

1B-12 LICENSE AND CERTIFICATIONS

Hopkins County has many positions that require licenses and certifications. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses a license or certification, they must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such license or certification is illegal under either Federal or State Law.

If the license is a requirement for the position, the department in which the employee works will pay the licensing fee, whether the employee is full time or part time at the discretion of the elected official or department head.

*County
pay for CDL
up to Dept. Head*

1E-1 TRAVEL POLICY

Attendance by county employees at conferences and seminars shall be at the discretion of the county officials and department heads. The travel expense must be related to the duties and responsibilities of the county office incurring the expenses and there must be adequate funds budgeted to cover the expenses to be reimbursed.

Registration fees will be paid for by Hopkins County. Payment of registration fees must be submitted to the Court Administration Office along with completed registration and conference agenda.

Lodging for the host hotel will be paid for by issue of a county credit card or by reimbursement to the employee if paid personally.

Out of county travel will be by rental vehicle or personal vehicle, whichever option is the most economical and feasible. When traveling by rental vehicle, the rental should be procured through the Hopkins County account with Enterprise. Mileage will not be reimbursed by travel by rental vehicle. Fuel for rental vehicle will be reimbursed at actual costs shown on personal receipts supplied by the employee.

When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the traveler will be reimbursed the actual cost of the rental vehicle on the Hopkins County rental account. Fuel for personal vehicle travel will be reimbursed at actual costs shown on receipts supplied by the employee. Mileage will not be reimbursed for overnight travel.

Mileage for day travel in a personal vehicle will be reimbursed using the current IRS mileage rate. Mileage will be calculated using Google maps.

Traveling employees may elect per diem or taking the county issued credit card for meal expenses. The standard per diem rate allowed by Hopkins County for meals is \$45 per overnight stay and \$30 for travel days. Receipts are not required to be turned in when using per diem. When using the county issued credit card for travel the standard meal rate of \$45 per day for overnight meals and \$30 for travel days is allowed. No tips, alcoholic beverages or tobacco will be allowed to be charged. All receipts are required to be turned in if using the county issued credit card. In the event the county credit card is used and a receipt has been misplaced or lost the Auditor may request a missing receipt affidavit be filed out by the employee.

2A-4 LONGEVITY PAY

ELIGIBILITY

All full time regular employees and elected officials shall be eligible for the longevity pay benefit.

An employee shall be required to work a minimum of two continuous years in an eligible position before receiving longevity pay with no break in service time.

AMOUNT

The schedule for Longevity pay is: \$75 per year of service after completing two years of service with a maximum number of years being 25 years. The formula is as follows:

Number of years x \$75 = amount of payment – to be paid toward the end of the year.

Example follows:

Minimum number of years:

$$2 \text{ years} = \$75 \times 2 \text{ years of service} = \$150.00$$

Maximum number of years:

$$25 \text{ years} = \$75 \times 25 \text{ years of service} = \$1875.00$$

If an employee terminates or gives notice of termination of employment with the county prior to the established lump sum payment date, s/he will not receive a longevity payment. No pro-rated payments will be given.

2B-5 HOLIDAY

The following employee classifications shall be eligible for the holiday benefit: Full time. These employee classifications shall not be eligible for the holiday benefit: Part time, seasonal, temporary, on call.

The County holidays shall be determined by the Hopkins County Commissioners' Court.

Holidays are 8 hour days and shall not accrue for all county employees regardless of classification.

If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday. Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Hopkins County. Each supervisor is responsible for granting this leave based on the needs of their individual departments. Vacation, compensatory time, or leave without pay may be used for special leave granted.

An eligible regular full time employee (non 207k exempt or dispatch) called in to work on a holiday because of an emergency, or other special need of the County shall be paid straight hours worked in addition to holiday pay. These hours will not count towards comp time or overtime hours.

Shift employees classified as "fire or law enforcement" who fall under the 207k exemption per FLSA, as well as dispatch employees will be compensated for the county's holidays in lieu of time off. Depending on the number of approved county holidays, each eligible employee will be paid the equivalent of a day's pay over the course of 26 pay periods. This will be calculated off of the employee's base pay. No additional compensation will be paid.

Example: number of county approved holidays x hourly base rate paid over 26 pay periods.

If an employee is off due to worker's compensation the holiday pay will not be paid. If the employee is off due to FMLA leave the holiday will not be paid.

GINA NOTICE

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

HEALTH INCENTIVE PROGRAM

Hopkins County has adopted a healthy incentive program. Please refer to adopted health plan resource guide for more information. These elections are adopted by Commissioner's Court every September as part of our Texas Association of Counties Health Plan Program.

UNIFORMS

Hopkins County will provide uniforms to employees in positions that require wearing a county name, logo, department name, badge, etc.

Hopkins County will provide a uniform allowance for the purchase of clothing to be worn while at work for clothing items not provided by the county. This allowance is intended for the purchase of everyday use clothing, example: jeans, boots, etc. Eligible employees must be full time employees with at least 90 days of employment.

Full time positions that require a uniform such as maintenance, groundskeepers, housekeeping, etc. will be given an allowance. Office personal are excluded from the allowance.

This allowance is considered a taxable expense per IRS guidelines and will be given as yearly taxable wage through payroll every July.

All uniforms issued to an employee must be returned to the County prior to the employee receiving final pay upon leaving County employment.