



**Texas Association of City and County Health Officials
PERSONNEL POLICIES AND PROCEDURES
Latest Revision UPDATES and NEW as of 8-9-23**

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SECTION 100: GENERAL INFORMATION

Est. December 29, 2014 Revised 3-2-15

101 PURPOSE

Personnel policies are established to ensure that the goals of the Texas Association of City and County Health Officials (TACCHO) can be achieved and to provide specific working arrangements to ensure appropriate relationships between employer and employee.

The policies and procedures presented here are for information and illustration purposes and are in no way to be considered as a contract of employment or guarantee of continued employment for any specific period of time.

Employment with TACCHO is on an at-will basis, which means that the employee and TACCHO are each free to terminate the employment relationship at any time without cause. Only written statements concerning the terms and conditions of employment that are signed by an authorized official of the organization will be considered binding on the organization.

102 UPDATE OF PERSONNEL MANUAL

In addition to the periodic update of the personnel policies and procedures, the Executive Leadership Team (ELT) reserves the rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. A copy of such changes will be distributed to all employees. Changes become effective upon approval by the Executive Leadership Team.

103 POLICY REVIEW

These policies are effective January 1, 2015, and will be periodically reviewed and updated as needed by the TACCHO Executive Leadership Team.

104 RESPONSIBILITIES

TACCHO employees are expected to follow the personnel policies set forth by the TACCHO Executive Leadership Team.

105 APPROVAL AUTHORITY

The final approval authority for the TACCHO Personnel Policies changes is the TACCHO Executive Leadership Team.

**Texas Association of City and County Health Officials
PERSONNEL POLICIES AND PROCEDURES**

SECTION 200: WORK ENVIRONMENT

Est. December 29, 2014

201 TOBACCO FREE POLICY Updated

As the voice of local public health in Texas, employees of TACCHO are not permitted to use tobacco while working in an official capacity, nor at any time in which the employee may be identified as an employee of TACCHO (such as the donning of a name badge or shirt with logo).

Suggested update:

TACCHO maintains a smoke- and tobacco-free work environment. No smoking or other use of tobacco or similar products (including, but not limited to, cigarettes, e-cigarettes or vaping devices, pipes, cigars, snuff, or chewing tobacco) is permitted while working in an official capacity within a TACCHO office or while conducting TACCHO business outside a person's home office, nor at any time in which the employee may be identified as an employee of TACCHO (such as donning of a name badge or shirt with logo. TACCHO does not allow smoking/tobacco breaks during the workday while at TACCHO meetings or when representing TACCHO at other meetings. Employees may not have the smell of tobacco smoke about their persons while representing TACCHO business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to clients and the public in general.

Please remember to conform to the smoking or tobacco use policies of our clients when working at a client's site.

All employees are expected to abide by this policy in all respects while at work, whether on TACCHO office premises, at a customer's site, or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on TACCHO premises or in vehicles owned, leased, or rented by the TACCHO. Being permitted to use tobacco or similar products while off duty is a privilege, as long as such use does not interfere with the employee's work, fitness for duty, or professional appearance. If that privilege is abused, it may be withdrawn altogether.

202 DRUG-FREE WORK PLACE - Updated

TACCHO is committed to providing a safe work environment and to fostering the well being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, TACCHO has established the following policy:

It is a violation of TACCHO policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs, intoxicants, or alcohol on the job. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol that is, with illegal drugs, intoxicants, or alcohol in his/her body. It is a violation of the company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

Suggested update:

TACCHO intends to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of TACCHO.

TACCHO explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on TACCHO or other premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from TACCHO or other premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk TACCHO's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from TACCHO or other premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk TACCHO's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while working, while on premises of TACCHO or others, or while on TACCHO business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

TaCCHO will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by TACCHO.
- **FOR-CAUSE TESTING:** TACCHO may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

203 HARASSMENT AND DISRESPECT TO OTHERS - Updated

Definition: Sexual harassment is defined by TACCHO as any deliberate, unsolicited, and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

It is the policy of TACCHO that sexual harassment in any form will not be tolerated. Any employee found in violation of this policy shall be subject to disciplinary action up to and including termination. In an effort to prevent sexual harassment from occurring, it is the policy of TACCHO to encourage the reporting of any incidents of sexual harassment to the Executive Director of TACCHO and/or the TACCHO Executive Leadership Team. TACCHO further prohibits internal interference, coercion, restraint, or reprisal against any employee who files a grievance concerning an occurrence of alleged sexual harassment.

Suggested Update:

To promote equal employment opportunity for all employees, TACCHO strives to maintain an atmosphere of mutual respect and understanding in the workplace. Toward that end, TACCHO considers the use of demeaning, belittling, humiliating, insulting, or other forms of disrespectful language toward or about yourself or others to be unacceptable. One or more of the following tests may be useful in determining whether particular terms are unacceptable under this policy:

1. Whether you would feel discriminated against or insulted if someone else who is different from you were to use that term when referring to you or speaking to you about someone else;
2. Whether referring to yourself or another person in such a way would tend to segregate yourself or others on a minority basis;
3. Whether such terminology tends to perpetuate racial, ethnic, gender, or other minority stereotypes; and
4. Whether such terms would make a normal person feel belittled, needed, or picked on.

While the context of such statements can be important in judging whether the statements violate this policy, in general, XYZ will consider any such language unacceptable and will follow up on any complaints it receives.

