

Exhibit "D"

MARION COUNTY
EMPLOYEE HANDBOOK

MARION COUNTY
EMPLOYEE HANDBOOK

Employee Acknowledgement 5
County Resolution Pages 6-7
Introduction 8

SECTION 1: GENERAL POLICIES

A. COUNTY EMPLOYMENT

1A-1 Employment at Will10
1A-2 Employee Status10
1A-3 Physical Standards11
1A-4 Recruitment and Selection..... 11
1A-5 Equal Employment Opportunity.....13
1A-6 Americans With Disabilities13
1A-7 Pregnant Workers Fairness Act13
1A-8 Personnel Files14
1A-9 Nepotism14

B. WORK RULES AND EMPLOYEE RESPONSIBILITY

1B-1 Attendance17
1B-2 Dress Code17
1B-3 Tobacco /Smoke Free Workplace18
1B-4 Conflict of Interest18
1B-5 Harassment18
1B-6 Sexual Harassment19
1B-7 Anti-Retaliation Policy21
1B-8 Political Activities.....22
1B-9 Outside Employment22
1B-10 Breaks23
1B-11 Grievances23
1B-12 Discipline24
1B-13 Licenses and Certifications24
1B-14 Weather Closings and Emergencies24
1B-15 Confidentiality25
1B-16 Whistleblower25

C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

1C-1 County Property Usage26
1C-2 County Vehicle Usage26
1C-3 Cell Phone Usage27

1C-4	Computer and Internet Usage	27
1C-5	Purchasing Policy	28

D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY

1D-1	Worker's Compensation	29
1D-2	Employee Safety	29
1D-3	Drug and Alcohol – All Employees	30
1D-4	Drug and Alcohol – CDL Employees	33
1D-5	Workplace Violence	34
1D-6	Social Media.....	34

SECTION 2: EMPLOYEE COMPENSATION AND BENEFITS

A. EMPLOYEE PAYROLL

2A-1	FLSA Safe Harbor	38
2A-2	IRS Fringe Benefits	40
2A-3	Compensation	40
2A-3a	COLA Stipend	40
2A-4	Payroll Deductions	41
2A-5	Work Weeks and Work Periods	41
2A-6	Time Sheets	41
2A-7	Pay Periods	42
2A-8	Work Schedules	42
2A-9	Hours Worked	42
2A-10	Overtime Calculations and Rules	42
2A-11	Demotions	43
2A-12	Transfers	44
2A-13	Promotions	44
2A-14	Separations	44
2A-15	Retiree Rehires	45

B. EMPLOYEE BENEFITS

2B-1	Health and Dental Plans	46
2B-1a	Health Plan Deductible Reimbursement	46
2B-2	Other Plans – Life, Supplemental	47
2B-3	Vacation	47
2B-4	Sick	48
2B-4a	Quarantine Leave	50
2B-4b	Mental Health Leave	50
2B-5	Holiday	51
2B-6	Jury Duty	52
2B-7	Funeral Leave	52
2B-8	Military Leave	52

2B-9 Retirement53
2B-10 Social Security/Medicare54
2B-11 FMLA/MFL54
2B-12 Leave of Absence – Other62

SECTION 3: EMPLOYEE FORMS

Time Sheet

FMLA – MFL Request Form

Accident/Incident Reporting Form (DWC-1)

Travel Reimbursement/Expense Report

W-4

TCDRS Forms

Direct Deposit Form

Quarantine Leave Request

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Marion County Employee Handbook that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Marion County Employee Handbook is not a contract of employment. I understand that I am an at will employee and that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this employee handbook is intended to provide guidance in understanding Marion County's policies, practices and benefits. I understand that Marion County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

I understand as a County employee, I shall have no expectation of privacy when using county computers, networks, or other county owned equipment. Improper use may result in discipline up to and including termination.

I further understand that as a Marion County employee, I am expected to provide quality service to the public; to work towards the highest degree of safety possible for my fellow workers', to continually make suggestions for improvements, and to display a spirit of team work and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County's discretion. I understand that the sheriff's department and in some situations other departments will be compensated for overtime on their pay check in lieu of compensatory time off.

I understand that I may be subject to reasonable suspicion or post-accident drug and alcohol testing. If I am required to have a Commercial Driver's License (CDL) for my county position, I will be subject to random, reasonable suspicion and post-accident drug and alcohol testing.

I have received a copy of the Marion County Employee Handbook and I agree to abide by and adhere to those policies.

Signature of Employee

Printed Name of Employee

Date Signed

**COUNTY OF MARION
COMMISSIONERS COURT ORDER**

WHEREAS the Marion County Commissioners Court desires to provide the employees of Marion County with a uniform format for dealing with various employment related issues; and

WHEREAS the Marion County Commissioners Court wish to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Marion County Commissioners Court hereby approved, and adopted, the Original Marion County **EMPLOYEE HANDBOOK** in October 2014. The handbook should be reviewed annually and re-adopted. The latest revision date will be on the bottom of the cover page.

ADOPTED THIS 12th DAY OF January, 2026

Leward J LaFleur, County Judge

J.R. Ashley, Commissioner Pct 1

Jacob Pattison, Commissioner Pct 2

Paul Webb, Commissioner Pct 3

Gered Lee, Commissioner Pct 4

Witnessed and Attested By:

Kim Wise, County Clerk

RESOLUTION FOR MARION COUNTY

I the undersigned have read the Marion County Employee Handbook that the Marion County Commissioners Court has adopted. As an ELECTED OFFICIAL of Marion County, I endorse and approve the Employee Handbook. I approve the document as it reflects my commitment to Marion County employees and it reflects my commitment to conform to appropriate state and federal laws.

