 0

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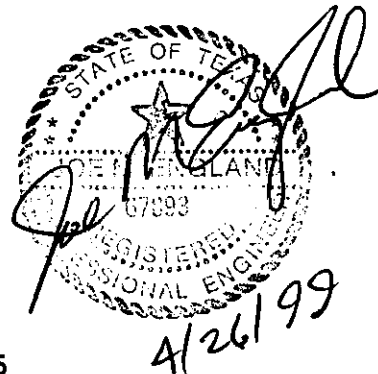
Joe M. England, P.E.
County Engineer



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Telephone (512) 930-3330
Fax (512) 930-3335

Williamson County
Unified Road System

To: Williamson County Commissioners' Court
From: Joe M. England P.E., County Engineer
Date: April 26, 1999
Subject: Proposed Speed Limits on County Road 185



According to the 1980 edition of the Texas Manual on Uniform Traffic Control Devices there are six factors that should form the basis of an engineering and traffic investigation for determining the proper numerical value for a speed zone. The factors are as follows:

1. Road surface characteristics, shoulder condition, grade, alignment and sight distance.
2. The 85% speed and pace speed.
3. Roadside development and culture, and roadside friction.
4. Safe speed for curves or hazardous locations within the zone.
5. Parking practices and pedestrian activity.
6. Reported accident experience for a recent 12-month period.

approved 4.27.99
John C. Doerfler

Upon my field investigation, I found that the section of County Road 185 from the city limits of Cedar Park to County Road 180 consist of a rural street design within a rural environment with a posted speed limit of 40 MPH.