The following examples illustrate what is unacceptable under this policy (the list is not exhaustive and is only a general guide):

- Slurs and other disrespectful terms relating to a person's race, color, religion, age, national origin, citizenship status, gender, sexual orientation, gender identity or expression, genetic information, or disability
- Excessive or habitual use of terms relating to a person's characteristics, if a reasonable person would feel excluded, belittled, or singled out for unwanted attention through such language
- Referring to people in terms of their assumed nationalities
- Words relating to gender stereotypes
- Profane or obscene references to yourself or others

It is no excuse that you apply an unacceptable term to yourself. Such terms inevitably disturb others, even if they do not say so out loud. Further, they perpetuate unfavorable stereotypes and foster a hostile work environment. While we are all different, and appreciate everything

that makes us unique individuals, there is no need to dwell upon those differences to the point where we become preoccupied with ourselves and what separates us from one another. We are all employees here, we are team members, and we are united in working to give our customers the best possible value and experience with TACCHO.

In sum, using unacceptable language in the workplace calls into question the speaker's maturity, judgment, and suitability as a team member. Such language will not be tolerated. Depending upon the severity and repeat nature of a particular offense, a violation of this policy will result in appropriate corrective action, up to and potentially including termination of employment. TACCHO hopes that no such action will be necessary, but will act where action is needed.

204 CONFLICT OF INTEREST POLICY - Updated

Employees shall not engage in any outside employment, activity or enterprise determined by the executive director or TACCHO Executive Leadership Team to represent a potential conflict of interest that may be inconsistent or incompatible with employment by TACCHO. All outside employment must receive prior approval by, and is subject to an annual review by the Executive Director; or in the case of the Executive Director, by the TACCHO Executive Leadership Team. Employees are required to sign a Code of Ethics/Conflict of Interest form upon hire.

Suggested Update:

Employees shall consider the following to avoid a conflict of interest during work for TACCHO:

- The employee owes a duty of loyalty to TACCHO.
- At all times when on duty, without regard to time or place, employees should devote their full attention to TACCHO's business and their duties.
- An employee must avoid any activity that conflicts with the interests of TACCHO.
- An employee must disclose a potential conflict in advance.
- Outside employment is prohibited unless approved by the employer in advance. All outside employment is subject to an annual review by the Executive Director; or in the case of the Executive Director, by the TACCHO Executive Leadership Team.
- TACCHO will deny permission for such outside employment if at any point it adversely affects the employee's ability, fitness, or readiness to work.
- Employees are required to sign a Code of Ethics/Conflict of Interest form upon hire.
- TACCHO prohibits any activity or exchange of goods, property, or services that significantly promotes, supports, or enables any business activity of a competitor, unless such activity or exchange has been discussed and approved in advance by a designated supervisor. Such activities or exchanges would include, but not be limited to, working for the competitor as either an employee or a contractor, advertising the competitor in any way, becoming a creditor or landlord of the competitor, or entering into any other kind of contractual arrangement whereby the competing business could be furthered in any way."

205 SAFETY

Reasonable care shall be taken to maintain TACCHO workspaces in a hazard-free manner and provide employees with a safe, clean environment in which to work. Any accidents occurring on the job will be orally reported within 24 hours and officially reported in writing to the executive director or TACCHO Executive Leadership Team within ten (10) working days of the accident. A copy of the report of the resolution of the incident shall be maintained in the employee's personnel file. Maintaining adequate workspace under an arrangement for telecommuting (i.e. home office) is the responsibility of the employee engaged in the telecommuting agreement.

206 INCLEMENT WEATHER

The decision to close or delay the opening of the TACCHO office will be made by the Executive Director. All employees are urged to use sound judgement in their attempt to travel to the work location. In some instances, road conditions might be extremely hazardous and taking the risk of driving might not be in the best interest and welfare of the employee. In cases where road conditions prevent an employee from their duties, the employee will not be penalized in pay. The employee is expected to contact his/her immediate supervisor if going to be absent or late.

207 COMPANY ISSUED CREDIT OR DEBIT CARDS - NEW

TACCHO may issue company credit or debit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit/debit cards. Use of TACCHO-issued credit/debit cards is a privilege, which TACCHO may withdraw in the event of serious or repeated abuse. Any credit/debit card TACCHO issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit/debit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than TACCHO) with their own funds or personal credit/debit cards. TACCHO will not regard expenses for one's own business-related use, such as lodging and meals while on TACCHO-approved business trips, as personal purchases, as long as such expenses are consistent with TACCHO's travel and expense reimbursement policy. If any employee uses a TACCHO credit/debit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question. If an employee uses a TACCHO credit/debit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on TACCHO's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse TACCHO via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any workweek involved. In addition to financial responsibility and liability for wage deductions, any purchases an

employee makes with a TACCHO credit/debit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense. Employees must sign the Agreement for Wage Reductions For Personal or Unauthorized Use of Credit/Debit card acknowledging their reading of the policy and potential repercussions of improper TACCHO credit/debit card use.

208 CONFIDENTIALITY OF INFORMATION - NEW

In the course of performing their duties, employees may have access to or gain knowledge of confidential information concerning TACCHO, its customers/clients, and other employees. "Confidential information" is defined as information to which the public does not have general access. This policy governs the use or further disclosure of such information.

With respect to confidential information concerning TACCHO, other employees, TACCHO's vendors and contractual partners, and/or its customers/clients, such information should be safeguarded. An appropriate manager will grant the necessary access if an employee needs such information to perform his or her duties. No other access is permitted. Any release, duplication, distribution, transmittal, disclosure, or discussion ("release") of such information that is not required by law or by the duties of the employees involved is strictly prohibited.

