

BORDEN COUNTY APPRAISAL DISTRICT

EMPLOYEE HANDBOOK 2025

Welcome to the Borden County Appraisal District!

We are excited to have you as an employee of Borden CAD. You were hired because we believe you can contribute to the success of Borden CAD and share our commitment to serving the public and our constituents with excellence.

The Borden County Appraisal District is committed to providing excellent service to the public in all our county offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains some key policies, benefits, and the expectations of the Borden CAD, and other information you will need.

Your job, every job, is essential to fulfilling our mission of serving our county constituents every day and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Borden County Appraisal District employee. You should use this handbook as a ready reference as you pursue your career with the Borden County Appraisal District. Please consult with the Chief Appraiser regarding questions you may have concerning this employee handbook.

Welcome aboard!

Sincerely,

TRACY COOLEY
CHIEF APPRAISER

General Information

All employees of the Borden County Appraisal District are employees at-will. Employees are free to resign from their employment at any time, and the district is free to terminate an employee's employment for any lawful reason, at any time, with or without cause or notice. This handbook is not a contract, and employees should not rely on anything contained in this handbook as binding on the district. This handbook is intended to acquaint employees with the district and provide information about the working conditions, employee benefits and some of the policies affecting employment. All employees should read, understand and comply with the provisions of the handbook. It is not meant to contain the answer to every question or to address every circumstance; rather it is a general guide. All employees of the Appraisal District, who require professional registration or certification, must maintain such registration or certification during their employment. Failure to do so may result in automatic termination of employment with the district. In the event state or federal laws differ from local policy and procedure, the state or federal law will take precedence.

Objectives

The fundamental objective of the district office is property tax administration according to the Constitutions, Statutes and case law, as applicable, of the United States of America, State of Texas, County of Borden, as supported by the policies of the Board of Directors, which include:

- Providing fair and equal treatment of property owners and Appraisal District office employees in accordance with appropriate legislation and judicial mandates.
- Motivating employees to work toward the goals of the CAD by providing optimum working environments, relationships and opportunities for achievement, recognition and growth.
- Safeguarding the employee's rights to be treated with respect, dignity, equality and fairness.

Amendment of Policies

The Board of Directors may change these policies at any time. If personnel policy changes are proposed, they will be included in the agenda of the Board meeting in which they are to be considered. A copy of the proposed changes will be available for employees to review prior to the Board meeting.

Equal Employment Opportunity

It shall be the policy of Borden CAD to be an equal opportunity employer. Race, color, religion, national origin, sex, age and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.

Americans with Disabilities

The Borden County Appraisal District is committed to the fair and equal employment of individuals with disabilities. It is CAD policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment.

This policy applies to all applicants for employment, and all employees. Reasonable accommodation shall be determined through the interactive process of consultation with the disabled individual and, where deemed necessary, through consultation with outside resources. It is the policy of CAD to prohibit any harassment of, or discriminatory treatment of employees based on a disability or because an employee has requested reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported to the Chief Appraiser, a Board member or the County Attorney.

Nepotism

Tax Code Section 6.05(g) The chief appraiser is an officer of the appraisal district for purposes of the nepotism law, Chapter 573, Government Code. An appraisal district may not employ or contract with an individual or the spouse of an individual who is related to the chief appraiser within the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code.

Anti-Harassment/Anti-Discrimination

The district is committed to maintaining a respectful workplace which includes a working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, bullying or disruptive based on a protected characteristic. This policy specifically prohibits discrimination or harassment based on gender, race, color, religion, national origin, age, disability, military status and prohibits retaliation against employees who engage in protected activity (i.e., opposition to prohibited discrimination or making a complaint of discrimination or harassment) or any other protected category under federal, state or local law. To reinforce the commitment, the district has developed a policy against conduct that could result in disciplinary harassment in the workplace and a reporting procedure for employees who have been subjected to or witnessed such conduct.

The policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. While this policy sets forth our goals of promoting a workplace that is free from discrimination or harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct we deem unacceptable regardless of whether the unacceptable conduct satisfies the definition of discrimination or harassment under this policy.

