

CRANE COUNTY  
PERSONNEL POLICY MANUAL  
AS ADOPTED  
NOVEMBER 23, 2004  
EFFECTIVE  
JANUARY 1, 2005

**CRANE COUNTY**

**PERSONNEL POLICY MANUAL**

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## **CRANE COUNTY**

### **PERSONNEL POLICY MANUAL**

#### **INTRODUCTION**

Personnel policies in smaller local government jurisdictions frequently evolve through tradition and custom. Often, they are not even written into formal statements. As government grows and becomes more complex, even the very small jurisdiction finds that it must have clearly stated personnel policies for effective operation.

These personnel policies for Crane County have been developed to provide a better understanding of the relationship between the county and the citizens who serve the county as employees. This is done by:

- a. Defining the rights and privileges enjoyed by county employees;
- b. Stating the rules and regulations that apply to county employees;
- c. Outlining the expectations the county has of its' employees;
- d. Providing a system of fair and consistent treatment for all employees; and
- e. Providing information and systems to increase the efficiency of the personnel management program of the county.

Each of these policies and parts of policies are intended to stand independently, therefore, if any policy or part of a policy becomes invalid because of federal or state law or other authority, it shall not affect the validity or application of other policies or parts of policies.

From time to time, it may be necessary to make changes in these policies as a result of changes in the county or its programs.

The purpose of these policies is to serve the needs of both the employees and the county to the mutual benefit of both. Any employee who has a question concerning any of Crane County's personnel policies is encouraged to discuss it with his or her supervisor.

**STATEMENT OF EMPLOYMENT "AT WILL"**

Employment with Crane County is considered "at will". That is, either the employer or employee can sever the employment relationship at any time without notice, for any legal reason, or for no reason at all. Employment "at will" has been Crane County's employment policy in the past and Crane County will continue the "at will" policy until changed by official order of the Crane County Commissioners' Court. Employment "at will" supercedes all other policies contained in the Crane County Personnel Policy Manual.

I \_\_\_\_\_, an employee of Crane County, hereby disclose that I  
(Printed Name)  
have read the above statement and understand that I have been employed "at will" by Crane County and  
that my signature below affirms that understanding. My signature also confirms that I have read and  
understand the personnel policy manual and agree to follow and obey the policies stated therein.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICIAL/SUPERVISOR

**RESOLUTION**

WHEREAS, Crane County Officials desire to have a clear and understandable personnel policy manual for their employees, and ;

WHEREAS, the new policy manual will help Crane County comply with current employment laws and standards, and;

WHEREAS, the new personnel manual will allow for the implementation of a more effective county government which will benefit the citizens of Crane County through more efficient standards, and ;

James Rex  
District Judge

Judy Crawford  
County/Dist. Clerk

Donnie Henderson  
County Judge

Donna Clack  
Justice of Peace

James McDonald  
County Attorney

Jack Damron  
Comm. Pct. 1

Robert DeLeon  
County Sheriff

Rebecca Gonzales  
Tax-Assessor Collector

Lewis Overton  
Comm. Pct. 2

Cristy Tarin  
County Treasurer

Mendy Nichols  
County Auditor

Domingo Escobedo  
Comm. Pct. 3

Bud Taylor  
Constable

Mickey Hurst  
Comm. Pct. 4

and:

WHEREAS, any and all previous personnel policy manuals, implied policies, informal policies, verbal policies and written contracts whether known or unknown, are hereby rescinded and declared null and void,

NOW, THEREFORE BE IT RESOLVED, that on this **23RD** day of **NOVEMBER, 2004**, the Crane County Commissioners' Court does hereby adopt, accept, and place into effect this manual called the Crane County Personnel Policy Manual and it shall be in effect from this day forward until rescinded by official order of resolution of the Crane County Commissioners' Court. Crane County Commissioners' Court reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed herein.

\_\_\_\_\_  
Jack Damron, Comm. Pct. 1

\_\_\_\_\_  
Lewis Overton, Comm. Pct. 2

\_\_\_\_\_  
Domingo Escobedo, Comm. Pct. 3

\_\_\_\_\_  
Mickey Hurst, Pct. 4

\_\_\_\_\_  
Donnie Henderson, County Judge

**CRANE COUNTY  
POLICY ON APPLICABILITY**

APPLICATION OF  
POLICIES

1. The personnel policies shall apply consistently and uniformly to all county employees with certain exception specifically noted for law enforcement officers and hospital personnel.

VIOLATION OF  
POLICIES

2. Any employee who knowingly or intentionally violates any personnel policy of county shall be subject to disciplinary measures.

KNOWLEDGE OF  
POLICIES

3. Once having read the policy and signed a statement stating that he or she understands it, then that employee does not have a defense of ignorance of the personnel policy rules.

**CRANE COUNTY  
POLICY ON IMPLEMENTATION AND ADMINISTRATION  
OF PERSONNEL POLICIES**

- |                               |    |   |
|-------------------------------|----|---|
| IMPLEMENTATION                | 1. | Each elected official of Crane County shall be responsible for the administration and implementation of these personnel policies in all departments for which he/she has administrative, managerial or supervisory responsibility.  |
| DEVIATION FROM                | 2. | <p>If unique or unusual circumstances make it necessary to deviate from any of these personnel policies, the elected official responsible for overseeing the department involved shall see that the following written documentation is prepared and filed:</p> <ul style="list-style-type: none"><li>a. Details of the action taken which deviated from the existing policy;</li><li>b. A description of the circumstances requiring a deviation from the existing policy;</li><li>c. A statement of the deviation was in the best interest of the county and other parties involved.</li></ul> |
| OTHER LAWS<br>AND REGULATIONS | 3. | The provisions of this Policy shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. Unenforceable provisions of this policy shall be deemed to be deleted.  |



**CRANE COUNTY  
POLICY ON DISSEMINATION OF PERSONNEL POLICIES**

- |                         |    |  |
|-------------------------|----|--|
| DISSEMINATION           | 1. | Each department head shall be responsible for: <ul style="list-style-type: none"><li>a. Providing a copy of the Personnel Policy Manual to each employee;</li><li>b. Each department head shall take appropriate action to obtain a statement that each employee has read, understands and becomes familiar with the Personnel Policy Manual.</li></ul>  |
| FAILURE TO SIGN         | 2. | Each employee, full time or part time, shall be required to sign a statement stating that he/she understands the Personnel Policy Manual and that he/she agrees to abide by it. <ul style="list-style-type: none"><li>a. Any employee failing to sign the "Statement of Employment At Will" within two weeks (14days) after having officially received it from his/her supervisor may be terminated immediately or anytime thereafter.</li></ul> |
| ACCESS TO POLICY MANUAL | 3. | All employees shall have the right to review the Master Personnel Policy Manual or the copy of the Personnel Policy Manual found in their departments at any time during the normal workday or at other times approved by the County Judge or the employee's department head.  |
| RESERVATION OF RIGHTS   | 4. | Although adherence to this policy is considered a condition of continued employment, nothing in this Policy alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the county retains the right to terminate any employee at any time, for any or no reason, without notice.             |

**CRANE COUNTY  
POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

- |                             |  |
|-----------------------------|--|
| EQUAL EMPLOYMENT            | 1. Elected and appointed officials, department heads, supervisors and employees of Crane County shall not discriminate on the basis of race, color, religion, political affiliation, disability, national origin, sex or age in recruiting, selection, training, raises, promotion, terminations, discipline, layoffs, use of employee facilities or programs, or any other condition or privilege of employment except where age or sex is a bona fide occupational qualification (BFOQ) or where it is required by state or federal law. |
| REASONABLE<br>ACCOMMODATION | 2. Reasonable accommodation shall be made for otherwise qualified disabled individuals to afford them the same opportunities for selection and all conditions and privileges of employment as non-disabled applicants and employees.<br><br>3. Determination of reasonable accommodation shall be made through consultation with the disabled employee or applicant and the department head or, where deemed necessary, through consultation with outside sources.   |

**CRANE COUNTY  
POLICY ON EMPLOYEE STATUS**

BENEFITED

1. A Benefited Employee shall be defined as an employee who has a normal work schedule as defined documented by the department head in a position listed as benefited in the current Salary and Allowance Schedule.

NON – BENEFITED

1. A Non-Benefited Employee shall be defined as any employee who is not benefited.
2. A non-benefited employee shall only be entitled to benefits as required by law.