Unauthorized access to, and unauthorized release of, confidential information will violate this policy and may result in appropriate disciplinary action against the employee(s) involved, up to and potentially including termination of employment, depending upon the severity and/or repeat nature of the offense.

209 MEDICAL INFORMATION CONFIDENTIALITY - NEWTACCHO strives to protect the privacy of its employees' medical information to the greatest possible extent. To that end, we provide the following guidelines regarding the confidentiality of medical information:

1. "Medical information" is any information, data, or documentation relating to an employee's mental or physical condition. The term includes, but is not limited to, oral, written, or digital information concerning an employee's mental or physical condition; medical records; dental records; disability records; workers' compensation records; medical leave records; genetic information; health insurance information; and/or information concerning visits or payments to any health care professional, hospital, emergency room, or other type of short- or long-term health care facility.
2. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular personnel records. Only authorized employees may ever have access to such files.
3. Employees are hereby notified that medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking or otherwise communicating with the subject of the information at that person's invitation. If an employee is concerned about a possible medical condition on the part of a coworker, the employee must not discuss such concern with anyone other than [designate the person to whom such concerns should be brought].

4. Any employee who is found to have discussed medical information about another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to severe disciplinary action, up to and possibly including immediate termination from employment. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.

210 DRIVER POLICY - NEW

Employees assigned to driving duties ("drivers") must at all times meet the following criteria:

- drivers must have a current, valid driver's license for the state in which the employee performs his or her driving duties; and
- drivers must maintain a clean driving record, i.e., must remain insurable under our company's liability insurance policy.

Any employee driving a TACCHO vehicle or driving on TACCHO business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving a TACCHO vehicle, while on TACCHO business, while in a TACCHO vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport non-employees while in a TACCHO vehicle or on TACCHO business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform an appropriate supervisor about the incident immediately or as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to an appropriate supervisor. In both of the above situations, the matter will be reported to TACCHO's insurance carrier so that a prompt decision on continued coverage of the employee can be made. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the employer, and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for TACCHO business should be reported to an appropriate supervisor at the earliest possible opportunity.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from employment. All employees with driving duties must sign the Acknowledgement of TACCHO Driver Policy agreement.

211 INTERNET, EMAIL AND COMPUTER USE - NEW

The use of TACCHO electronic systems, including computers, fax machines, and all forms of Internet/intranet access, is for TACCHO business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to TACCHO or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to TACCHO's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of TACCHO computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate TACCHO purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of TACCHO files or other TACCHO data;
- Destroying, deleting, erasing, encrypting, or concealing TACCHO files or other TACCHO data, or otherwise making such files or data unavailable or inaccessible to TACCHO or to other authorized users of TACCHO systems;
- Misrepresenting oneself or TACCHO;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, ransomware, or other code or file designed to disrupt, disable, impair, render inaccessible, or otherwise harm either the TACCHO's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;

- Causing congestion, disruption, disablement, alteration, or impairment of TACCHO networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on TACCHO systems and applications.

Important exception: consistent with federal law, you may use TACCHO's electronic systems in order to discuss with other employees the terms and conditions of your and your coworkers' employment. However, any such discussions should take place during non-duty times and should not interfere with your or your coworkers' assigned duties. You must comply with a coworker's stated request to be left out of such discussions.

Using TACCHO electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the TACCHO anti-harassment policies and subjects the responsible employee to disciplinary action. TACCHO's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of TACCHO resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. TACCHO will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of TACCHO's electronic systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

TACCHO owns the rights to all data and files in any computer, network, or other information system used in TACCHO and to all data and files sent or received using any TACCHO system or using TACCHO's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. TACCHO also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using TACCHO equipment or TACCHO-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by TACCHO officials at all times. TACCHO has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with TACCHO policies and state and federal

laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate TACCHO official.

TACCHO uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with TACCHO equipment or Internet access. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on TACCHO electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and TACCHO use at any time. Further, employees who use TACCHO systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than TACCHO systems or the TACCHO-provided Internet access.

TACCHO has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and TACCHO rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of TACCHO policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the TACCHO's mission, to provide effective service of the highest quality to TACCHO's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are TACCHO resources and are provided as business tools to employees who may use them for research, professional development, and work-related

communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating TACCHO security policy, copyright, and licensing agreements.

All TACCHO policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

Personal Electronic Equipment

TACCHO prohibits the use in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of recording device to record the image or other personal information of another person, if such use would constitute a violation of a civil or criminal statute that protects the person's right to be free from harassment or from invasion of the person's right to privacy. Employees may take pictures and make recordings during non-working time in a way that does not violate such civil or criminal statutes. TACCHO reserves the right to report any illegal use of such devices to appropriate law enforcement authorities.

Due to the significant risk of harm to TACCHO's electronic resources, or loss of data, from any unauthorized access that causes data loss or disruption, employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, USB / flash drives, "smart" phones, iPods/iPads/iTouch or similar devices, laptops or other mobile computing devices, or other data storage media) to the workplace and connect them, via any means, to TACCHO electronic systems unless expressly permitted to do so by TACCHO. To minimize the risk of unauthorized unauthorized access to or copying of confidential TACCHO business records and proprietary information that is not available to the general public, any employee connecting a personal computing device, data storage device, or image-recording device to TACCHO networks or information systems in any manner thereby gives permission to TACCHO to inspect the personal computer, data storage device, or image-recording device at any time with personnel and/or electronic resources of TACCHO's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the data-storage device in question in order to ensure that confidential TACCHO business records and proprietary information have not been taken without authorization. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not connect them to TACCHO computers or networks.