Sexual Harassment

The district's policy against sexual harassment includes a prohibition against unwanted sexual advances or requests for sexual or other physical or verbal conduct of a sexual nature, when:

- A submission to such conduct is made an expressed or implied condition of employment.
- A submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct.
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating or offensive working environment.

Employees who believe they have been discriminated against or harassed based on a protected class such as race, gender, color, religion, national origin, age, disability, military status or any other legal classification should follow the Complaint Procedure below.

Complaint Procedures

For those employees who believe they are being discriminated against or harassed by another person in the workplace, the district recommends that the employee tells the other party in a clear and unambiguous manner that their conduct is unwelcome, and that the behavior should stop immediately. However, if an employee is uncomfortable taking this action or if the conduct does not cease after advising the offending person(s) to stop, the employee should immediately complain to the Chief Appraiser or a member of the Board of Directors.

The employee may be asked to provide a complaint in writing. All reports of alleged harassment, sexual harassment or discrimination will be treated seriously. Complaints will be kept as confidential as possible and will be shared only with those who have a need to know. Depending on the circumstances, that could be the alleged harasser. Absolute confidentiality is not promised, nor can it be assured.

In addition, the district does not condone retaliation against any employee for cooperating in an investigation. Further, the District will not retaliate against any employee for filing in good faith a complaint of discrimination or harassment and will not tolerate or permit retaliation by management or co-workers. Employees are encouraged to immediately report incidents of discrimination, harassment or retaliation so that complaints can be quickly and fairly resolved.

Certification

The Texas Occupations Code, Section 1151 requires certain government officials in the property tax profession to register and obtain certification. All employees must register with the Texas Department of Licensing and Regulation (TDLR). It is the district's responsibility to prepare and send employees to the required professional education and training courses. It is the employee's responsibility to successfully complete the training and courses. The Appraisal District will pay the fees required when registering with TDLR. The fee for the required classes to obtain the certification will also be paid by the Appraisal District. The Chief Appraiser is required to be a Registered Professional Appraiser (RPA) and an optional Registered Texas Assessor/Collector (RTA) certification. The Collection Clerk is required to have the Registered Texas Collector (RTC) and the optional Registered Texas Assessor/Collector (RTA) certification. After all certifications have been obtained, employees are required to have continuing education (CEs) hours to keep their certifications up to date.

Attendance Requirements

Good attendance is an important requirement for CAD employees. If you are unable to report for work as assigned, you must notify the Chief Appraiser before the start of work or as soon thereafter as possible. Frequent absences or tardiness may subject you to disciplinary action. Two consecutive regular working days' absence without notification and approval by the Chief Appraiser may be considered as a resignation and your employment may be terminated. Employees with serious attendance problems (regardless of the cause) will be subject to disciplinary action. Failure to improve, for whatever reason, may lead to dismissal.

Administrative Leave

Administrative leave is discretionary leave with or without pay, other than normal personal leave or major medical. The Chief Appraiser may grant an employee administrative leave. Examples of administrative leave include, but not limited to, work hours lost on the day of an on-the-job injury, power failure, bomb threat, to vote in elections, extreme weather conditions or disaster and special circumstances which do not fall under existing CAD policies. Time charged to administrative leave will be shown as regular time worked.

Administrative leave is leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the Appraisal District's best interest to retain the employee relationship for a period of time to be determined by the Chief Appraiser or Board of Directors. Such leave may be initiated by the Chief Appraiser or requested by the employee. Employees requesting administrative leave shall ensure that no other policy option exists for their special circumstances and must submit same in writing to the Chief Appraiser. The request must include a detailed statement explaining the reason, with supporting documentation, and be submitted thirty days in advance of the expected date of leave, where practicable.

A decision whether to grant or deny the leave generally will be provided to the employee within ten days, where practicable and where no emergencies exist. When an employee requests administrative leave, the Chief Appraiser must ensure that such leave does not fall within existing leave policies and does not cause hardship to the operations of the CAD.