**CRANE COUNTY  
EMPLOYEE JOB CLASSIFICATIONS**

1. \* FULL-TIMEII (FT-1) employees shall work forty (40) hours per week throughout the calendar year. (Benefited)
2. \* PART TIME I (PT-I) employees shall be allowed to work up to thirty-nine (39) hours per week. (Non-Benefited with the one and only exception of participation in the Texas County and District Retirement System)
3. \* SEASONAL II (PT-II) employee shall not work over forty (40) hours in any workweek. (Non-Benefited)

\* Amended 5-8-07

**CRANE COUNTY  
POLICY ON NEPOTISM**

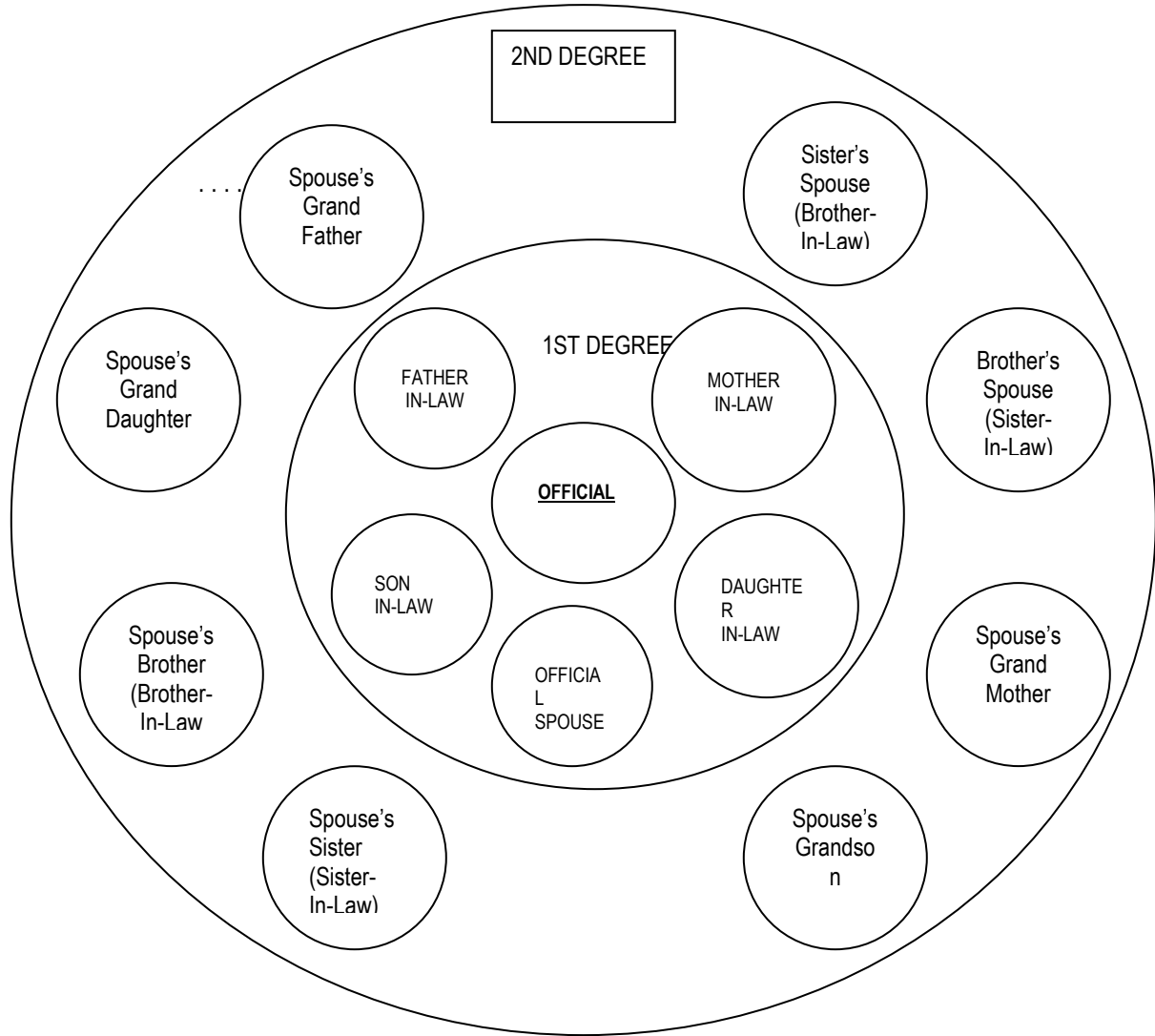
HIRING OF RELATIVE

1. An elected or appointed official of Crane County shall not hire a person related within third degree of consanguinity (blood) or the second degree of affinity (related by marriage) to work in a department which he/she supervises. (See attached chart.)

TRADING OF RELATIVES

2. An elected or appointed official of Crane County shall not hire a person related to another employee in trade for them to hire a person being related by that elected or appointed official.

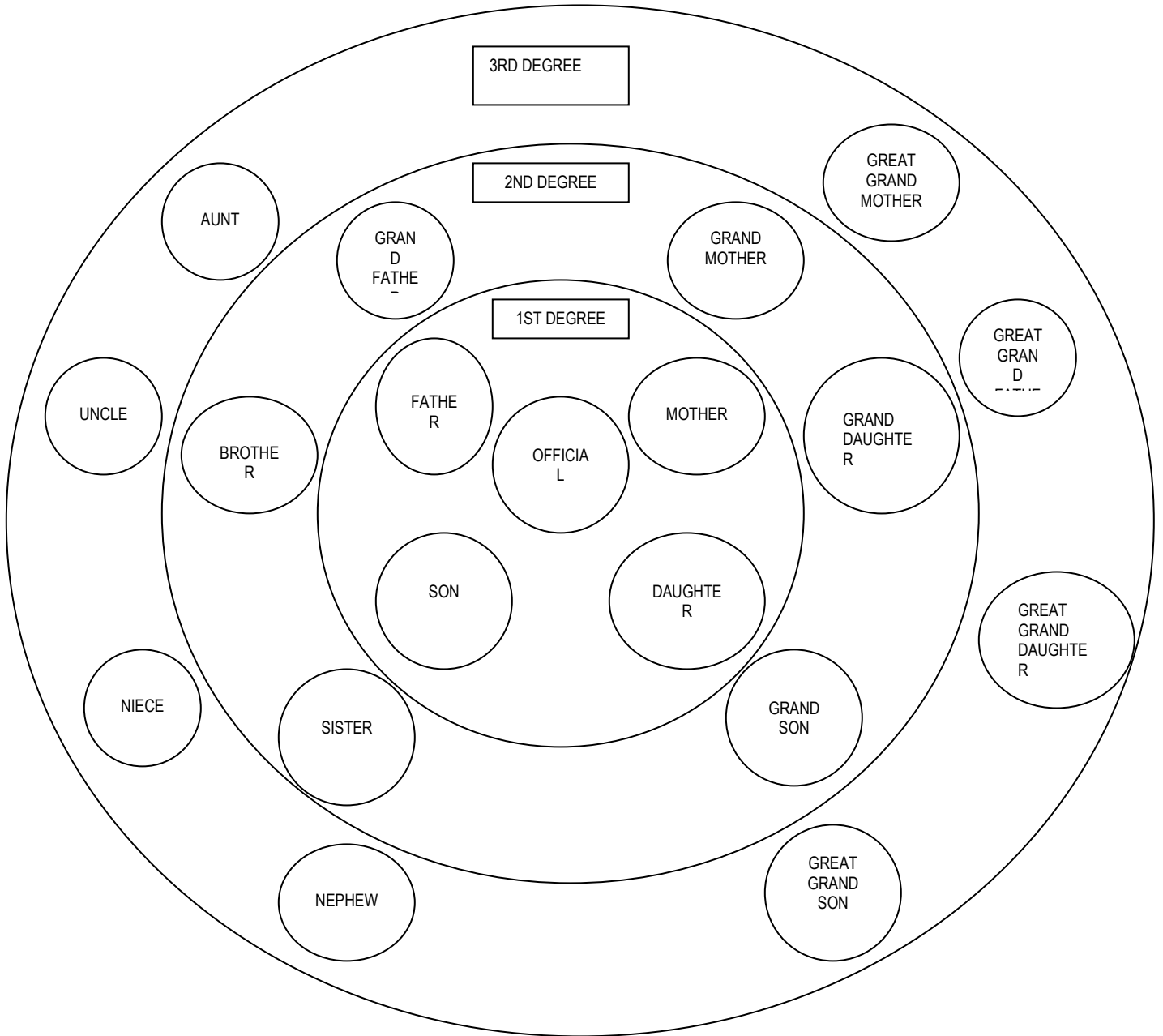
**CRANE COUNTY  
NEPOTISM POLICY**



Affinity Kinship Chart  
(Marriage)