Violation of this policy, or failure to permit an inspection of any device under the circumstances covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from TACCHO, from law enforcement officials, or from individuals whose rights are harmed by the violation.

212 SOCIAL MEDIA - NEW

At TACCHO, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in

making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for TACCHO.

Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

GUIDELINES

In the rapidly-expanding world of electronic communication, social media can mean many things. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with TACCHO, as well as any other form of electronic communication.

The same principles and guidelines found in TACCHO policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of TACCHO or TACCHO's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the TACCHO Statement of Ethics Policy, the TACCHO Information Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of TACCHO. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about TACCHO, fellow associates, members, customers, suppliers, people working on behalf of TACCHO, or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of TACCHO trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website, or other social networking site to a TACCHO website without identifying yourself as a TACCHO associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for TACCHO. If TACCHO is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of TACCHO, fellow associates, members, customers, suppliers, or people working on behalf of TACCHO. If you do publish a blog or post online related to the work you do or subjects associated with TACCHO, make it clear that you are not speaking on behalf of TACCHO. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of TACCHO."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the TACCHO Equipment Policy. Do not use TACCHO e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is prohibited

TACCHO prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on TACCHO's behalf without contacting the Executive Director. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact the Executive Director.

213 PROPERTY RETURN - NEW

TACCHO may provide employees with certain property to use in the course of business, including computers, phones, AV equipment. Such equipment will be held in the employee's name. Employees are expected to return all TACCHO-owned property issued to them in connection with their employment in good shape, notwithstanding normal wear and tear. Employees are required to return all TACCHO-owned equipment issues to them at the end of their employment. If employees fail to return an item, or if an item returned must be repaired to be usable by another employee or to restore it to its condition before it was damaged,

TACCHO may request to be reimbursed for the reasonable cost of replacing or repairing the item.

214 RELATIONSHIPS WITHIN THE WORKPLACE - NEW

While TACCHO encourages a collegial and supportive atmosphere at work for its employees, interpersonal relationships between employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the company among its customers or in the community at large. For this reason, TACCHO reminds its employees that the following guidelines apply in their relations with other employees, both on and off duty:

1. A supervisor should not engage in any form of relationship with a subordinate employee that could potentially have the appearance of creating or promoting favoritism or special treatment for the subordinate employee. In the event of such a relationship, the employees involved will be given the opportunity to choose which of them will be reassigned to an alternative position where favoritism or special treatment will not be an issue, or one or both employees may be subject to dismissal, depending upon the nature of the situation. All employees, especially managers, are reminded that the qualities of good judgment, discretion, and compliance with guidelines are all taken into account when considering future advancement opportunities and salary increases.
2. If a relationship or social activity between two or more employees:
 - . has the potential or effect of involving the employees, their coworkers, or TACCHO in any kind of dispute or conflict with other employees or third parties;
 - a. interferes with the work of any employee;
 - b. creates a harassing, demeaning, or hostile working environment for any employee;
 - c. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
 - d. harms the goodwill and reputation of TACCHO among its customers or in the community at large; or
 - e. tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship,

the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances.

3. No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of [designated member of management].
4. Employees who conduct themselves in such a way that their actions and relationships with each other become the object of gossip among others in the office, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from [designated member of management] to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

Friendships and social contacts between employees are not a matter of concern as long as they are consistent with the above guidelines. Employees may address any questions on this policy to [designated member of management].

215 SEARCHES - NEW

TACCHO reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of TACCHO and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" includes illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to TACCHO premises, the TACCHO may search employees, their work areas, lockers, personal vehicles if driven or parked on TACCHO property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, the TACCHO is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in the workplace of TACCHO, either on the premises of TACCHO or while on duty. In general, employees should assume that what they do while on duty or on the company premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, TACCHO will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give TACCHO a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he or she would not be prepared to show and possibly turn over to TACCHO officials and/or law enforcement authorities.

All employees of TACCHO are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employees' privacy, confidentiality, and personal dignity to the greatest extent possible. TACCHO will respond severely to any unauthorized release of information concerning individual employees (for more details, see the policy on ["Confidentiality"](#)).

No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request from TACCHO will face disciplinary action, up to and possibly including immediate termination of employment.

**Texas Association of City and County Health Officials
PERSONNEL POLICIES AND PROCEDURES**

SECTION 300: EMPLOYMENT POLICIES

Est. December 29, 2014

301 EQUAL EMPLOYMENT OPPORTUNITY

Candidates for employment, promotion, transfers, salary increments will be considered without discrimination based on race, age, religion, national origin, marital status, sexual orientation, veteran status, or sex. Physical or mental disabilities will be considered only as they may relate to bona fide job requirements and reasonable efforts will be made to overcome, to the extent practicable, traditional barriers.

302 PERSONNEL FILES - Updated

TACCHO keeps certain records relating to employees employment in a personnel file. The documents contained within that file are the property of TACCHO and must be maintained for government and TACCHO recordkeeping purposes. Some employment records are kept in separate files, such as records relating to medical conditions and leave, records relating to investigations, and records relating to I-9 requirements. All files connected with an employee are considered strictly confidential, and access will be limited only to those who have a job-related need to know the information and who have been authorized to see the file in question.

If an employee wishes to view the contents of his or her personnel file, the employee should report during off-duty time or, with permission from his or her immediate supervisor, during work time to the Executive Director and file a written request with the Executive Director. The Executive Director will verify your identity and show you to a table where you can view the contents of the file. [Optional for employers:] If you would like to get a copy of a TACCHO record relating to your employment, you should let the Executive Director know which document(s) need to be copied. Copies are ten cents apiece, payable in advance.

