

Discussion and possible action to approve revisions to the Webb County Personnel Policies manual and any other matters incident thereto.

6.12 Calculation of Separation Pay: Upon separation from County employment, employees will be paid for all earned and unused annual leave up to a maximum of 176 hours. ~~Employees also will be paid for all accrued compensatory time not to exceed 120 hours.~~ Employees will also be paid for all accrued compensatory time. Both annual leave and compensatory time will be paid at the current rate of pay at the time of the separation. Payment for up to the above said maximum allowed annual leave and compensatory time will be included in the employee's final paycheck. There is no payment for unused sick leave or personal days. The vacancy created by a separation of employment may be filled as long as money is available in the budget to complete the fiscal year or upon allocation of funds by the Commissioners Court for such purpose. Any and all new hires and rehires shall not be eligible to start until payout balance from previous employee who held said position is cleared by HR Department.

12.03 Retirement: There is no mandatory retirement age for employees of Webb County, and employees are encouraged to remain in their respective positions, subject to the requirements of pertinent policies for the performance of their respective duties. Employees should refer to the Retirement Plan manuals, available at ~~the County Treasurer's Office~~ Human Resources Department for information regarding participation in the plan and other matters relevant to retirement.

5.07 Employees Conduct Violation

Offenses related to Leave:

10. Failure to provide notice of absence.

6.10 Demotions: A demotion is a change of duty assignment of an employee from a position in one classification to a position in another classification in a lower pay group. Demotions may be made for the purpose of voluntary assumption of a less responsible position, as a disciplinary measure because of unsatisfactory performance in a higher position, or as a result of elimination of the higher positions. Demotion of a civil service employee is governed by the Civil Service Rules and Regulations. An employee who is demoted shall be placed at the entry level of the new corresponding grade with additional steps reflecting their earned longevity.

DEFINITIONS

This definition was a policy approved June 20, 2017 by Court action. The definition needs to be revised in an effort to avoid confusion of the on our present policy:

Demotion: A demotion is the movement of an employee from a higher pay grade to a lower pay grade. This occurs when an employee is transferred or accepts a vacant position that is at a lower pay grade from his/her current position. ~~In the case of a vacant position not being available, the Elected Official or Department Head may revert the employees' slot/pay to discretionary entry rates (A-E, A-H or A-J).~~

Probationary Period: The first six months of continuous employment or re-employment with the County. ~~This applies to new employees, promotions, demotions and lateral transfers.~~ During this time the employee must demonstrate ability to perform the required duties. Failure to perform satisfactory will result in dismissal without the right to appeal.

3.02 Procedure:

~~❖ In a promotion during the probationary period, the Elected Official or Department Head has the discretion to place the employee at a higher step in accordance to 3.02 Policy Procedure. The probationary Period is not restarted by virtue of the promotion~~

Issue: Webb County Personnel Policies manual needs to be revised in an effort to provide Departments direction reflecting the latest County, State and Federal regulations and mandates.

Solution: Approval of these revisions will clarify County policies and procedures, giving direction to Departments in their operation of daily functions.

Result: County Departments will better address the operations of their daily functions using current mandates and procedures.