**TEXAS NEPOTISM CHART  
CIVIL LAW METHOD**

**CRANE COUNTY  
NEPOTISM POLICY**



CONSANGUINITY KINSHIP CHART  
(BLOOD)

TEXAS NEPOTISM CHART  
CIVIL LAW METHOD

**CRANE COUNTY  
POLICY ON PHYSICAL STANDARDS**

- |   |   |
|---|---|
| BASIC STANDARDS                           | 1. Each current employee or job applicant of Crane County shall be required to meet the basic physical standards for the job in which he/she is employed or for which he/she is applying.   |
| PRE-EMPLOYMENT<br>DRUG TEST               | 2. All person seeking employment with Crane County must pass a drug test before being hired for employment.   |
| PRE-EMPLOYMENT<br>PHYSICAL<br>EXAMINATION | 3. In the event a job applicant is selected for benefited employment, the county shall require said applicant to take a pre-employment physical examination to determine if he/she meets the basic physical standards required for the job in which he/she is applying. Satisfactory completion of the pre-employment examination as prescribed by the Physician or Medical Assistant of the county's choice and meeting the physical standards required for said job is mandatory. The job offer is conditional based on the results of the pre-employment physical examination. |
|   | 4. The purpose of any pre-employment physical examination conducted under the provisions of this policy, and the nature of any reports generated by such a pre-employment physical examination, shall be to measure and show only physical standards and abilities that are specifically required for the job in which the individual is employed or for which he/she is applying.  |
| REASONABLE<br>ACCOMODATION                | 5. Determination of reasonable accommodation for otherwise qualified disabled employees or applicants shall be made in accordance with the provisions of the POLICY ON EQUAL EMPLOYMENT OPPORTUNITY.  |

**Crane County  
Conditional Employment Agreement**

\_\_\_\_\_  
Conditional Employee Name

This offer of employment for the position of \_\_\_\_\_ is conditional upon your successful completion of the following steps and meeting the established standards for the position. These standards are contained in applicable federal and state statute as well as Crane County's Administrative policies. The steps to be completed are as follows:

- **Pre-Employment Drug Testing**

If you successfully complete the above requirements, you will receive a final offer of employment and will be allowed to continue your employment with Crane County. **IF YOU FAIL TO MEET THE ABOVE REQUIREMENTS, YOU WILL BE IMMEDIATELY TERMINATED, AND YOUR JOB OFFER WILL BE RESCINDED.**

Your signature on this document will acknowledge that you accept these conditions and that you understand that unacceptable results on the drug screen will result in you being released from Employment with Crane County immediately. If this is acceptable, please sign this document in the space provided below.

If you have any questions regarding this letter or any other materials you have been provided, please do not hesitate to ask your Supervision or the County Judge.

\_\_\_\_\_  
Conditional Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge Hodges, Crane County Judge

\_\_\_\_\_  
Date

\*Amended 8/14/2018



**CRANE COUNTY  
POLICY ON RECRUITMENT AND SELECTION**

- RECRUITMENT:           1.     Recruitment of qualified applicants to fill openings on the staff of Crane County may include, but not be limited to, public posting in the Crane County Courthouse and advertisements in at least one newspaper in general circulation in Crane County.
- APPLICATION:           2.     An individual who is not a current employee of Crane County shall be required to complete fully an application for employment form provided by the county before he/she can be considered to be an applicant for any position in the county.
3.     Current Crane County employees applying for open positions may be required to complete a new application form at the discretion of the elected or appointed official(s) in charge of hiring for positions within their department.
4.     Application for any open position in the county may be made at the office of the County Commissioners' Administrative Assistant or at the office of the department head having the opening.
- DISQUALIFICATION     5.     An applicant shall be disqualified from consideration if he/she:
- a.     Does not meet the minimum qualifications necessary for the position for which he/she is applying;
- b.     Has knowingly made a false statement on the application form or any other documents related to or which have bearing on the selection process;
- c.     Has committed or attempted to commit a fraudulent act at any stage of the selection process; or
- d.     Is not legally permitted to hold the position.

**CRANE COUNTY  
POLICY ON RECRUITMENT AND SELECTION**

- SELECTION
6. An applicant may be disqualified from consideration for employment for other reasonable grounds relating to job requirements.
  7. A Crane County employee should reside within Crane County.
  8. It shall be the policy of Crane County to select the best qualified applicant to fill any open position as defined by the hiring Official or department head.
  9. Steps in determining an applicants' overall suitability for a position shall include, but not be limited to:
    - a. A review of the application to determine basic qualifications;
    - b. The completion of a personal interview with selected applicants by potential supervisor or designee.
    - c. Reference and other background checks to the satisfaction of potential supervisor or designee.

- \*\*  
\*\*\*
10. When a qualified candidate exist, Crane County will have the options to promote internally or post the job opening both internally and externally depending on the skills and experience needed for the job. Any employee who has worked in their current job for six (6) months or more are eligible to apply for any job opening in Crane County.

EMPLOYEE APPEARANCE  
AND CONDUCT

Each employee's personal appearance and conduct represents Crane County to the public and to the other county employees; therefore, personal appearance and conduct on the job should leave the best possible impression at all times. Employees shall dress neatly and appropriately for their jobs, seeking to courteously assist the public whenever contact is made and efficiently answer or direct the party to the proper authority. Pleasant telephone manners, good housekeeping, and neat work habits, along with supportive work values like punctuality, sobriety, good attendance, application of effort, and honesty shall be maintained to aid morale and efficiently complement all other employees of Crane County and to provide for a more effective service out-put.

\*\*Amended 01-09-18  
\*\*\*Amended 02/13/18

**CRANE COUNTY  
POLICY ON RECRUITMENT AND SELECTION**

RETENTION OF  
APPLICATIONS

10. Applications of individuals not selected for a position of employment with Crane County shall be considered current for six months from the date of submission, and shall be handled thereafter in accordance with applicable law. At the end of said six month period, the application of any person not hired shall not be considered.
11. Employees of Crane County desiring to be employed at a different position within the same department may be subject to exemptions from the requirements of paragraphs 1 and 2 herein, upon approval of the elected or appointed official(s) in charge of hiring for the position within the department.
12. Employees of Crane County voluntarily desiring to be employed at a lesser position within the county as defined by the current Salary and Allowance Schedule shall enter that position at the same rate as any other new hire.
13. Employees of Crane County voluntarily desiring to be employed at a higher position within their same department within the county as defined by the current Salary and Allowance Schedule shall enter that position at their current rate or at the same rate as any other new hire for that position, whichever is greater.
14. Employees of Crane County voluntarily desiring to be employed at a position within a different department at a job with the same starting salary as defined by the current Salary & Allowance Schedule may do so and keep their current wage.

**CRANE COUNTY  
POLICY ON PROBATION**

NEW EMPLOYEES \*

1. Each new employee shall be on probation for a period of 180 days after being employed.

\*Amended 8/14/2018

**CRANE COUNTY  
POLICY ON EMPLOYEE ATTENDANCE AND TIMELINESS**

- |                                   |    |  |
|-----------------------------------|----|--|
| ATTENDANCE                        | 1. | Each employee shall report for work on each day he/she is scheduled to work unless prior approval is given by the employee's supervisor or the employee is unable to report for work due to circumstances beyond the control of the employee.                              |
| TARDINESS                         | 2. | Each employee shall be at his/her place of work in accordance with the starting time established for his/her position unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.     |
|                                   | 3. | Each employee shall remain on the job until the normal quitting time for his/her job unless permission to leave early is given by the employee's supervisor.   |
| NOTIFICATION                      | 4. | If an employee is tardy or absent without prior approval, the employee shall be responsible for notifying his/her supervisor as soon as is practical as to the circumstances causing the tardiness or absence.   |
| EXCUSED AND<br>UNEXCUSED          | 5. | In deciding whether a tardiness or absence without prior approval is to be classified as excused or unexcused, the supervisor shall be responsible for determining if the employee was tardy or absent due to circumstances beyond the reasonable control of the employee. |
| EXCESSIVE ABSENCE<br>OR TARDINESS | 6. | Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures including, but not limited to termination of employment.  |