Examples of special circumstances may be, but are not limited to:

- Necessity to remove employees from the workplace while an internal or external investigation/review is conducted.
- Emergency conditions where no other administrative option exists.
- Jury duty and witness: The Chief Appraiser shall grant administrative leave with pay to employees who are called upon for service on a jury or as subpoenaed witness, other than as a plaintiff or defendant, in a judicial or administrative proceeding. Such a service must be verified.

- **Weather or Disaster:** The Chief Appraiser may grant administrative leave with pay in the event of extreme weather conditions or in the event of a man-made, technological, natural disaster or emergency. Such administrative leave, when approved by the Chief Appraiser, is not counted against the personal leave earned. In the event of weather conditions or disasters in which the Chief Appraiser does not grant administrative leave, employees may use earned personal leave if approved.

For employee-requested administrative leave, vacation and sick time will continue to accrue only until the remainder of the month in which the leave commences, provided that the employee is still in active pay status. Otherwise, an employee will not accrue vacation or sick time during leave. An employee on administrative leave generally will retain the seniority he/she held prior to the commencement of the leave.

When an employee returns from leave, vacation and sick time will begin to accrue for the month in which the employee returns to work. An employee on unpaid leave will be responsible for pre-paying the entire premium (the employee and employer portions) for the health insurance benefits he/she may wish to continue.

Prior arrangements must be made by the employee with the Chief Appraiser to ensure proper health insurance coverage during the leave. Employees will not accrue retirement credit while on administrative leave without pay. For employee-requested administrative leave, the employee must give 2 weeks' notice of his/her intention to return to work. If an employee fails to return to work or notify the Chief Appraiser in writing of their intentions within two business days after the date the employee-requested leave expires, or the employer-requested leave is discontinued, they will be considered absent without official leave and subject to termination.

As soon as possible after the employee advises that they are ready to return to work, the Appraisal District determines the employee may return and the Chief Appraiser must fill out a completed Employment Action Form (EAF) along with any required documents. The EAF must indicate the employee's return date. Failure to process the employees' return from leave can result in the employee not receiving a paycheck. Unless specified otherwise in writing, the employment of Appraisal District employees is "at will", which means employment may be terminated at the option of the employee or CAD, at any time, for any reason, with or without cause.

In this regard, administrative leave carries no promise of reinstatement or future employment, and the Appraisal District specifically reserves the right to terminate the employee while he/she is on leave or upon the employee's return from leave for any reason, including situations where the position the employee occupied prior to commencing their leave is not available upon their return from leave. In addition, as noted, an employee may be separated for any reason, including, but not limited to, if during the administrative leave, he/she accepts other employment without prior approval of the Appraisal District or files for unemployment compensation, or if, upon return from leave they refuse a job reassignment from the CAD.

Court Leave

Court leave will be granted to all employees appearing as a juror, witness or other official participant in the proceedings of a legally recognized court or other body having the power of subpoena, if an employee is not party to the proceedings. This leave will not be charged against sickness, vacation or personal.

Bereavement Leave

An employee may be paid for a maximum of three working days when there is a death of an employee's immediate family. Immediate family would include an employee's spouse (or person who stands in substantially the same relationship), parent, child (child's other parent), brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, grandchild or another individual living in the employee's residence. In case of death of another relative, employees will be allowed one day with pay for bereavement. An employee scheduled for vacation or absent from work because of sickness, not including a medical leave of absence, will receive bereavement pay in lieu of either death in the family occurs.

Employees will be allowed half a day with pay to attend the funeral of a co-worker. Paid bereavement leave is for attending funerals, memorial services and for discharging responsibilities related to death of the family member. Days of leave may be taken consecutively or split as needed. Extended leave (using accrued vacation or time off

without pay) may be requested and approved by the Chief Appraiser. In extenuating circumstances, the Chief Appraiser may grant additional paid (personal or vacation) or unpaid time off.