You may not take or alter any document found within your personnel file. If you disagree with one of the documents, you may ask the Executive Director for permission to add a document containing your comments regarding the document with which you disagree.

[Optional for employers:] Both at and following the time you separate from employment, you may make copies of documents in your personnel file if you wish. Copying of such documents should be arranged with the Executive Director and will cost ten cents per copy, payable in advance. Your personnel file will be maintained in TACCHO archives in accordance with all applicable legal requirements.

Only information that pertains to the professional role of the employee and is submitted by duly authorized personnel may be entered into the official files. Personnel records shall be available to the Executive Leadership Team as may be required in the performance of their job roles. Any

employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined up to and including termination. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information and refer the requestor to the Executive Director.

303 NEPOTISM

No person shall be eligible for employment when a member of his/her immediate family is employed by TACCHO where the family member would serve as the employee's supervisor.

A member of an immediate family includes any of the following persons: husband; wife; son; daughter; father; mother; sister, brother, father-in-law; mother-in-law; son-in-law; daughter-in-law; sister-in-law; brother-in-law; step relations and/or significant other (*members of same household for over six months*).

304 APPLICATION FOR EMPLOYMENT

Employees of TACCHO and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

305 SELECTION & EMPLOYMENT - Updated

Employment decisions will be based solely upon an individual's qualifications for the position being filled. Hiring decisions will be based on requirements of the position as stated in the approved job descriptions.

- A. EXECUTIVE DIRECTOR** - The TACCHO Executive Leadership Team is responsible for the selection and appointment of the Executive Director. The Executive Director is supervised by the President.
- B. EQUAL EMPLOYMENT OPPORTUNITIES** - TACCHO is committed to equal employment opportunity. It is the policy of TACCHO to recruit, hire, and promote persons in all job classifications on merit only, without regard to race, color, religion, gender, sexual orientation, age, physical disability, medical condition, ancestry, national origin, or veteran status. It is also TACCHO's policy to maintain and administer human resource policies concerning such matters as recruitment, selection, classification, performance appraisals, grievances, termination, compensation, benefits, transfers, layoffs, recall from layoffs, training, education, and social and recreational programs, without regard to race, color, religion, gender, sexual orientation, age, physical disability, medical condition, ancestry, or national origin.
- C. PERSONS WITH DISABILITIES** - To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities. Upon written request, TACCHO will make every effort to provide a reasonable accommodation for employees with disabilities.
- D. AUTHORIZATION FOR BACKGROUND CHECK** – TACCHO may request to conduct a background check on a potential employee before offering the position. TACCHO may conduct a background check using an outside, for-profit firm, including search engines on the Internet. Prospective employees will be asked to sign the Authorization for Background Check. An employment offer is contingent on the information learned during the Background Check.

- E. **JOB OFFER LETTER** – TACCHO will provide a job offer letter to prospective employees. The letter will include the following:
- 1) Title of position offered to the employee
 - 2) Work Location and Work Hours
 - 3) TACCHO supplied equipment /supplies
 - 4) Employee Classification and Salary
 - 5) Overview of major job responsibilities and expectations
 - 6) Additional agreed upon items noted in the job negotiations
- F. **PRIOR EMPLOYER TO RELEASE INFORMATION** – TACCHO may request permission from a prospective employee to contact any prior employer regarding the work conducted by the employee and how it relates to the position at TACCHO the employee has applied to. Any information released by the prior employer will be held in strictest confidence, it will be viewed only by those involved in the hiring decision, and that neither the prospective employee nor anyone else not so involved will have the right to see the information. The prospective employee will be asked to sign an Authorization for Prior Employer to Release Information form.

306 EMPLOYMENT CLASSIFICATION - Updated

Employees do not receive overtime pay. Part time employees, who are paid by the hour, will not work more than 100 hours per month. The Executive Leadership Team must give prior approval for more than 100 hours per month. TACCHO's work week begins at 12:01 a.m. Sunday morning and ends on the following Saturday at 12:00 a.m. (midnight). Work is defined as actual physical activities related to the operations of the agency.

Exempt Employees: "Exempt" employees are those persons whose positions, responsibilities, and assignments meet the federal Fair Labor Standards Act definition of professional, managerial, or administrative. "Exempt" employees have a high degree of discretion, authority, and independence in their work and may supervise other employees. "Exempt" employees are not paid for work in excess of 40 hours per week.

Non-exempt Employees: Non-exempt employees are those persons whose positions, responsibilities, and assignments do *not* meet the federal Fair Labor Standards Act definition of professional, managerial, or administrative. These positions are clerical or other support personnel with limited authority, discretion and independence in their work. Non-exempt employees are compensated, per the requirements of federal law, for all hours worked. Overtime pay rates for hours in excess of 40 hours in a work week are one and a half times the employee's regular hourly rate.

