



Human Resources Team

Fort Bend County Employee Orientation (Policies)



County Government

The Glue That Holds Texas Together



The governing body of the County is the **Commissioners Court**, which is comprised of the *County Judge* and four *Commissioners*.

Elected Officials include:

- *County Judge*
- *County Attorney*
- *County Clerk*
- *County Court-At-Law Judges*
- *County Tax Assessor-Collector*
- *County Treasurer*
- *District Attorney*
- *District Clerk*
- *District Judges*
- *Sheriff*
- *Commissioners*
- *Justices of the Peace*
- *Constables*



Employment At Will

As an employee of FBC, you have the right to terminate your employment at any time.

FBC retains the right to terminate your employment at any time, with or without notice, for any legal reason or no reason. FBC retains the right to change any terms, conditions, benefits, or privileges of employment at any time without notice.

No employment contract, either expressed or implied, shall exist between FBC and any employee for any duration, either specified or non-specified.





Human Resources Team

Sheriff's Office Civil Service Commission



Most full-time employees of the Fort Bend County Sheriff's Office are covered by a civil service system. **New Sheriff's Office employees serve a six-month to one-year probationary period before becoming members of the civil service system.** Probationary employees are employees-at-will and serve at the discretion of the Sheriff.

Once a member of the civil service system, a classified employee may only be terminated for cause, and SO employees may file a grievance with the Civil Service Commission to protest an action of suspension, demotion or termination. Additional information on the Rules and Regulations of the Civil Service system will be provided to SO employees by their chain of command and Sheriff's Office administration.



Equal Employment Opportunity

FBC applies positive service and employment practices designed to ensure the full realization of equal employment opportunity.

Title VII of the Civil Rights Act of 1964, as amended, and the *Age Discrimination in Employment Act of 1967*, as amended, prohibits discrimination in hiring, pay, job training, classification, promotion, fringe benefits, referral, discharge and other aspects of employment on the basis of race, color, national origin, sex, religion, age or genetic information.





Americans With Disabilities Act of 1990



FBC does not discriminate on the basis of disability in its employment policies or in its admission to or access to its services and programs.

The ADA protects qualified applicants and employees with disabilities from discrimination in hiring, pay, classification, promotion, job training, fringe benefits, referral, discharge and other aspects of employment on the basis of disability.



Alcohol & Drug Policy



The County's goal is to establish and maintain a work environment that is free from the effects of abuse or misuse of any type of drug or alcohol.

Employees are prohibited from being at work or acting in the scope of their employment with the County while impaired by alcohol or with illegal or illicit substances present in their systems, on their persons, in County vehicles, or on County premises.

Employees will be subject to random screenings at any time during their employment.



Alcohol & Drug Policy

- Marijuana remains a drug listed in Schedule I of the Federal Controlled Substance Act and it remains unacceptable for any Fort Bend County employee to test positive for marijuana even if the drug was obtained through a medical prescription outside of Texas or otherwise obtained and/or used in a manner considered legal outside of Texas.
- Employees will be subject to random screenings at any time during their employment.





Family and Medical Leave Act of 1993

Any employee who has been employed by FBC for at least 12 months and worked at least 1,250 hours during those 12 months prior to the leave, shall be entitled to up to 12 weeks of leave for one or more of the following reasons:

1. The birth of a child or placement of a child for adoption for foster care;
2. To bond with a child (leave must be taken within 1 year of the child's birth or placement);
3. To care for the employee's spouse, child or parent, if the spouse, child or parent has a qualifying serious health condition;
4. For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job
5. For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.



Family and Medical Leave Act of 1993

Military Caregiver Leave

The FMLA provides a leave entitlement of up to 26 weeks for employees to care for a spouse, son, daughter, parent, or next-of-kin who has a serious injury or illness incurred in the line of duty while on active duty.