Citizenship Leave

Employees shall be granted leave with pay when it becomes necessary for them to be absent from work for the purpose of citizenship duties such as witness duty (when subpoenaed), jury duty or other similar obligations. Employees are required to notify the Chief Appraiser in advance of citizenship leave. Employees taking such leave shall return to their job as soon as their obligation has been fulfilled.

Weather Closings

When a hazardous weather situation occurs, the assumption must be made that the offices will be open unless the Chief Appraiser notifies the employee to the contrary. When such weather conditions result in an employee not being able to report to work, or report late to work, discretion may be used by the Chief Appraiser based on the circumstances as to whether time off will be charged to the employee.

Disciplinary Action

Corrective actions are those administered to correct and improve an employee's job performance without affecting his/her current pay, status or tenure. Corrective actions should include verbal and/or written warnings and reprimands. Disciplinary actions are those administered to discipline an employee which reduce or otherwise affect his/her current pay, status or tenure. Disciplinary actions shall include suspension, demotion, pay reduction and/or dismissal.

General reasons for administering corrective or disciplinary actions shall include, but not limited to, the following:

- Violation of any State or Federal Law, City Ordinance or Departmental policy.
- Failure or refusal to comply with a lawful order to accept a reasonable and proper assignment.
- Inefficiency, incompetence or neglect in the performance of assigned duties.
- Careless, negligent or improper care or use of Appraisal District property.
- Falsification, fraud or omission of information in applying for a position.
- Unauthorized or improper use of any type of leave.
- Failure to maintain satisfactory and harmonious working relationships with the public and other employees.
- Conduct unbecoming employee of the Appraisal District.
- Repeated tardiness or absence without leave.

Employees who are charged or indicted for violations of law shall be suspended and may be dismissed if the violation is of sufficient seriousness to cause a bad reflection upon the Appraisal District.

Termination

Texas is an "employment at will" state. That means employers may terminate employees at any time for any reason or for no reason at all. Employers cannot fire employees for exercising legal rights or for refusing to commit illegal acts. Before an employee is terminated for cause, he/she may be advised that his/her performance does not meet required standards.

Any of the following acts of conduct on the part of any employee will constitute grounds for prompt dismissal:

- Conviction under a felony charge or offenses involving moral turpitude.
- Use of alcohol or drugs while on duty.
- Flagrant or persistent insubordination or causing problems while on duty.
- Conduct subversive to the proper order, discipline and morale of the county.
- Incompetence or repeated neglect of duty.
- Unauthorized absence from duty without a satisfactory explanation.
- Offering or receiving money or other valuable considerations in exchange for a job.

Employment may be terminated without prejudice because of lack of work or funds or the abolishment of positions. Terminated employees will be paid for accrued vacation and compensatory time. Immediately after termination the employee shall report to the Chief Appraiser to fill out and sign necessary forms. To resign in good standing an employee must give two weeks' notice.

Dress Code and Conduct

The Borden County Appraisal District expects all employees to be well groomed, clean, and neat at all times. It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

Confidentiality

The Borden County Appraisal District's Chief Appraiser will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as your resume, application, IRS forms, insurance forms, citizenship (I-9) form, retirement forms, direct deposit forms, as well as records concerning performance, discipline and compensation. It is important that the personnel records of CAD employees be accurate at all times. To avoid issues, compromising your benefit eligibility or having W2's returned, The CAD requests employees to promptly notify the Chief Appraiser of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information. They may keep this information private by requesting in writing not to allow this information to be released. This request should be filed with the Chief Appraiser.

Employee Safety

Safety in Borden County is the employee's responsibility. If you witness or discover any accident in which another employee or citizen is involved, you must report the situation to the Chief Appraiser. Keep alert for possible dangerous situations. Any unsafe conditions that you observe must be reported immediately. Whenever possible and time allows, the employee should make an initial report in writing. However, in those cases when time will not allow for an initial written report, the employee should document the verbal report in writing as soon thereafter as possible.