EXECUTIVE	An employee whose work consists mainly of management and the employee regularly supervises and directs the work of other employees.
ADMINISTRATIVE	An employee whose work is performance of office work directly involved in program management, policy or the general operation of TACCHO, and the work calls for use of discretion and independent judgment (purchasing authorization, check signature authority, payroll determinations, etc.).
PROFESSIONAL	An employee whose work is in performance of tasks that require knowledge in an advanced field of learning, teaching, or science, with consistent use of discretion

	or judgment, and/or use of imagination or talent. Generally, a college degree or the equivalent in work experience is a requirement.
REGULAR PART-TIME EMPLOYEE	Any employee who works a schedule of less than forty (40) hours per week or twenty (20) hours or more per week. This employee can be executive or administrative.
TEMPORARY EMPLOYEE	Any employee who is scheduled to fill a temporary job assignment which has a predetermined beginning and ending date

Change in Employment Status – Should an employee wish to request a change in their current employment status, including work hours, location, type of position, they must complete the Request for Change in Employment Status Form and submit to the Executive Director. The request will be reviewed by the Executive Director and members of the Executive Leadership Team as needed.

307 EMPLOYEE CONDUCT

Disciplinary action may be taken based upon any of the items listed below. This list is not intended to be all-inclusive; it is however representative of the kinds of conduct and incidents which warrant disciplinary action.

- Insubordination.
- Failure to perform assigned work.
- Failure to perform work in a satisfactory manner.
- Failure to observe safety procedures and rules.
- Carelessness or negligence in performing work.
- Failure to call in to notify supervisor of tardiness or absence.
- Misrepresentation or failure to adequately document the need to be off work.
- Failure to maintain or operate equipment, tools or vehicle in appropriate manner.
- Misuse or miss-appropriation of TACCHO monies and/or property.
- Falsifying, misrepresenting or omitting information for the benefit of self or others.
- Engaging in behavior which is inappropriate or disruptive in the workplace.
- Discourteous treatment of others.
- Possession of unauthorized firearms, weapons, illegal drugs, alcohol or any other inappropriate item in the workplace (i.e., jobsite, vehicle or any location while engaged in city business).
- Reporting to work or working under the influence of drugs or alcohol and consuming such items during work hours.
- Giving or accepting gifts, money or favors in exchange for some benefit to self or others.
- Failure to maintain confidentiality.
- Violation of written TACCHO work rules, procedures or policies.
- Theft.
- Horseplay in the workplace.
- Misuse or misrepresentation of one's position or authority.
- Sexual, racial, ethnic, and religious harassment in the workplace and/or while conducting TACCHO business.
- Engaging in behavior while off duty which reflects adversely upon TACCHO.
- Absence without approval – Employees who exhaust all appropriate leave and FMLA benefits and are unable to return to full duty status work may be terminated. In those instances where

an employee fails to report to work and management has no knowledge of his/her whereabouts, an automatic termination for being absent without leave may be appropriate.

- Off the Job Conduct -- In order to maintain the trust of the public, it is of utmost importance that employees not engage in conduct which could be detrimental to that trust, including public intoxication, criminal activity, illegal drug activity, slandering or defaming public officials, appointees or staff and any other conduct which could damage/harm the public's perception and/or trust in TACCHO and any of its officials.

308 ANNUAL SALARY REVIEW

An informal evaluation will be conducted annually on/or after the employee's hire anniversary date. The annual salary review form must be signed by the employee, his/her supervisor and executive director. Employees with a favorable performance review may be eligible for a salary increase, if the organization's revenue status allows. If any area of the performance evaluations falls below satisfactory levels, employee and supervisor may formulate a written action plan, which may include time frames to reach satisfactory levels. This action plan may be included as part of the review. Failure to achieve the action plan objectives may result in disciplinary action up to and including termination.

309 SEPARATION OF EMPLOYMENT

A. AT-WILL STATUS

Employment with TACCHO is not for any specified period and can be terminated by either the employee or TACCHO at any time with or without any particular reason or advance notice. Nothing contained in these policies is intended to, or should be construed to, alter the at-will relationship between TACCHO and its employees. Although other terms and conditions and benefits of employment with TACCHO may change from time to time, the at-will relationship of employment is one aspect that cannot be changed except by an agreement in writing and voted and approved by the Executive Leadership Team.

B. RESIGNATION

Should an employee plan to resign, it is the expectation of TACCHO that the employee will give at least two (2) week's advance written notice to the executive director. Failure to do so may, at the executive director's discretion, result in the loss of the privilege of reimbursement for accrued leave, Section 605. Prior to the final date of employment, the employee will be contacted by the executive director or Executive Leadership Team to arrange an exit interview. This interview is helpful to TACCHO in making improvements in employment practices, as well as providing an opportunity to explain employee benefits upon termination. TACCHO reserves the right to accept any resignation at the time notice of intent to resign is given.

C. TERMINATION

This procedure entails the severance of the employee-employer relationship. Standard disciplinary procedures include a progression from oral warning, to written warning, followed by probation suspension, up to and including termination. If the same or any additional offense is committed again while on probation, the employee would be terminated immediately. There are, however, instances in which an employee may be terminated immediately without prior warning if the offense is serious enough in nature. Some of these instances may include, but not limited to, the following:

- Use of alcohol or drugs on premises, or reporting to work under the influence of either;
- Vandalism, or theft of TACCHO property;
- Conviction of any criminal offense (excluding minor traffic offenses)
- Improperly discussing or disclosing confidential information;
- Abusive treatment of staff or any other persons present on agency premises.
- Any action, on or off duty, which may harm the public image of TACCHO.

Employees who are terminated will be paid through the last day of employment. For benefit eligible positions, payment for earned but unused vacation and unpaid expenses will be included in the final check. All keys, scan cards, and equipment should be returned to the supervisor on the last day of employment.