**ZERO
TOLERANCE**

Zero Tolerance for Workplace Harassment

FBC has a Zero Tolerance Policy for Workplace Harassment, including Sexual Harassment and Discrimination or Harassment on the basis of Race, Color, Sex, Religion, National Origin, Age, Disability and/or Genetic Information.

FBC will not tolerate retaliation of any kind and in any manner. This protection extends not only to individuals who complain about unlawful activities, but also to those who serve as witnesses in investigations.

Confidentiality will be maintained as much as possible regarding complaints of unlawful activities.



Sexual Harassment Definition



EEOC defines unlawful Sexual Harassment as unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex.

QUID PRO QUO (This for That)

Submitting or being subjected to the conduct is a term or condition of employment, including hiring, promotion, pay, fringe benefits, job training, classification, referral, and other aspects of employment

HOSTILE ENVIRONMENT

The conduct unreasonably interferes with one's performance on the job or creates a hostile, offensive, and/or intimidating work environment



Workplace Protection

FBC prohibits and will not tolerate conduct that is harassing, intimidating, threatening, or violent, including but not limited to: inappropriate/harassing comments, jokes, references, or mannerisms; threats of violence; physical challenges to fight; stalking; inappropriate or harassing physical contact; attempted assault or assaulting of fellow employee(s) at or away from the workplace.

Any employee found in violation of this policy will be subject to disciplinary action, including immediate discharge on the first offense.



Fraud Protection and Detection

Fraud generally refers to intentionally or knowingly obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

Fort Bend County is committed to the deterrence, detection and correction of misconduct and dishonesty to prevent fraud.

See the Fraud Prevention and Detection Policy included in your orientation packet or on the County website.



Whistleblower Policy

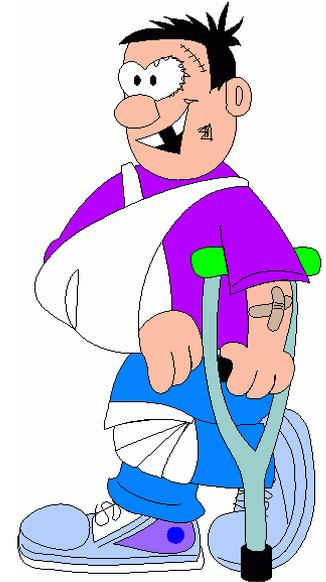


Fort Bend County complies with the *Texas Government Code, Section 554.002*, whereby a state or local government entity may not suspend or terminate the employment of, or take other adverse personnel action against a public employee, who in good faith, reports a violation of the law by the employing governmental entity or another public employee to an appropriate law enforcement authority.



Workers Compensation

An employee who sustains an injury in the course and scope of employment must immediately notify his/her Supervisor and the Risk Management Department. The employee must also file a Workers Compensation Claim. A timely drug and alcohol test will be required following a workplace accident or incident.





Conflict of Interest

FBC employees should not engage in any activity, employment, or relationship which would affect job efficiency, reduce the ability to make objective, work-related decisions, or adversely effect County responsibilities, including but not limited to:

Soliciting, accepting or agreeing to accept a financial benefit, gift, or favor offered with the intent to influence performance, disclose confidential information acquired in the performance of official duties, impair independent judgment in the performance of duties, create a substantial conflict between private interests and County duties, or receive a benefit in exchange for having performed duties as a County employee in favor of that person.



Drive Carefully



- Employees who are required to drive on County business, either in a County vehicle, or their personal vehicle, must possess a valid Texas Driver's License. Proof of insurance may be required.
- Employees are strictly prohibited from driving on County business if his or her license is expired, suspended, or revoked for any reason.
- Employees with multiple moving violations, work-related driving incidents that lead to injury or property loss or damage, or driving related criminal convictions, may lose authorization to drive on County business.
- Loss of driving privileges may result in termination of employment if the employee is unable to meet the requirements of the position.
- For more information, please review Policy 617, Authorization to Drive on County Business, and discuss any questions with the Risk Management Department.