**CRANE COUNTY  
POLICY ON RESPONSIBILITY FOR COUNTY PROPERTY**

- |                    |    |  |
|--------------------|----|--|
| ASSIGNED PROPERTY  | 1. | Only county employees shall be responsible for the proper use, maintenance and operation of all tools, equipment or vehicles in their care, custody or control, unless prior approval is granted by Commissioners' Court.  |
| DRIVER'S LICENSE   | 2. | All county employees who operate county vehicles or equipment shall have a valid State of Texas driver's license necessary for that vehicle or equipment.  |
|                    | 3. | Each county employee who is required to have a driver's license to operate county vehicles or equipment shall immediately notify his/her supervisor of any change in the status of that license.   |
|                    | 4. | Suspension or revocation of the driver's license of an employee who is required to operate a vehicle or equipment as a normal part of his/her job may result in a job change, demotion or discharge at the discretion of his/her elected or appointed official(s). |
| PERSONAL USE       | 5. | Personal use of any county property, materials, supplies, tools, equipment or vehicles shall not be permitted. Vehicles shall not be taken out of the county except for county business.   |
| FIREARMS           | 6. | Only certified peace officers shall be allowed to have firearms in county vehicles or on county property.  |
| ACCIDENT REPORTING | 7. | Any employee operating county equipment or vehicles shall report immediately all accidents and property damage to his/her supervisor and to the proper law enforcement and other appropriate authority.  |
|                    | 8. | A copy of all accident and incident reports completed by any employee of the county shall be sent to the supervisor of the employee involved and to the Loss Control Coordinator.  |
| PERMANENT EMBLEMS  | 9. | All county vehicles with exempt license shall have permanent emblems as required by State law.<br>(Transportation Code 502.2015 and 721.005)   |

**CRANE COUNTY  
POLICY ON TELEPHONE USE**

- |                   |       |  |
|-------------------|-------|--|
| COUNTY TELEPHONES | 1.    | County telephones shall be used for conducting the business of Crane County.   |
| PERSONSAL USE     | 2. a. | Excessive personal use of cell phones/county phones may make an employee subject to disciplinary measures.   |
|                   | * b.  | Each department head must set their own rules and regulations regarding personal cell phone usage and/or county telephone usage while at work.           |
| LONG DISTANCE     | 3.    | Long distance calls on county phone shall be made only by county employees authorized to make long distance calls and only for official county business. |

Amended 5-28-19

**CRANE COUNTY  
POLICY ON COMPUTER USE**

- |                        |    |   |
|------------------------|----|---|
| COUNTY COMPUTERS       | 1. | County computers shall be used for conducting the business of Crane County.   |
| PERSONAL USE           | 2. | Excessive personal use of county computers may make an employee subject to disciplinary measures.                                   |
| PLAYING GAMES OR CARDS | 3. | Games or cards shall not be played on computers during working hours.   |
| INTERNET USE           | 4. | Internet use on county computers shall be only by county employees authorized to use the internet and for official county business. |



**CRANE COUNTY  
POLICY ON CONFLICT OF INTEREST**

- |                       |  |
|-----------------------|--|
| CONFLICT OF INTEREST  | 1. An employee of Crane County shall not engage in any employment, relationship, or activity which would affect his/her job efficiency or which would reduce his/her ability to make objective decisions in regard to his/her work and responsibility as a county employee.  |
| PROHIBITED ACTIVITIES | 2. Activities which constitute a conflict of interest under this policy shall include but not be limited to: <ul style="list-style-type: none"><li>a. Soliciting, accepting or agreeing to accept a financial benefit, gift or favor, other than from the county, that might reasonably tend to influence the employee's performance of duties for the county or that the employee knows or should know is offered with intent to influence the employee's performance;</li><li>b. Accepting employment, compensation, gifts or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;</li><li>c. Accepting outside employment, compensation, gifts or favors that might reasonably tend to impair independence of judgment in performance of duties for the county.</li><li>d. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the county;</li><li>e. Soliciting, accepting or agreeing to accept a financial benefit from another person in exchange for having performed duties as a county employee in favor of that person.</li></ul> |

**CRANE COUNTY  
POLICY ON POLITICAL ACTIVITY**

POLICY ACTIVITY

1. Employees of Crane County shall not:
  - a. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
  - b. Directly or indirectly coerce, attempt to coerce, command or advise a state or local official or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political reason;
2. Employees may engage in political activity during non-working hours.

**CRANE COUNTY  
DRUG AND ALCOHOL POLICY**

The objective of this policy is to develop a drug and alcohol-free work place which will help insure a safe and productive work place and to provide education and treatment to our employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the work place have been established.

**POLICY**

1. Alcoholism and other drug addiction are recognized as diseases responsive to proper treatment. All county employees enrolled in the major medical insurance program currently in effect, are eligible for assistance according to the terms and limitations of the policy.
2. The manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance on county property is prohibited.
3. Being under the influence of alcohol or illegal drugs on county property is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on county property is prohibited.
4. Employees who violate this policy are subject to appropriate disciplinary action including termination.
5. The policy applies to all employees of Crane County regardless of position.
6. In addition to the requirements of this policy, all county employees and owner/operators who operate applicable county vehicles and equipment shall be subject to the provisions of the Texas Department of Transportation Drug and Alcohol Testing Regulations currently in effect and as they may be hereafter amended from time to time.
7. Being involved in an accident on or in county property or county premises will require immediate drug testing of persons involved.

**CRANE COUNTY  
DRUG AND ALCOHOL POLICY**

DEFINITIONS

- A. County Premises – All county property including vehicles, lockers, and parking lots.
- B. County Property – All county owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.
- C. Controlled Substance – Any substance listed in Schedule I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. Copies are maintained for employee review by Personnel and Health Services.
- D. Drug – A drug is any chemical substance that produces physical, mental, emotional or behavioral change in the user.
- E. Drug Paraphernalia – Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling or otherwise introducing into the human body an illegal drug or controlled substance.
- F. Fitness for Duty – To work in a manner suitable for the job. To determine “fitness”, a medical evaluation may include drug and /or alcohol testing.
- G. Illegal Drug – An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

**CRANE COUNTY  
DRUG AND ALCOHOL POLICY**

- H. Reasonable Cause/Reasonable Suspicion – Supported by evidence strong enough to establish that a policy violation has occurred.
  
- \* I. Under the Influence – A state of having blood alcohol concentration of 0.08 or more, where “alcohol concentration” has the meaning assigned to it in Article 6701L-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

**GENERAL POLICY PROVISIONS**

Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action to including immediate termination:

- A. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug, or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a county sponsored activity, on premises, in owned, leased or rented vehicles, or on business.
  
- B. Working or reporting to work, conducting county business or being on premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition, unless such conduct is allowed by law.

**PREVENTIVE ACTS**

- A. Employees taking drugs prescribed by an attending physician must advise their direct supervisor in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the direct supervisor prior to the employee commencing work. All medical information will be kept confidential and employer, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.

\*Amended 1-11-05

**CRANE COUNTY  
DRUG AND ALCOHOL POLICY**

**TESTING POLICY**

- \* A. Pre-employment screening will apply to all county employees.
- \* B. Mandatory screening of employees with CDL (D.O.T. Policy)
- C. Failure to submit the sample as directed is sufficient cause for termination.
- D. The Medical Director Officer (MDO) will schedule an appointment with the employee to discuss with him/her the results and inform the County Commissioners' Court.
- E. The Commissioners Court will determine the action necessary when an employee tests positive for a drug of abuse. Options available to the Commissioners Court will be up to and including immediate termination. The decision of the Commissioners Court is final.

**TESTING PROCEDURES**

- A. Employees identified for testing will not receive prior notification.
- B. The Safety Coordinator will accompany all employees to the **CRANE MEMORIAL HOSPITAL DISTRICT** laboratory. Once approached, the employee will be escorted promptly to the **CRANE MEMORIAL HOSPITAL DISTRICT** for testing. Employees must bring their photo identification (ID), e.g., driver's license, ID badge, etc. Employees must report immediately.
- C. Refusal to undergo required drug testing will result in disciplinary or adverse action up to and including termination. Attempts to alter or substitute a specimen will be treated as a refusal to take a drug test.
- D. Individuals being tested should provide to the County Health Officer information on any prescription medication they are taking which could affect the test results. Such information will be kept confidential.

\*Amended 1-11-05  
\*Amended 10-27-09  
\* Amended 06-28-11

**CRANE COUNTY  
DRUG AND ALCOHOL POLICY**

- E. Urine Collection Procedures:
1. Specimen will be provided in a secure collecting facility.
  2. Donor leaves unnecessary outer garments in secure holding area. Personal items (such as briefcases, handbags and packages) must be left in holding area.
  3. Collector provides donor a wrapped/sealed collection container and specimen bottle.
  4. Donor provides specimen in secured area.
  5. Collector receives specimen and places cap securely on container.
  6. Collector places seal over bottle and dates the seal.
  7. Donor initials security seal after attached to bottle.
  8. Collector initials and dates the seal area of the security bag and the shipping container (if used).
- F. All positive results will be reported to the Medical Director Officer.