– included in new section 210

**Association of City and County Health Officials
PERSONNEL POLICIES AND PROCEDURES**

SECTION 400: SALARY AND WORK HOURS

Est. December 29, 2014

401 PAYROLL-PAY PERIOD - Updated

TACCHO will issue salary checks either every two weeks or on the last day of the month for work performed during that time period. When these dates fall on a weekend or a holiday, checks will be issued on the last business day prior to the weekend or holiday. Deductions from paychecks will include mandatory federal, state, city taxes, and others as necessary.

No advances on paychecks will be given under any circumstances.

A paycheck will not be released to anyone other than the employee for whom it is intended without specific written permission from that employee to the executive director prior to the date of issuance.

WAGE OVERPAYMENT / UNDERPAYMENT POLICY

TACCHO takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Executive Director so that corrections can be made as quickly as possible. If the employee has been underpaid, TACCHO will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee will need to return the overpayment to TACCHO as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

402 SALARY ADMINISTRATION

Monthly or hourly salary arrangements are indicated in the employee's Payroll Status Form.

403 NORMAL WORKDAY/HOURS

Core business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday; however, work schedules for employees may vary starting from 7:00am to 6:00pm Monday through Friday. Staff who work from home will set their own hours except when meetings are being held. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week or weekend, as well as variations in the total hours that may be scheduled each day. The Executive Director must approve work hours, scheduling is flexible allowing for many combinations of hours and days off, providing that core business hours are covered.

TACCHO expects all employees to follow their assigned work schedules unless they have made prior arrangements with their supervisors to work at different times. Employees should not clock in prior to their assigned start times, nor should they clock out later than their assigned ending times, unless they have been instructed by a supervisor to start work early or stop work late. Likewise, employees should not clock in until they are ready and prepared to begin their assigned tasks, and should not clock out unless they are completely finished with their work for the day.

404 REPORTING FOR WORK - Updated

Employees are expected to begin work on time (unless the employee works from home). Employees are expected to notify their immediate supervisor when they are going to be absent or cannot report for work on time.

TACCHO expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" mean the following:

- appearing for work no sooner than 5 minutes prior to the start of the shift and no later than the start of the shift;
- being at your work station ready for work by the start of the shift;
- remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- taking only the time normally allowed for breaks;
- remaining at work during your entire shift, unless excused by a supervisor;
- not leaving work until the scheduled end of your shift, unless excused by a supervisor;
- leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point; and
- calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence or Tardiness" below for details).

Notice of Absence or Tardiness

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. TACCHO needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call TACCHO at a designated number for such calls prior to the start of your shift and personally notify your supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker

or someone else who is not in a supervisory position. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

If you are absent without notice for [two; three] days in a row, you will be considered as having abandoned your job, and TACCHO will process your work separation as a voluntary resignation on your part.

405 WORK HOURS

A basic workweek shall consist of forty hours for full time employees. Part time employees usually work 20 hours per week, but hours will be coordinated with the supervisor (especially for employees who work from home). The basic compensation of employees is based on the amount of work necessary to complete the assigned functions and is not based upon a set number of hours per workweek.

**Texas Association of City and County Health Officials
PERSONNEL POLICIES AND PROCEDURES**

SECTION 500: TIME AND LABOR, HOLIDAY AND LEAVE

Est. December 29, 2014 Revised 1-8-19

501 PURPOSE

To provide general information related to the use, recording, and retention of leave and leave related documents.

502 IMPORTANCE OF ACCURACY

The Executive Director is responsible for ensuring the proper recording of hours worked by employees & are in accordance with the regulations established by TACCHO.

503 MAINTENANCE OF EMPLOYEE RECORDS - Updated

The executive director is responsible for accurate maintenance of employee records.

- *Employee Time Sheet* - To be completed monthly by employees, and submitted to their supervisor for approval and the Executive Director. Records are subject to review and audit, at any time, by designated representatives of TACCHO. An electronic system may be substituted for the paper form.
- TACCHO must maintain accurate time records on all employees, and each employee bears primary responsibility for enabling TACCHO to do that. Properly recording work time and complying with TACCHO's timekeeping procedures are in each employee's [job description](#), regardless of whether such duties are spelled out in such a document.
- Each employee must fully and accurately record all time that he or she works each day, without exception, according to the rules and procedures that apply in the department to which the employee is assigned. No employee may alter or otherwise modify his or her time record, record work time for another employee, or alter or modify in any way the time record of another employee, unless specifically instructed or allowed to do so by a supervisor. No employee may work without properly recording the time worked. At the end of each pay period, the employee must sign a certification on the time record that the record accurately and completely reflects all time worked during the period in question and that no hours were worked that do not show up in the record.
- Any violation of this policy may lead to disciplinary action, up to and potentially including termination of employment, depending upon the severity or repeat nature of the offense.
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504 LEAVE

Any leave benefits are solely at the discretion of the agency.

The established leave year is the calendar year, January 1 through December 31. Leave accrual and use rates adhere to the following policies:

Part time and temporary employees receive no vacation benefits. Time off will be leave without pay.

Full time employees are provided 12 Paid Time Off Days (earned leave: personal, sick or vacation combined). The Maximum accumulation per year is 96 Hours (12 days) after that, use it or lose it.

505 HOLIDAYS

Holiday pay is not granted to part time or temporary employees. Part time employees will get time off on Holidays, but it will be leave without pay. Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday, will be observed on the following Monday.

The following holidays are declared official holidays for TACCHO employees:

New Year's Day	Veterans Day
MLK Day	Thanksgiving Day & Day after Thanksgiving
President's Day	Christmas (2 days)
Memorial Day	
Independence Day	
Labor Day	
Columbus Day	

506 MILITARY LEAVE

Employees who are or who become members of the National Guard or military reserves will be granted a leave of absence to attend military training in either mandatory or voluntary status for a maximum period of fifteen (15) calendar days annually.