Firearms

All Borden County Appraisal District employees must comply with the restrictions found in the Texas Penal Code 46.03 and 46.035. It is the policy of the CAD to determine whether an employee that is licensed to carry will be allowed under this policy to carry a handgun. The Appraisal District will be required to maintain a copy of the employee's license to carry on file and provide a copy for the employee's personnel file. It is the employee's responsibility to notify the Chief Appraiser in the event the employee is involved in a gun-related incident or if the employee no longer possesses a lawful license to carry. Any violation of this provision shall result in immediate disciplinary action, up to and including termination.

Outside Employment

TDLR Rule 94.72(b) states that a registrant must disclose in writing to the Appraisal District or taxing entity any outside employment. An employee is required to file a disclosure statement any time they accept outside employment of any sort. This may be as a regular employee, an independent contractor or any other regular work they do for compensation outside the office. TDLR Rule 94.72(e) states a registrant must not engage in any activity or employment outside of the appraisal district or tax office if such engagement adversely affects their impartiality in the execution of their official duties or adversely affects the performance of their official duties.

Retiree Rehires

Retired employees shall be eligible to apply for open positions with the Appraisal District if the following provisions are met:

- The retiree has been retired for at least 6 calendar months.
- No prior arrangement or agreement was made between the Appraisal District and the retiree for reemployment.

The retiree must have a bona fide separation of employment and have retired for a minimum of 6 calendar months. A bona fide separation means there is no prior agreement or understanding between the CAD and the retiree that the retiree would be rehired after retirement. Rehired retirees who did not have a bona fide

separation of employment may owe a ten percent excise tax and be required to repay all their monthly retirement payments.

Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members and those retired employees. Any retiree who meets all other TCDRS requirements, who is rehired consistent with this policy, must establish a new membership with TCDRS and will be considered to be a new member for the purposes of beneficiary determination and benefit selections.

Fair Labor Standards Act – Safe Harbor

The Borden County Appraisal District makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Chief Appraisers' attention, the CAD will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below. Your salary may be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security, retirement; or voluntary contributions to a deferred compensation plan.

In any workweek in which you performed any work, your salary may be reduced for any of the following reasons:

- Absence from work for one or more full days for personal reasons, other than sickness or disability.
- Full day disciplinary suspension for infractions of our written policies and procedures.
- Full day for violating safety rules of a major significance.
- Family and Medical Leave or Military Leave absences.
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence because the facility is closed on a scheduled workday.
- Your absence because of CAD operating requirements.
- Absences from jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions are prohibited by state or federal law.

Please note: It is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. If you have questions about deductions from your pay, please immediately contact the Chief Appraiser. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the Chief Appraiser. If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact a member of the Board of Directors or the County Attorney.

Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the CAD will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the CAD's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Whistleblower

The law known as the “Whistleblower Act” prohibits retaliation against public employees under certain circumstances. The Act states that “a state or local government entity may not suspend or terminate the employments of, or take other adverse personal action against, a public employee who in good faith reports a violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority, (Tx Gov’t Code Ann, 554.002(a) (Vernon 1999)

Solicitation

With the exception of fundraisers represented by the kids of employees and Borden ISD kids, employees are not permitted to solicit funds for any purpose on the job without approval from the Chief Appraiser.

Credit/Debit Card Policy

It is the policy of the Board of Directors of the Borden County Appraisal District that the Chief Appraiser obtain and maintain a corporate credit/debit card to be used solely for the following charges:

- Educational, testing and conference registration fees.
- Membership dues to professional organizations.
- Lodging, travel, parking and dining expenses associated with said memberships and educational activities.
- Online purchases where credit/debit card is required.

Active employees of the Appraisal District with authorization by the Chief Appraiser will be issued a credit/debit card to be used exclusively for lodging, travel, and dining expenses when attending an approved Appraisal District activity. Immediately upon returning from the activity, the card is to be returned to the Appraisal District along with detailed receipts for each charge activity. Under no circumstances is it to be used for personal or private purposes or for the withdrawal of cash through a bank branch or any automatic teller machine. Purchase of tobacco products and alcoholic beverages is expressly forbidden. Improper use or personal use of the CAD credit or debit card may be considered misappropriation of CAD funds and could result in criminal prosecution or disciplinary action, up to and including, termination. Any employee or official who uses a CAD credit or debit card for a personal purchase is in violation of this policy.