**OTHER CONSIDERATIONS**

- A. Test results will be granted confidentiality in accordance with all federal and state laws and **CRANE COUNTY POLICY**. There are times when tests will be performed off-site and will be paid for by **Crane County** (unless the tests are performed in accordance with an employee contract that states otherwise). Notification of any other agency or licensing board will be accomplished by the department in accordance with state and federal law.
- B. Applicants may be asked to provide information as necessary to interpret drug screen results. Such information will be considered confidential.
- C. Attempts to alter or substitute a specimen will be cause for withdrawal of the application for employment or immediate termination; even if the attempt is discovered after the period of employment begins.

\*Amended 1-11-05

**CRANE COUNTY  
DRUG AND ALCOHOL POLICY**

**SUPERVISORY AND EMPLOYEE TRAINING**

Supervisors will receive training regarding the Drug and Alcohol Policy. All employees will receive copies of the Drug and Alcohol Policy.

**COORDINATION WITH LAW ENFORCEMENT AGENCIES**

The sale, use, purchase, transfer or possession of an illegal drug or drug paraphernalia is a violation of the law. The county will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable cause; and only of their vehicles, lockers, desks, closets when based on reasonable suspicion. The county will cooperate fully in the prosecution and /or conviction of any violation of the law.



**CRANE COUNTY  
POLICY ON SEXUAL HARASSMENT**

COUNTY POLICY

1. It is the policy of the county to provide the work place for all employees which is free from sexual harassment.
2. All claims of sexual harassment shall be taken seriously and shall be investigated.
3. Employees engaging in sexual harassment shall be subject to discipline up to and including termination.
4. The county shall attempt to keep all claims of sexual harassment confidential, limiting the information to those who have involvement in the claim, the investigation process, or the decision or action that should be taken.
5. No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment.

REPORTING

6. Employees who feel that they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work.
7. If, for any reason, the employee feels that reporting the harassment to the department head may not be the best course of action, the report should be made to the County Attorney.
8. The person to whom the harassment claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

**CRANE COUNTY  
POLICY ON SEXUAL HARASSMENT**

REPORTING (CONT')

9. Once the investigation is complete the employee making the claim shall be notified of the result of that investigation and the actions that are to be taken, if any.

OTHER RIGHTS

10. Reporting or failing to report claims in accordance with the procedures given in this policy shall in no way limit other legal recourse an employee may have in regard to sexual harassment.

**CRANE COUNTY  
POLICY ON GROUP MEDICAL AND LIFE INSURANCE**

- |                    |   |
|--------------------|---|
| ELIGIBILITY        | 1. All benefited employees of Crane County shall be eligible for coverage under the group hospitalization, medical and life insurance program provided by the county.   |
| DEPENDENT COVERAGE | 2. The county shall pay the premium for coverage of full time eligible employees.<br><br>3. An employee eligible for coverage under the group hospitalization medical and life insurance program of the county may include eligible family members under the coverage by paying the dependent rate as determined by Crane County Commissioners' Court.<br><br>4. Premiums for family members covered under this plan shall be deducted for the employee's paycheck. |
| BENEFITS           | 5. The benefits for this program shall be in accordance with the provisions of the master contract with the insurance carrier.<br><br>6. A copy of the master contract shall be kept in the County Treasurer's Office and may be reviewed by employees during normal working hours.<br><br>* 7. A full time employee with 20 years of service will qualify for County Medical coverage and Life Insurance.  |

Amended 8-28-07  
Amended 10-27-09  
Amended 06-08-10

**CRANE COUNTY  
POLICY ON RETIREMENT BENEFITS**

- |                     |    |   |
|---------------------|----|---|
| County Retirement   | 1. | Crane County shall participate in the Texas County & District Retirement System.  |
| Program Details     | 2. | Details of eligibility for and benefits provided by the program shall be available for review at the County Treasurer's office during working hours.  |
| Payroll Deductions  | 3. | The employee's share of the retirement contribution shall be deducted from each paycheck.   |
| Medical Coverage    | 4. | <p>* To qualify for county medical coverage and Death Benefits, a retired employee must have been a full-time employee and meet the following requirements:</p> <ul style="list-style-type: none"> <li>a. a minimum of twenty (20) years service with Crane County, and have years and months of age plus years and months of service with Crane County that will total a minimum of seventy-five *(75) years, or be sixty years of age.</li> <li>b. Retirees must have a minimum of twenty (20) years of service with Crane County in order to cover the dependent spouse under the medical portion of the Insurance Plan. Only the retiree's *spouse on the retiree's date of retirement shall qualify for this benefit and must have had Medical Coverage with Crane County for 10 years. Coverage will terminate for spouse at age 65. If the retiree expires the dependent spouse will be offered COBRA Insurance or a Medicare Supplement through the TAC Insurance Fund, both payable by the insured.</li> <li>c. Employee with 20 years and terminates employment with Crane County is eligible for * Medical coverage for 10 years or 65 years of age.</li> <li>d. Retirees with Crane County are only entitled to coverage under the medical portion of the Insurance Plan.</li> <li>e. Either method of qualifying must be contiguous to * the employee's last day of employment.</li> </ul> |
| Medicare Supplement | 5. | Retirees may purchase health insurance for their Medicare eligible spouse (age 65 and above) through the TAC Insurance Trust Fund.  |

***FOR EMPLOYEES HIRED PRIOR TO 06-08-10:***

A. a minimum of ten(10) years service with Crane County, and have years and months of age plus years and months of service with Crane County that will total a minimum of seventy-five (75) years, or be sixty (60) years of age plus a minimum of ten(10) years of service with Crane County

***FOR CRANE COUNTY PERSONNEL THAT WERE HIRED OR ELECTED AFTER 10-01-18:***

B. Will not receive County Medical Coverage or Death Benefits.

Amended 8-28-07  
Amended 10-01-08  
Amended 10-27-09  
Amended 06-08-10  
Amended 10-01-18

**CRANE COUNTY  
POLICY ON SOCIAL SECURITY**

- |                     |    |   |
|---------------------|----|---|
| PARTICIPATION       | 1. | All county employees shall participate in the Federal Social Security Program which provides certain retirement and disability income benefits. |
| DEDUCTIONS          | 2. | Deductions shall be made from each employee's paycheck in accordance with the requirements of the Social Security Program.                      |
| COUNTY CONTRIBUTION | 3. | The county shall pay an amount to each employee's Social Security Account in accordance with the regulations of the program.                    |

**CRANE COUNTY  
POLICY ON WORKER'S COMPENSATION**

- |   |    |  |
|---|----|--|
| APPLICABILITY                               | 1. | All Crane County employees are covered by the TEXAS WORKER'S COMPENSATION ACT and will receive all benefits prescribed by law.   |
| BENEFITS                                    | 2. | Worker's Compensation Premiums covering <u>ALL</u> employees are paid by the county and are based on gross wages paid.   |
| RESPONSIBILITY FOR *<br>REPORTING ACCIDENTS | 3. | An employee who suffers an on the job injury or job related illness shall notify his/her supervisor as soon as is reasonably possible and will timely fill out the appropriate reporting forms. Claim forms may be obtained from the Worker's Comp. (County Treasurer's Office)  |
|   | 4. | Failure to report any job related injuries or illnesses within 24 hours to Department Head may affect an employee's eligibility to receive worker's compensation benefits or may delay benefit payments.   |
| INCOME BENEFITS *                           | 5. | An employee with a Doctor's certificate of injury must first use seven (7) days of sick leave at full pay, until Workman's Compensation eligibility is met. Employee with five (5) years or more will receive the difference between the employee's regular pay (w/o overtime) & the amount of the Worker's Compensation check, by using sick or vacation benefits or Comp. time accruals. |
| PHYSICIANS RELEASE                          | 6. | An employee who has been receiving worker's compensation benefits shall be required to provide a full release from the attending physician before being allowed to return to work.   |

\*Amended 1-11-05

**CRANE COUNTY  
POLICY ON WORKERS' COMPENSATION**

7. The disabled employee will receive:
  - a. Insurance for employee only for the period of time as defined by the Family Medical Leave Act.
  - b. No vacation time accrual.
  - c. No sick leave accrual.
  - d. Employee is responsible for dependent's insurance and may be carried for a period of time as defined by the Family Medical Leave Act.

FMLA Coordinator

\*

8. All employees out on Worker's Comp. leave shall be placed on FMLA (see policy 4.11) if applicable, on the 8th day of leave.