Employees who leave our employ for active military duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, or examinations to determine fitness for duty in any branch of the armed forces of the United States will be reinstated with accrued tenure. This is in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994.

Employees must advise their supervisors of their military training schedule as far in advance as possible.

507 BEREAVEMENT LEAVE

In case of death in the immediate family (i.e., spouse, brother, sister, parent, child, mother-in-law, father-in-law, spouse's brother/sister, grandparent, grandchild, step parents/grandparents or significant other) the employee may be granted up to three (3) days of unpaid time off per occurrence.

508 JURY DUTY

Evidence of jury-duty attendance must be presented to the TACCHO Executive Director by attaching the Court's orders and/or record to the corresponding time report. This record is necessary to authorize any time off. Failure to produce such records will result in unexcused leave. The employee should continue to report for work on those days or parts of days when excused from jury duty or when jury duty does not conflict with his/her work schedule.

Return to Work: It is the employee's responsibility to report for work if released early by the court. Failure to return to employment at the end of an approved leave will be considered a voluntary termination.

509 LEAVE WITHOUT PAY

TACCHO employees may be granted unpaid personal leaves of absence for their convenience. The leaves may be granted for reasons such as extended illness, need to care for family members, or education (see Extended Leave Policy).

510 ADMINISTRATIVE LEAVE

Administrative leave is a general leave status, initiated by the Executive Director, which is unpaid. Examples of when a staff member may be placed on administrative leave include, but is not limited to: a work area must be closed for repairs, or an internal review or investigation.

511 EXTENDED LEAVE

It is the policy of TACCHO to allow an employee to request extended medical leave for an illness, pregnancy, or injury that will require an extended time for recovery. Extended medical leave is for the employee only and is not paid leave. Approved extended medical leave shall be used to cover a continuous period of time not to exceed four weeks per fiscal year. Extended medical leave may not be requested or approved for any on-the-job injury or illness. All conditions of this policy must be met before administrative approval will be granted for extended medical leave.

An employee on extended medical leave must have a physician's statement approving the employee to return to duty and the employee must give one week notice of their intent to return to work. This notice must be given directly to the executive director or ELT either in person or by certified mail return receipt requested.

An employee returning from extended medical leave will return to either the same position or an equivalent position with equivalent pay for which the employee qualifies. If the employee fails to give notice and return to work within the extended medical leave period then the employee will be terminated.

ELIGIBILITY CRITERIA

To be eligible for extended medical leave, the employee:

- Must have a minimum of one year service with TACCHO
- Must be a full time employee and not on probation
- Must have exhausted all appropriate paid leave – annual and sick
- Must intend to return to work
- Must submit a written request for extended medical leave to the executive director

The written request for extended medical leave must include a physician's statement setting out the illness or injury onset date, anticipated recovery time, brief description of the condition, and information related to whether or not the condition affects the employee's ability to perform essential job functions. This statement should also include the doctor's opinion as to whether the employee can perform the duties set out in his or her job description.

512 LIMITS ON LEAVE OF ABSENCE - NEW

With the exception of leaves of absence for military duty, no leave of absence, by itself or in combination with other periods of leave, may last longer than six months. Any employee who for any reason or combination of reasons misses a total of six months of work in a twelve-month period, or a total of nine months of work in an eighteen-month period, will be separated from employment due to unavailability for work, subject to any reasonable accommodation duties the company may have under the ADA or similar law. Any employee so separated will be eligible for rehire and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

**Texas Association of City and County Health Officials
PERSONNEL POLICIES AND PROCEDURES**

SECTION 600: DISCIPLINE AND GRIEVANCE

Est. December 29, 2014

601 PROGRESSION OF DISCIPLINE ACTION

Except in matters where action of the executive director may be in question, the executive director has the authority to take disciplinary action. The TACCHO Executive Leadership Team is responsible for disciplinary action in matters involving the executive director. It is the policy of the Executive Leadership Team to be fair, under the given circumstances in the governance of TACCHO. Toward this end, fundamental rules and disciplinary procedures have been established for the guidance of employees. Employees are expected to adhere to these policies and procedures as a condition of employment. Violation of TACCHO policies may result in disciplinary action, including termination, depending on the severity of the infraction.

1. Oral Reprimand	A process in which an employee will be notified verbally of undesirable work performance or behavior that is not in keeping with TACCHO' policies and/or generally accepted business practices, and a corrective action plan. Written documentation of the oral reprimand will be maintained in the personnel file.
2. Written Warning.	A process in which an employee will be notified in writing of undesirable work performance or behavior. The warning will include a description of the undesirable behavior and a description of the desired behavior with timelines to be met. The warning will be signed by the employee and the Supervisor, or if action is against the executive director, signed by the executive director and the TACCHO President.
3. Disciplinary Suspension	A process in which an employee will be notified in writing of undesirable work performance or behavior not in keeping with TACCHO' policies and procedures, and will be placed on suspension for not less than three (3) months, nor more than six (6) months. Employee will be expected to achieve all corrective action plan goals, objectives, and timelines related to work performance.

602 OPEN DOOR POLICY

TACCHO has an open-door policy that encourages employee participation in decisions that will affect them and their daily professional responsibilities. This policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor or a manager



at any level of management who they feel can help them. TACCHO believes that employee concerns are best addressed through informal and open communication.

TACCHO will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate.

No employee will be disciplined or otherwise penalized for raising a concern in good faith.