The cost of such purchases will be considered in advance of future wages payable to the employee and will be deducted in full from the employee’s next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may take the employee’s wages below minimum wage for the pay period(s) in question.

Any employee or official who willfully violates the terms of this agreement or is negligent in the use of the card(s) shall reimburse the Borden CAD for all incurred charges and any fees related to the collection of those charges, including but not limited to, legal fees and court costs. Monitoring shall be made based on detailed receipts submitted following each activity.

Travel

The Appraisal District will pay the cost of authorized travel required by the district. Mileage rates will come from the IRS website under standard mileage rates.

- **Official Business:** Those trips in which the employees participate are recognized by the CAD as being official business of the Appraisal District.
- **Educational:** Travel for official education seminars, conferences, training and meetings.

CAD employees will be able to use the credit/debit card for meals, lodging and parking when attending approved Appraisal District activities. See Credit/Debit Card Policy above. Appraisal District employees are expected to plan travel and training for themselves to achieve maximum economy and efficiency, as well as being consistent with good management practices. Unnecessary or unjustified expenses, excess costs, circuitous routes or luxury accommodation will not be reimbursed by the Appraisal District.

Phone Use

Employees should remember that the office phone is for business purposes. Personal calls are allowed but should be kept to a minimum and as brief as possible. Employees using the phones for personal long-distance calls shall pay these charges.

Computer and Internet Usage

The use of Appraisal District automation systems, including computers, fax machines and all forms of internet access, is for CAD business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or internet is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or breaks), and does not result in any expense to the Appraisal District.

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

The use of CAD computers, networks and internet access is a privilege and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline up to and including termination. The Appraisal District owns the right to all data and files in any computer, network or other information system used to conduct CAD business. The CAD also reserves the right to monitor electronic mail messages (including personal/private/instant message systems) and their content, as well as all use 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 CAD equipment are not private and are subject to viewing, downloading, inspection, release and archiving by the Appraisal District at all times.

The CAD has a right to inspect all files stored in private areas of the network or on individual computers or storage media to assure compliance with policy and state and federal laws. No employee may access another employee’s computer, computer files or electronic messages without prior authorization from either the employee or Chief Appraiser.

Office Calls

- When answering the phone, respond in a polite manner – Borden County Appraisal Office this is _____.
- Do not volunteer information as to where someone is or how long they have been gone.
- Always remember that you work for the citizens of Borden County and are here to help them. Make sure you give them the courtesy they deserve. Be careful not to be “too helpful” or volunteer “too much” information, including your personal life stories.
- Remember we are not attorneys and cannot practice law.

Internet Use

- Internet access is offered by the CAD as a tool to aid in the performance of our duties:
 - To eliminate unnecessary phone calls.
 - To save postage fees.
 - To communicate with each other and other CAD personnel.
- Limited personal use is allowed under the following guidelines:
 - Your use of the internet will not result in surcharges to the CAD.
 - Absolutely *NO* sexually explicit, offensive or illegal sites may be accessed.
 - No creation of personal websites for any purpose.
 - E-mail users should follow the same guidelines as phone calls.
 - Please limit internet use to breaktime, lunch or after hours.
- Do not download any software, programs or screensavers for personal use that are not work related and that use valuable space necessary to run required programs.

- Remember all online access, (internet and e-mail) including but not limited to personal transmissions are subject to the “Public Information Act” and upon request by any person, may be retrieved even after deletion.

Employees Benefits

Work Week

The work week for Borden County Appraisal District shall be Monday through Friday, except for official holidays. The normal hours of work for the Borden County Appraisal District employees shall be from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m., constituting an eight-hour workday for a total of forty hours in a work week. For purposes of recordkeeping and compliance with the Fair Labor Standards Act (FLSA), a work week for Borden CAD shall normally be defined as the period beginning each Sunday and ending seven consecutive twenty-four-hour periods later.