\*Amended 1-11-05

**CRANE COUNTY  
POLICY ON MEAL PERIODS**

- |             |  |
|-------------|--|
| SCHEDULING  | 1. The scheduling of employee meal periods shall be determined by the department head or his/her designee to facilitate the service of the public and permitting efficient department operations.  |
| LENGTH      | 2. The length of the meal period may be as long as one hour.   |
| DUTY STATUS | 3. For computation of hours worked, employees shall be considered to be off duty during meal periods unless circumstances require them to remain in an on duty status during the meal period as defined by the Fair Labor Standards Act. |



**CRANE COUNTY  
POLICY ON HOLIDAYS**

- |  |      |   |
|--|------|---|
| ELIGIBILITY  | 1.   | All benefited employees of the county shall be eligible to receive a day off with pay for each official county holiday as established annually by the Commissioners' Court, that falls on their regular work day.   |
| AMOUNT OF PAY  | *2.  | Benefited employees shall receive 8 hours pay for each official holiday that falls on their regular work day.   |
| WORK ON A HOLIDAY                                    | **3. | If an employee's job requires him/her to work an official county holiday and in the Sheriff's Office shall be given 12 hours pay for the holiday (8 hours if not working the holiday). The employees in all other departments shall be given another day off. |
| HOLIDAYS DURING<br>LEAVE OF ABSENCE OR<br>SUSPENSION | 4.   | An employee who is on a leave of absence or suspension without pay shall not be paid for any official holidays occurring during such leave.   |

\*Amended 09-28-10  
\*Amended 01-28-2020

**CRANE COUNTY  
POLICY ON VACATION**

- |                            |  |
|----------------------------|--|
| ELIGIBILITY                | 1. All benefited employees of Crane County shall be eligible for paid vacation leave. Non benefited employees shall not be eligible for paid vacation leave.                         |
| AMOUNT                     | 2. Vacation shall be accrued in accordance with the attached Vacation Accrual Schedule.  |
| WAITING PERIOD             | 3. An employee shall be required to work for a minimum of six months in a position eligible to accrue vacation before he/she may take any vacation.                                  |
| MAXIMUM ACCRUAL            | 4. The maximum amount of unused vacation that an employee shall be allowed to have at any one time shall be determined by the Vacation Accrual Schedule on Page 4 of 4 this Section. |
| PAY IN LIEU OF<br>TIME OFF | 5. An employee shall not be allowed to receive pay in lieu of taking time off for vacation.  |

**CRANE COUNTY  
POLICY ON VACATION**

- |                          |  |
|--------------------------|--|
| REQUESTS FOR APPROVAL    | 6. Employees shall submit their request for annual vacation leave to their supervisor prior to start of vacation.  |
|                          | 7. Supervisors shall schedule the vacations of their employees with considerations being given to seniority, operating needs of the department, and employee requests.   |
|                          | 8. All requests for vacation leave of short duration (less than three (3) days) during the year shall be subject to approval by the supervisor based on the timeliness of the request and the needs of the department.         |
| MINIMUM USAGE            | * 9. All requests for vacation shall be in increments of one hour or more a day.   |
|                          | * 10. An employee eligible to earn vacation who begins employment on or prior to the 15 <sup>th</sup> of the month shall earn:   |
|                          | * <u>PHASE I</u> 6.67  |
|                          | <u>PHASE II</u> 10.0   |
|                          | <u>PHASE III</u> 13.34   |
| BORROWING VACATION       | 11. Employees shall not be allowed to borrow vacation against possible future vacation earnings.   |
|                          | *a. Sheriff Office deputies and jailers are allowed the sale of 1 week (40 hours) of vacation time upon the anniversary of 1-year service with the Crane County Sheriff Office for Deputies/Jailers each year.                 |
| HOLIDAYS DURING VACATION | 12. If a holiday falls during the period an employee is on vacation, the holiday shall be handled in accordance with the provisions of the POLICY ON HOLIDAYS and will not be charged against the employees' vacation balance. |
| ILLNESS DURING VACATION  | 13. If an employee becomes ill while taking vacation leave, the period of illness may be charged against the employee's sick leave balance and not vacation if:  |
|                          | a. The employee promptly notifies his/her supervisor of the illness;   |
|                          | b. The employee provides the supervisor with acceptable proof of the illness; and  |
|                          | c. The supervisor gives permission to charge the period of illness to sick leave.  |

\*Amended 1-22-19  
\*Amended 3-13-19  
\*Amended 11-12-19

**CRANE COUNTY  
POLICY ON VACATION**

VACATION PAY  
AT TERMINATION

13. Employees who have been employed for less than six (6) months in a position which accrues vacation shall receive no pay for accrued vacation at the termination of employment.
14. Employees who have been employed for six (6) or more months in a position which accrues vacation shall be paid for all unused vacation at their regular rate upon termination of employment. Lateral transfers do not effect vacation accumulation.
15. The "Employee Vacation Summary" may be obtained from payroll in the County Treasurer's Office.

COMPENSATORY TIME

16. All full days of accrued compensatory time must first be used before any vacation leave shall be allowed.

COUNTY OFFICER

17. County Officers (Elected Officials) do not receive vacation. Any county employee that assumes a County Officer position forfeits all accrued vacation.

**CRANE COUNTY  
VACATION ACCURAL SCHEDULE**

\*Benefited Employees

Vacation time will be accrued monthly beginning the first full month following their benefited employment date. Monthly accruals will be credited on the last day of the month.

35 Hour Employee

PHASE I accrue's the equivalent of 5.84 hours per month for 1 month thru 60 months. (5 years)  
Maximum vacation time allowed to be credited at any time shall be no more than 15 days.

PHASE II accrue's the equivalent of 8.75 hours per month for 61 months thru 120 months. (10 years)  
Maximum vacation time allowed to be credited at any one time shall be no more than 20 days.

PHASE III accrue's the equivalent of 11.67 hours per month for 121 months and over. Maximum vacation time allowed to be credited at any one time shall be no more than 25 days.

40 Hour Employee  
8hr.-10hr.-12hr.

PHASE I accrue's the equivalent of 6.67 hours per month for 1 month thru 60 months. Maximum vacation time allowed to be credited at any time shall be no more than 15 days.

PHASE II accrue's the equivalent of 10 hours per month for 61 months thru 120 months. Maximum vacation time allowed to be credited at any one time shall be no more than 20 days.

PHASES III accrue's the equivalent to 13.34 hours per month for 121 months and over. Maximum vacation time allowed to be credited at any one time shall be no more than 25 days.

**CRANE COUNTY  
POLICY ON SICK LEAVE**

- |               |    |  |
|---------------|----|--|
| ELIGIBILITY   | 1. | All benefited employees shall be eligible for paid sick leave.   |
| AMOUNT        | 2. | Benefited employees shall accrue as follows:<br>35 hour employees accrue 7 hours per month (630 hrs. max.)<br>40 hour (8-10-12 hr.) accrue 8 hours per month.(720 hrs. max.)<br>Accrual will be based on days worked.  |
| ACCUMULATION  | 3. | Any unused sick leave at the end of the calendar year shall be carried over into the next calendar year.   |
| MINIMUM USAGE | 4. | The minimum amount of sick leave that can be taken anytime is 1 hour regulated by the immediate supervisor.  |
| TYPE OF USAGE | 5. | Eligible employees may use accrued sick leave for absence from work due to:<br><br>a. Personal illness or physical or mental incapacity;<br><br>b. Medical, dental or optical examinations or treatments;<br><br>c. Medical quarantine resulting from exposure to a Contagious disease;<br><br>d. Illness of a member of the employee's immediate family who requires the employee's personal care and attention. Supervisor will determine if it is immediate family. |

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\*Amended 05-10-05  
\*Amended 11-10-09

**CRANE COUNTY  
POLICY ON SICK LEAVE**

NOTIFICATION OF  
SICK LEAVE

6. An employee shall be responsible for notifying his/her supervisor as early as is practical on the first day of sick leave absence and request that approved sick leave be granted.
7. If more than one day of sick leave is needed, the employee shall be responsible for notifying his/her supervisor of the expected length of the absence on the first day of sick leave or shall be required to notify his/her supervisor on a daily basis for each day he/she is unable to come to work.
8. An employee shall be required to request prior approval from his/her supervisor for sick leave to be used for non-emergency medical, dental and optical appointments.

DOCUMENTATION

9. An employee's supervisor may request acceptable documentation of an employee's illness or injury where it is deemed necessary for approval of sick leave.
10. Commissioners' Court may request acceptable documentation of an employee's illness or injury where it is deemed necessary for approval of sick leave.
11. An employee abusing or found to be taking off for non-illness or injury and charging it to sick leave shall be subject to disciplinary action or action up to termination.