Policy 617



Electronic Systems Policy and Guidelines



There shall be no expectation of personal privacy or confidentiality in the use of the electronic systems provided by Fort Bend County.



Electronic systems include computers, telephones, cell phones, voice mail, e-mail, fax machines, copiers, radios, wireless devices, mobile devices, online services including email and Internet access which FBC provides to its employees for business purposes.





Nepotism

Fort Bend County policy prohibits Department Heads from appointing or hiring their close relatives to work within their department.

Fort Bend County policy also prohibits county employees who are close relatives from working together in a direct line of supervision. At least two (2) levels of management must separate any relatives working in the same department.

Please notify your supervisor or manager if you believe you may be in violation of this policy now or in the future.

Refer to Chart 6A in the Employee Information Manual for an illustration of the degrees of kinship addressed by this policy.





Rules of Conduct

Rules of Conduct within each Department are set to define and protect the rights of employees and ensure a cooperative working environment. While the employment relationship is at will, the following examples are causes for disciplinary action up to and including termination:

- ☹ Smoking while on duty
- ☹ Eating or drinking while on duty
- ☹ Failure to dress appropriately / wear required uniform
- ☹ Unauthorized absence from work
- ☹ Refusal / failure to do job assignment or obey orders

***KNOW THE
RULES!***





Rules of Conduct (cont'd)

- ☹ Immoral conduct; indecency; sexual, racial & all other harassment
- ☹ Unauthorized or personal use of County property or equipment
- ☹ Conduct that is threatening, intimidating, coercing, abusive or injurious
- ☹ Theft, misappropriation, abuse, or destruction of property belonging to employees, the public or the County
- ☹ Unauthorized possession / use of firearms and other weapons on County premises, during working hours, or while on duty



Rules of Conduct (cont'd)

- ☹️ Possession or drinking of an alcoholic beverage while on duty or reporting to work under the influence of alcohol
- ☹️ Possession, use or under the influence of illegal drugs on County property or in a County vehicle
- ☹️ Failure to report on a weekly basis to the department Supervisor designated to accept leave of absence reports.



Dispute Resolution



Fort Bend County employees are expected to act appropriately and professionally in the workplace and contribute to a harmonious work environment. Disputes between employees must not disrupt a positive work environment nor hinder productivity.

Employees who have a complaint regarding another employee, including a supervisor, should attempt to resolve the issue through their chain of command. If an employee's attempts to resolve an issue or complaint internally are not successful, Section 601, Dispute Resolution, in the Employee Information Manual provides further guidance.



Performance Appraisals



It is the County's Policy to conduct performance appraisals with employees on a regularly scheduled basis as a means of fostering employee development and motivating employees to reach their maximum potential. Reviews will typically be made on the employee's anniversary date.



County Work Week & Pay Periods



- Fort Bend County defines its 7-day work week as starting at 12:01am Saturday and ending at 12:00am (midnight) Friday.
- The County pays on a bi-weekly schedule (26 pay periods per year).
- Paychecks are issued on Friday, the week after the pay period ends.
- If payday is on a FBC holiday that banks are closed, paychecks are issued the day before. If payday is on a FBC holiday that banks are open, paychecks are issued on the holiday.
- Payroll recommends that you do not write checks or authorize withdrawals against your direct deposit in advance of the pay date.





Comp Time

(non-exempt full time employees only)

- Non-exempt employees are credited with comp time off for all hours **actually** worked over 40 in a work week at the rate of 1½ hours comp time for each hour of overtime.
- Non-exempt employees **must have their supervisors approval** to work overtime.
- Some Sheriff's Office employees will not earn comp time or overtime until they work more than 43 hours in the week.
- If a non-exempt employee **works less than 40 actual work hours** but accrues more than 40 hours due to credited time off (i.e. holiday, vacation, sick, comp time), the employee will be paid their regular hourly wage for the excess hours.
- Non-exempt employees **may only accrue up to 80 hours of comp time**. Once 80 hours is accrued, any additional overtime shall be paid at time and one half.
- It is extremely important that all non-exempt employees report any and all hours worked on your timesheet. Non-exempt employees are **prohibited from working any "off the books" time** – no working while you are not on the clock! This may include responding to emails, answering phone calls or text messages, taking paperwork home to complete, etc.
- Non-exempt employees **may not perform volunteer work for Fort Bend County** that is of a similar nature to the duties they are employed to perform.
- Comp time **IS** compensable at termination (non-exempt employees only).