Medical Insurance

Eligible employees are provided medical insurance at no cost for the employee. Employees may obtain coverage under the group medical plan for members of their families at their own cost. The rate for dependents will be deducted from the employee’s paycheck if the employee elects to cover his/her family. As part of the insurance package, each employee is covered by a Basic Life Policy in the amount of \$20,000 dollars and a Basic Accidental Death and Dismemberment Policy in the amount of \$5,000 dollars. Insurance claim forms are available in the County Treasurer’s office at the courthouse.

Worker’s Compensation

Worker’s Compensation Insurance is provided for the employees of the district for occupational illness and for the job accidents. The insurance covers one hundred percent of medical expenses, death and disability on any employee who qualifies. Employees injured on the job will be entitled to remain on full Appraisal District benefits unless the employee draws weekly checks from Worker’s Compensation Insurance. At this time, the district checks will cease until the employee is able to work again and submits a physician’s release.

Employee payroll deductions become the responsibility of the employee. The employee must make arrangements with the Chief Appraiser for the payment of deductible benefits. An employee with a physical injury, who is able as determined by the attending physician, to perform light duty, may be required to do so at the Chief Appraiser’s discretion.

Retirement

The Borden County Appraisal District is a member of the Texas County and District Retirement System. The employee contribution to this system is seven percent of the gross salary which is deducted from the employee’s paycheck and is matched with Appraisal District funds at a percentage set by the Texas County and District Retirement System.

The current percentage rate is one hundred seventy five percent. Should an employee leave the Borden County Appraisal District prior to qualifying for retirement benefits, that employee shall have the right to apply for a refund of the employee’s contribution to the System along with interest earned on his contribution. Interest is not earned until after one year of membership in the system. The employee shall not be entitled to CAD’s portion contributed to the System on his behalf, should the employee withdraw from the System. The vesting requirements for the Appraisal District are 10 years of service.

In addition, employees may retire before age 60 if they meet one of the following requirements set by the employer:

- “Rule of” eligibility – Under these rules, a vested employee can retire if their age plus years of service time adds up to at least 75 or 80. Our plan requirement is Rule of 75.
- 20 year or 30-year retirement at any age – this lets employees retire when they have at least 20 or 30 years of service time. Our plan requirement is thirty years of service.

Business Day

Salaried employees may have an eight-hour day per calendar quarter to be used for personal business. These days may not be accumulated.

Holidays

- Will be brought before the District's Board of Directors for approval.
- Employees will be paid eight hours for a holiday.
- Should any holiday fall within a regularly scheduled vacation period, the employee will receive benefit from the holiday.
- Holidays do not accrue and will not be paid for at termination.

Vacation

- Appraisal District employees' vacation day is equal to eight hours.
- CAD employees will receive 10 days of vacation after being employed for 6 months.
- CAD employees that take vacation time will receive vacation pay at the time of the vacation.
- If a holiday falls during an employee's vacation, then the employee will not be charged for the vacation day.
- Employees will receive 15 days' vacation annually after being employed for 10 continuous years.
- Time may be carried over annually.
- Vacation time may be compensated at time of retirement

Sick Leave

Full-time employees shall be entitled to sick leave, as follows:

- One day per month of sick leave shall be earned, for a total of twelve working days per year.
- Sick leave that is not used during the first year of employment may be carried forward.
- Starting within the second year of employment, sick leave may be carried forward each year for a maximum of 60 days or 480 hours.
- Sick leave may be used for the following purposes:
 - Illness in the immediate family (spouse, parent, child, sibling, grandchild, grandparent).
 - Personal illness that makes it difficult to perform their duty.
 - Absence caused by death of a person related in the first and second degree by blood (grandchild, grandparent, parent, child, sibling, in-laws, first cousins, or spouse).
 - Legal quarantine
- The CAD will not pay an employee who is on sick leave after the total sick leave time accumulated by the employee has been used.