**CRANE COUNTY  
POLICY ON SICK LEAVE**

- |                           |     |  |
|---------------------------|-----|--|
| BORROWING                 | 12. | Employees shall not be allowed to borrow sick leave against possible future accruals.  |
| NEW EMPLOYEES             | 13. | An employee eligible to earn sick leave who begins employment on or prior to the 15 <sup>th</sup> of the month shall earn:<br><br>35 hour employee accrue 7 hours per month<br>40 hour employee (8-10-12 hr.) accrue 8 hours per month |
|                           | 14. | An employee eligible to earn sick leave who begins employment on or after the 16 <sup>th</sup> of the month shall earn four (4) hours sick leave for the month.  |
| MAXIMUM AVAILABLE         | 15. | The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the preceding month.   |
| SICK LEAVE AT TERMINATION | 16. | Unused sick leave shall not be paid upon retirement, termination or dismissal.   |
| COUNTY OFFICER            | 17. | County Officers (Elected Officials) do not receive sick days. Any county employee that assumes a County Officer (Elected) position forfeits all accrued sick days.   |
| *LATERAL TRANSFER         | 18. | A lateral transfer does not affect accumulated sick time.  |

\*Amended 4-14-15

\*Amended 5-12-15



**CRANE COUNTY  
POLICY ON CIVIL LEAVE**

JURY DUTY

1. All benefited county employees shall receive their normal pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time the employee actually spends serving on the jury; however, said pay shall not exceed the amount received on a regular work day.
2. An employee receiving pay from the county while on jury duty leave is entitled to all fees received as a juror from the county.

OFFICIAL COURT  
ATTENDANCE

3. All employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the county shall be entitled to leave with pay for such period as his/her court attendance may require.
4. Any fee paid for such service may be retained by the employee.

PRIVATE LITIGATION

5. If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time off shall be charged to vacation leave or leave without pay.

**CRANE COUNTY  
POLICY ON MILITARY LEAVE**

GUARD AND RESERVE

1. County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per year with pay to attend authorized training sessions and exercises.
2. The fifteen (15) day paid military leave shall apply to the calendar year and any unused balance at the end of the year shall not be carried forward into the next year.
3. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.
4. An employee may use annual vacation leave or leave without pay if he/she must attend Reserve or National Guard training sessions or exercises in excess of the fifteen (15) day paid maximum.

ORDERS

5. An employee going on military leave shall provide his/her supervisor with a set of written orders within three (3) days after receiving them.

ACTIVE MILITARY SERVICE

6. Crane County employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from active duty.

**CRANE COUNTY  
POLICY RE: FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Crane County Commissioners Court has amended our FMLA Policy to follow the guidelines set by the Federal Regulations.  
To view these see County Treasurer or contact Texas Association of Counties.

\*Amended 01-25-11  
\*Amended 04-26-16

**CRANE COUNTY  
POLICY ON LEAVE WITHOUT PAY FOR PERSONAL REASONS**

- |                      |     |   |
|----------------------|-----|---|
| MAXIMUM              | * * | 1. Each supervisor shall have the authority to grant an employee up to ten (10) days leave without pay per calendar year for personal reasons.                              |
| USE OF PAID LEAVE    |     | 2. Unless special exception is granted by the Commissioners Court, leave without pay for personal reasons shall only be granted after all available vacation leave is used. |
| DISCIPLINARY LEAVE * |     | 3. Leave for disciplinary reasons shall be without pay: vacation leave, comp time, and floating holidays may not be used for disciplinary leave.                            |

\*Amended 02-23-10  
\*Amended 03-09-10  
\*Amended 12-13-11  
\*Amended 12-27-11

**CRANE COUNTY  
POLICY ON LONG TERM DISABILITY INSURANCE**

- |             |  |
|-------------|--|
| ELIGIBILITY | <ol style="list-style-type: none"><li>1. All benefited employees of Crane County shall be eligible for coverage under the long term disability insurance program provided by Crane County.</li><li>2. The county shall pay the premium for coverage of eligible employees.</li></ol>   |
| BENEFITED   | <ol style="list-style-type: none"><li>3. The benefits for this program shall be in accordance with the provisions of the master contract with the insurance carrier.</li><li>4. A copy of the master contract shall be kept in the County Treasurer's office and may be reviewed by employees during normal working hours.</li></ol>                               |
| PURPOSE     | <ol style="list-style-type: none"><li>5. To assist the employee (who has used all paid sick leave, all other paid leave due, and all Family Medical Leave Act leave due) in the purchase of medical insurance, food, paying of all bills, etc. until the employee is able to obtain Social Security Disability benefits and TCDRS Disability Retirement.</li></ol> |

**CRANE COUNTY  
POLICY ON FUNERAL LEAVE**

FUNERAL LEAVE

\*

1. In the event of a funeral of a full time employee's immediate family, the employee may be allowed off up to three (3) days paid Funeral Leave. Additional time off must be charged to vacation or sick time. Immediate Family shall be defined as: parent, child, spouse, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law and grandchildren of either spouse. All other funerals, the full time employee will be allowed ½ day paid funeral leave.

\*Amended 11-10-09

**CRANE COUNTY  
POLICY ON HOURS OF WORK, WORKDAY AND WORKWEEK**

- |               |   |
|---------------|---|
| HOURS OF WORK | 1. The normal hours of work for Crane County shall be from 8:00 a.m. through 5:00 p.m. unless otherwise specified by the department head.<br>*a.) Time to be kept in accordance with FLSA rounding system to 15 minute increments.  |
| EXCEPTIONS    | 2. The normal days of work shall be Monday through Friday except for official holidays.<br><br>3. In order to meet the needs of the county, certain departments or employees may be required to work a schedule that varies from the normal work schedule of the county or they may be subject to call in case of emergency or special need. (Sheriff's Office and Hospital)<br><br>4. The need for schedules that vary from the normal schedule shall be determined by each department head. |
| WORKDAY       | 5. A workday for the county shall be defined as the period beginning at midnight and ending exactly 24 consecutive hours later.   |
| WORKWEEK      | 6. For purposes of record keeping and compliance with the Fair Labor Standards Act (FSLA), a workweek for Crane County shall be defined as the period beginning at 12:01 A.M. each Saturday and ending seven consecutive 24 hour periods later (168 hours).   |

\*Amended 04-12-10

**CRANE COUNTY  
POLICY ON MINIMUM WAGE, OVERTIME PAY  
AND COMPENSATORY TIME**

- |                              |    |   |
|------------------------------|----|---|
| FLSA COMPLIANCE              | 1. | In administering its wage and salary program, the minimum standards of Crane County shall be the basic standards set forth in the Fair Labor Standards Act (FLSA) and its amendments as it applies to county governments. |
| OVERTIME                     | 2. | In calculating "hours worked" for purposes of overtime computation, hours worked shall include only hours spent in the service of the county (as defined in the FLSA) and shall exclude all paid leave.                   |
|                              | 3. | Overtime (excluding Law Enforcement Personnel) shall be all hours actually worked in excess of forty (40) during the workweek which is defined in the POLICY ON HOURS OF WORK, WORKDAY AND WORKWEEK.                      |
| OVERTIME COMPENSATION        | 4. | A non-exempt employee who works overtime during a workweek shall be granted compensatory time at a rate of one and one-half (1 1/2) hours compensatory time for each hour worked over forty (40) hours.                   |
| OTHER COMPENSATION           | 5. | A non-exempt employee who works a thirty-five (35) hour week, shall be granted compensatory time at a rate of one (1) hour compensatory time for each hour worked over thirty-five (35) hours and up to forty (40) hours. |
| MAXIMUM<br>COMPENSATORY TIME | 6. | The maximum compensatory time accrual for any employee shall be the maximum allowed under the provision of the FLSA. (240-Employee; 480-Law Enforcement)  |



**CRANE COUNTY  
POLICY ON MINIMUM WAGE, OVERTIME PAY  
AND COMPENSATORY TIME**

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| MAXIMUM<br>COMPENSATORY TIME<br>(CONTINUED) | 7.  | When an employee has reached the maximum compensatory time accrual, he/she shall be compensated wages at a rate of one and one half (1 ½) times his/her regular rate for any additional overtime hours worked.   |
| USE OF COMPENSATORY<br>TIME                 | 8.  | Use of compensatory time shall be subject to approval by the employee's supervisor.  |
|   | 9.  | All full-days of accrued compensatory time must first be used before any vacation leave shall be allowed. Compensatory time may be used for any reason as leave with pay except Vacation Leave or FMLA Leave.  |
|   | 10. | If an individual's employment terminates before all of his/her earned compensatory time is used, he/ she will be paid for all unused time at the rate specified by FLSA on his/her final paycheck.   |
| RECORD KEEPING                              | 11. | Each employee shall be responsible for recording any compensatory time taken within a pay period on the time sheet for that pay period.  |
|   | 12. | The County Treasurer shall be responsible for keeping records of all compensatory time earned and used by eligible county employees and shall update the balance due for each employee at the end of each pay period.  |
| COMPENSATORY TIME-<br>EMPLOYEE NOTIFICATION | 13. | The County Treasurer shall provide each employee who earns compensatory time with a statement of his/her compensatory time activity within five (5) working days of the end of the pay periods which end the final day of March, June, September and December. |
|   | 14. | Employees may check their current compensatory time balance at the County Treasurer's Office at any time during normal working hours.  |