Longevity Pay

(full time employees only)

To reward full time employees for continuous years of service to the County, an extra \$5.00 a month (\$2.31 per pay period) for each year of service is added to the full time employee's pay check on the employment anniversary date.

The local government code caps longevity pay at 30 years.



Vacation Time

(full time employees only)



- Full time employees earn vacation time per pay period as follows:
 - First 5 Years:** 10 days/year or 3.08 hrs/ pay
 - 5 to 10 Years:** 12 days/year or 3.70 hrs/ pay
 - 10 to 15 Years:** 15 days/year or 4.62 hrs/ pay
 - After 15 Years:** 20 days/year or 6.17 hrs/ pay
- Vacation time can roll from one year to the next.
- You can only carry a MAXIMUM of 160 hours into the next calendar year. Therefore, on Dec. 31 of each year, any hours in excess of 160 will be lost.
- Employees will receive pay for any accrued but unused vacation time at separation from employment with FBC even if it exceeds 160 hours.



Sick Leave

(full time employees only)

- Full-time employees earn 2.47 hours of sick leave per pay period, or 8 days each year. Sick leave can be used for employee, spouse, dependent or parent illness(s) only.
- There is no limit on the amount of sick leave employees may accrue.
- Employees that retire from Fort Bend County may be eligible to receive payment for ½ of their accrued sick leave balance, or \$5,000, whichever is less.
- Employees who quit or are discharged will forfeit any accrued sick leave balance.
- Employees who accrue at least 88 hours of sick leave may join the **Shared Sick Leave Pool** by donating 8 hours of sick leave to the Pool. Once a member, you will be eligible to withdraw up to 480 hours of sick leave (or 5% of the plan's total hours whichever is less) from the pool to cover absences due to your own catastrophic illness or injury.



Bereavement Leave

(full time employees only)

At the discretion of the Elected Official/Department Head, a maximum of 3 days of paid time will be allowed for bereavement leave for full time employees for the purpose of attending a funeral of an immediate family member.

For the purpose of this policy, an immediate family member is defined as spouse, child, parent, sibling, grandparent, and grandchild. Bereavement leave may also be granted for the death of the parents and grandparents of an employee's spouse; and the employee's brother-in-law, sister-in-law, son-in-law and daughter-in-law. Step-relationships will be considered on a case by case basis.

Should more than three days be needed, the employee's supervisor may approve additional time of which can be charged to vacation, comp time, and/or time off without pay.



Citizenship Leave

(full time employees only)

Full-time employees shall be granted leave with pay when it is necessary to be absent in order to fulfill citizenship obligations.

Citizenship obligations are:

1. WITNESS DUTY
2. JURY DUTY
3. VOTING



Employees are required to give advance notice of an absence for citizenship obligations and provide supporting documentation. Employees should return to work as soon as practicable once relieved from witness or jury duty.



Inclement Weather

(non-essential employees only)

The County Judge shall make the determination to close some or all County facilities due to inclement weather or a declared state of disaster, and will determine whether or not employees shall be compensated during the closure.

Employees may call the Employee Hotline at 281-341-4444 regarding the status of County closures. Employees who individually decide not to report on a day that the County is otherwise open for business must notify their department that they will be absent in the manner required by the department. Employees who fail to report to work shall be shown as absent for payroll purposes.





Human Resources Team

Texas County and District Retirement System (TCDRS)



All full and part time employees are enrolled in TCDRS.

Employees are required to contribute 7% of gross (pre-tax) salary. The amount will automatically be withdrawn from your paycheck.