I agree to be bound by the terms and conditions of the Marion County Employee Handbook, as witnessed by my signature below.

Kim Wise, County Clerk

Ed Baird, Constable Pct 1

Susan Anderson, District Clerk

Jeff Greer, Constable Pct 2

Karen Jones, Tax Assessor Collector

David Capps, Sheriff

BJ Westbrook, Treasurer

Jan Weesner, Justice of Peace Pct 1

Alan Bidy, Justice of Peace Pct 2

Tim Cariker, County/District Attorney

1A-5 EQUAL EMPLOYMENT OPPORTUNITY

Marion County is an equal opportunity employer. Race, color, religion, national origin, sex, sexual orientation, age, genetic information, pregnancy, veteran status and disability, or any other condition or status protected by law 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. If you desire any type of accommodation as a result of any condition or status protected by law, please advise your elected official, appointed official, department head or the county attorney.

Section amended 12/2023

1A-6 AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT

It is the policy of Marion County to prohibit any harassment of, or discriminatory treatment of employees on the basis of a disability or because an employee has requested a 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 your elected official, appointed official, department head or the county attorney. All elected officials, appointed officials, department heads and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Marion County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the county. In accordance with the Americans with Disabilities Act, as amended (ADAAA), reasonable accommodations may 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. If you require accommodation, please contact your elected official, appointed official, department head or the county attorney. Reasonable accommodation shall be determined through an interactive process of consultation.

1A-7 PREGNANT WORKERS FAIRNESS ACT

It is the policy of Marion County to prohibit any harassment of, or discriminatory treatment of employees based on known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions or because an employee has requested a reasonable accommodation. If an employee feels they have been subject to such treatment, or has witnessed such treatment, the situation should be reported to your elected official, appointed official, department head, or the county attorney. All elected officials, appointed officials, department

heads and employees with responsibilities requiring knowledge are instructed to treat the employee's limitation with confidentiality.

It is Marion County's policy to reasonably accommodate applicants and employees with known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions unless the accommodation would impose an undue hardship on the county. If you require an accommodation, please contact your elected official, appointed official, department head, or the county attorney. Reasonable accommodation shall be determined through an interactive process of consultation.

1A-8 PERSONNEL FILES

The Marion County Treasurer will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as enrollment forms and W-2, as well as, compensation.

It is important that the personnel records of Marion County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W2's returned, Marion County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

The Public Information Act allows county employees to keep their home addresses, telephone numbers, social security numbers, emergency contact information, and information that reveals whether the employee has family members confidential. You may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after your first day of employment.

Section amended 12/2023

1A-9 NEPOTISM

Texas Government Code Chapter 573, a Public Official of Marion County is prohibited from hiring a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department that he or she supervises or exercises control over.

A degree of relationship is determined under Texas Government Code Chapter 573. (See the charts that follow.)

B. WORK RULES AND EMPLOYEE RESPONSIBILITY

1B-1 ATTENDANCE

As a Marion County employee you are expected to be punctual and demonstrate consistent attendance.

Each employee shall report to work on each day they are scheduled to work and at the starting time set by their supervisor unless prior approval for absence is given by the supervisor or the employee is unable to report for work because of circumstances beyond the control of the employee.

If an employee is unable to be at work at their normal reporting time, they shall be responsible for notifying their supervisor at least 2 hour(s) prior to the scheduled start of their shift or as soon as it is reasonably practicable in the case of an emergency.

Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

Each supervisor is responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.

Frequent unexcused absences or tardiness, as determined by your immediate supervisor, may make an employee subject to disciplinary measures, up to and including termination of employment.

An employee who does not report for work for three (3) consecutive scheduled work days, and who fails to notify his or her supervisor, shall be considered to have resigned their position by abandonment.

1B-2 DRESS CODE

Marion County expects all employees to be well groomed, clean, and neat at all times. Each department head will determine the type of attire that is acceptable.

You are required to act in a professional manner at all times 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.

Road & Bridge employees may be reimbursed up to \$100 annually for purchase of work shoes/boots or \$200 every other year for the purchase of work shoes/boots.

Section amended 1/13/25

Marion County owns the rights to all data and files in any computer, network, or other information system used in the county. Marion County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems, Facebook, twitter, etc.) and their content, as well as any and 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 county equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by county officials at all times. Marion County 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 policy 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 county official. No employee shall break any copy right laws, download any illegal or unauthorized downloads. Marion County monitors its entire informational systems and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

Employees should not bring personal computers to the workplace or connect them to Marion County electronic systems, unless expressly permitted to do so by their supervisor. Violation of this policy may result in disciplinary action, up to and including termination of employment.

1C-5 PURCHASING POLICY

All purchases for requirements and operations of Marion County must be made in accordance with Texas State Statutes including but not limited to Local Government Code section 262 and must be for legal, ordinary, and necessary purposes. Prior to payment, the County Auditor will approve all payments for legality with the various Texas State Statutes and Commissioners Court will approve all payments for ordinary and necessary purposes. Invoices not approved for payment by the County Auditor or Commissioners Court will be returned to the department head responsible for the purchase for disposition.

All purchases will be for a quantity suitable to the purpose and at the least possible expense to Marion County. Purchases under \$100,000 will originate with the department head if budgeted. Purchases of \$100,000 and over will be made by formal bid.

A complete copy of the purchasing policy and procedures may be obtained from the County Auditor's office, 102 W Austin, Room 102, Jefferson, TX 75657.