Longevity Pay

Regular full-time employees are entitled to longevity pay for continuous employment.

- Each employee who has accrued at least one year of service shall receive annual longevity pay based on the employee's years of full-time service with the district as of January 1 of each year.
- Each employee who has been employed by the district for more than one year will receive \$30 for each month of service. (Ex: 5yrs/60months x \$30 = \$1,800)
- If an employee is terminated or quits (not retiring) before January 1, they shall not be eligible for any annual longevity pay.

Pay Periods

Salaried employees will be paid on the 15th and last workday of each month. A direct deposit will be offered to all full-time employees.

Payroll Deductions

The customary payroll deductions for federal income tax, social security, Medicare tax and retirement system will be held out of each employee's payroll check. Other items that may be deducted from your payroll check, as you wish, are medical insurance, deferred compensation plan, etc.

December Salary Increment (DSI)

- Only full-time employees will be eligible to receive the December Salary Increment (DSI). Employees must be employed by Borden County Appraisal District at the time the DSI is distributed.
- Employees must be employed by Borden County Appraisal District for two years prior to December 1 to be eligible to receive the DSI.
- The Chief Appraiser will determine the amount of the DSI that will be paid to the employee. The DSI cannot exceed \$500.

Maternity Leave

Maternity leave will be given to employees who give birth to or adopt a child under one-year old and have been employed by the CAD for more than one year. The leave will consist of twelve weeks' paid leave and any time after the twelve weeks will not be paid and must have prior approval from the chief appraiser. Any employee who does not meet the one-year eligibility requirement will take leave pursuant to the vacation and sick leave policies.

Nursing Mothers

The Patient Protection and Affordable Care Act amends the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk during the first year following the birth of a child. Nursing mothers will be provided reasonable breaks, as frequently as required by the mother, to express breast milk. The mother will be given a private location, other than the restroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case-by-case basis. Nursing mothers are entitled to this break for one year following the birth of their child. The Appraisal District does not allow retaliation against nursing mothers for asking for the break.

Family Medical Leave Act (FMLA)

Borden County Appraisal District does not employ 50 or more employees within a 75-mile radius. Therefore, Borden County Appraisal District employees are not eligible for FMLA benefits. CRF 825.108(d) states "all public agencies are covered by FMLA regardless of the number of employees; they are not subject to the coverage threshold of fifty employees carried on the payroll each day for 20 or more weeks in a year." The Borden CAD will meet all requirements under the FMLA. Borden CAD employees to be eligible for FMLA must meet all the requirements of eligibility, including the requirement that the employer employ 50 employees at the worksite or within 75-miles.

The Borden CAD will follow the regulation as a county with less than 50 employees by providing the following, as required under the regulation:

- Counting – To count employees in the county we will include all full-time employees, all part-time employees currently getting paid and all temporary employees currently getting paid. The CAD will not count people on the payroll register that are NOT getting paid. When the CAD payroll hits fifty eligible employees, they will comply fully with the entire regulation and will notify employees of the change to the FMLA policy for over fifty employees.
- Responsibilities – The Borden CAD will post the current FMLA poster as provided by the department of labor. If an employee asks for FMLA leave for any reason, The CAD will respond in writing and will use FMLA forms (WH-381) Notice of Eligibility and Rights and Responsibility and form (WH-382) Designation Notice to notify the employee of their eligibility rights.

NOTE: before adopting policy:

- Using DOL FMLA forms is not required, however any form you create must contain all the elements of the current DOL version. On the form you must tell the employee that he/she is not eligible to leave because you do not have fifty employees in a 75-mile radius. There is a check box for this.

Alcohol and Substance Usage

The use of alcohol or abuse of controlled substances at any time during the workday is strictly prohibited. Instances of alcohol or controlled substance usage during the workday may result in immediate disciplinary action up to and including dismissal. Should the use of illicit drugs or alcoholic beverages on personal time affect job performance in any way, disciplinary action, up to and including dismissal may be taken.