Your account receives 7% compound interest each year based on your January 1 balance.

The County will contribute a 200% (\$2 to \$1) match on your balance (deposits plus your interest earned). You must be vested to receive the County's matching contribution. The match is applied at the time of your retirement.

View your balances, update your beneficiary and run your own estimates online at www.tcdrs.org. It will take about 2-3 months before you can view your account online.

Policy 510



Retirement Eligibility

You must have eight (8) years of service in a participating plan for vesting purposes.

Service may be combined from other Texas Public Retirement Systems (ERS, TRS, TMRS & City of Austin). You must contact TCDRS to inform them of your service time in other systems. Only time is combined. Money stays in each separate system.

Once you are vested, you may retire once you meet any of these qualifying options:

- Accumulated 30 years of service at any age
- 8 years of accumulated service & at least age 60
- Age + years of service = 75 (called the rule of 75)

Subsidized health and dental coverage may continue after retirement for retirees with a minimum of sixteen (16) continuous years of full-time employment at Fort Bend County. **(See Policy 511 for details on health benefits upon retirement)**



Retirement – What's Next

Look for your new hire package arriving at your home in approximately two to three months. Once you've received your welcome packet, remember to do the following things:

- Create your online account at www.tcdrs.org
- Log into your account to check that everything is correct such as the spelling of your and your beneficiaries names, the correct dates of birth etc. Remember to keep your beneficiaries up to date.
- If you have time with another system (ERS, TRS, TMRS, or City of Austin) call TCDRS to let them know so that your TCDRS account may be credited with your time from the other retirement systems.
- Log in to the YouTube **TCDRS** Channel to view video clips relating to your new retirement benefit. Check out the one called: **New Hire TCDRS Benefits** plus other video clips.



457 Deferred Compensation

A flyer with this information is in your new hire folder

IRS Code 457, Section (b)(2) allows public sector employees to defer a portion of their pre-tax income for supplemental retirement funds. The minimum contribution is set by the plan administrator. The maximum contribution is set by the IRS.

FBC employees have a choice of three vendors that administer our Deferred Compensation Program:

- Dearborn & Creggs
- Edward Jones
- Nationwide Retirement





Human Resources Team

Lawson Employee Self Service

A flyer with this information is in your new hire folder

- ✓ Viewing your current benefits, job profile & leave balances.
- ✓ View & print copies of your paychecks
- ✓ Add or change your direct deposit accounts
- ✓ Add or update emergency contacts
- ✓ Update your home address
- ✓ Change your W-4 Tax Withholdings
- ✓ Sign up for training

LAWSON

It is each employees responsibility to keep their information up-to-date.

Your department coordinator will provide you with a user name and password by the end of the week. How will you access Employee Self Service? You may use any Fort Bend County computer and access it through the web browser. Limited access is available from home. Your information packet has the link. ***What if you have trouble logging on?*** Contact the IT Help Desk at 281-341-4580 for assistance.



Employee Badges

All full and part time employees are required to wear, or maintain in their possession, a Fort Bend County identification badge at all times while performing county business.



The Sheriff's Office bailiffs issues all employee badges. Your department coordinator will notify you when your badge is ready. They may have you go pick up your badge or they may pick it up for you from the Sheriff's Office bailiffs.

There is no fee to replace a broke/damaged badge. There a \$15 fee for lost badges. A badge request form must be signed by your Department Head/Elected Official and the form and payment must be taken to the County Treasurer's Office. The badge form and receipt should then be submitted to the Sheriff's Bailiffs. Instructions can be found online under Employee Information.

Policy 408



Human Resources Team

Fort Bend County Employee Information Manual

Information contained in this presentation represents a brief overview of the policies & procedures of FBC.

The FBC Employee Information Manual is available on both the Intranet and Internet. **Employees are responsible to read and become familiar with the County's policies.** Please review the Employee Information Manual thoroughly.

Find it Online!