**CRANE COUNTY  
POLICY ON MINIMUM WAGE, OVERTIME PAY AND COMPENSATORY TIME**

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| LAW ENFORCEMENT<br>EMPLOYEES    | 15. | Overtime compensation for law enforcement employees of the county shall at least meet the minimum standards set forth in the Fair Labor Standards and any other federal or state legislation which applies. |
| COMPENSATORY<br>BEFORE VACATION | 16. | All full days of accrued compensatory time must first be used before any vacation leave shall be allowed.   |
| COMPENSATORY<br>AT RETIREMENT   | 17. | All employees shall notify his/her supervisor in a timely manner of their retirement date so that all compensatory time may be taken before their retirement date.  |
| COMPENSATORY<br>AT DISMISSAL    | 18. | Any employee with compensatory time that is dismissed shall be paid for compensatory time.  |

**CRANE COUNTY  
POLICY ON PAYROLL RECORDS**

TIME SHEETS

1. Each employee shall be required to keep an accurate time sheet each pay period which shows all **hours** worked and all requests for paid leave used. All other explanations shall be recorded as follows:
  - Vac – vacation
  - Sk - sick
  - Sch - school
  - Comp - compensatory
2. On the last normal working day of each pay period, each employee shall be required to sign his/her completed time sheet and turn it in to his/her supervisor.
3. When the supervisor receives the time sheets from his/her employees, the supervisor shall review all the time sheets for completeness and accuracy and make any corrections, with the knowledge of the employee involved, which are necessary.
4. When the supervisor finishes reviewing the time sheets, he/she shall sign them and submit them to the County Treasurer before the end of the last working day of the pay period.

RETENTION OF  
RECORDS

5. The County Treasurer shall be required to keep copies of all time sheets and other payroll records for a minimum of three (3) years.

**CRANE COUNTY  
POLICY ON TERMINATION**

- TERMINATION PAY
1. If an employee leaves the service of the county his/her final paycheck shall include:
    - a. Pay for all hours worked, but for which payment has not been received including, where applicable, time and one-half for overtime worked.
    - b. Where applicable, pay for compensatory time which has been earned but not yet used.
    - c. Pay for any unused vacation leave.
    - d. Deductions for any indebtedness to the county which the employee may have incurred but which has not been paid.
    - e. All county property, keys and equipment shall be returned by the employee to their supervisor before receiving their final paycheck.

**CRANE COUNTY  
POLICY ON SEPARATION**

- |             |   |
|-------------|---|
| TYPES       | 1. All separations from employment with county shall be designated as one of the following types: <ul style="list-style-type: none"><li>a. Resignation;</li><li>b. Retirement;</li><li>c. No Fault;</li><li>d. Dismissal;</li><li>e. Reduction in Force (Layoff);</li><li>f. Death; or</li><li>g. Other.</li></ul>  |
| RESIGNATION | 2. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with Crane County and the separation does not fall into one of the other categories.<br><br>3. To resign in good stead, the employee may be required to notify his/her supervisor of the intent to resign at least ten (10) working days prior to the last day of work.<br><br>4. A supervisor shall be responsible for notifying the County Judge as soon as an employee announces his/her intent to resign.<br><br>5. An employee shall be considered to have resigned his/her position by abandonment, if he/she fails to report to work for three (3) days without notifying his/her supervisor. |
| RETIREMENT  | 6. The same requirements for resignation apply to retirement except for the fact that the employee should notify his/her supervisor at least thirty (30) days prior to the last day of work so that any retirement benefits due may be started promptly.  |

**CRANE COUNTY  
POLICY ON SEPARATION**

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| DISMISSAL          | 7. A dismissal shall be any involuntary separation from employment which does not fall into one of the other categories of separation.   |
| REDUCTION IN FORCE | 8. Crane County employment is <u>At Will</u> and a supervisor may dismiss an employee at any time for any reason or no reason at all.  |
| DEATH              | 9. An employee shall be separated because of reduction in force when his/her position is abolished or when there is lack of funds, lack of work, or the position does not receive budgetary funding. |
| OTHER              | 10. If an employee dies while in the service of the county, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.  |
|                    | 11. Any other separation which is not addressed by any of the preceding categories.  |

**CRANE COUNTY  
POLICY ON DISCIPLINE**

DISCIPLINE

1. Each supervisor shall have the authority to administer discipline to employees in his/her department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the department or Crane County.
2. Commissioners' Court shall have the authority to administer discipline to supervisors for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the Commissioners' Court feels is not acceptable as it relates to the supervisor's job or the best interest of the department or Crane County.

TYPES OF  
DISCIPLINE

3. Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

AT WILL  
EMPLOYMENT

4. All Crane County employees are "**at will**" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other interest in his/her job.
5. All supervisors are "**at will**" employees and nothing in this policy gives the supervisor any contract of employment, guarantee of any duration of employment or any other interest in his/her job.
6. Crane County retains the right to terminate the employment of any individual at any time for any legal reason, or no reason, with or without notice. Crane County also retains the right to change any condition, benefit, privilege, or policy of employment at any time, with or without notice.

**CRANE COUNTY  
GRIEVANCE PROCEDURE**

PROCEDURE

1. Any employee having a grievance related to his/her job should discuss the grievance with his/her immediate supervisor.
2. If the discussion with the immediate supervisor does not resolve the grievance, and if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official.
3. The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.



**CRANE COUNTY  
SPECIAL DEPARTMENTAL POLICY**

**CRANE COUNTY  
TOBACCO POLICY**

TOBACCO IS PROHIBITED IN THE CRANE COUNTY COURTHOUSE ,COUNTY BUILDINGS AND COUNTY VEHICLES, ALL COMMON ACCESS AREAS SUCH AS THE SWIMMING POOL, LIBRARY, MUSEUM, MEETING ROOMS, CLASSROOMS, RESTROOMS, LOUNGES, HALLWAYS, COURTROOMS, STAIRWAYS, EXITS AND ENTRANCES, ELEVATORS, SERVICE LINES, CASHIER LINES, OVER-THE-COUNTER AREAS, RECEPTION AREAS, WAITING ROOMS, FOOD PREPARATION AREAS, AND OTHER COMMON TRAFFIC AREAS.

SIGNS WILL BE POSTED PROHIBITING TOBACCO IN STATED AREAS. IT WILL BE THE RESPONSIBILITY OF ALL COUNTY EMPLOYEES TO ADVISE OTHER EMPLOYEES AND MEMBERS OF THE PUBLIC REGARDING THE RESTRICTIONS ON TOBACCO IN ACCORDANCE WITH THIS POLICY.

Amended 9-22-15

**CRANE COUNTY  
TRAVEL AND VEHICLE POLICY**

- LOCAL TRAVEL: Local Travel is travel to other area towns out of Crane County in the performance of your duties, where no overnight stay is expected. In most instances no travel advance will be required.
- OUT OF AREA TRAVEL: Out of Area Travel includes prisoner transport, extended schools and temporary duty assignments. In most instances this would require overnight accommodations.
- AUTO ALLOWANCE: Auto mileage to and from destination for the budget year will be the amount per mile allowed by the Salary and Allowance Schedule on October 1<sup>st</sup>. Crane County will pay the lesser of mileage or actual cost if travel is by other means than personal auto.
- LODGING ALLOWANCE: Crane County will pay hotel/motel expenses at the actual costs of original unaltered receipts for lodging beyond a radius of **seventy (70)** miles of the Crane County Courthouse.
- MEAL ALLOWANCE: Crane County will reimburse the traveling county employee for cost of meals not exceed the daily amount set by the Salary and Allowance Schedule each year.
- TRAVEL EXPENSE REPORT: Employees shall file a statement of travel expense for all county travel which requires payment. All necessary receipts are to be attached to the travel expense statement and turned in to the Auditor's Office. Only travel expenditures related to **OFFICIAL COUNTY BUSINESS** are allowable for reimbursement.
- CREDIT CARDS: All Crane County credit cards must be approved and authorized by the Crane County Commissioner's Court. Department heads and elected officials requesting credit cards may make application through the Auditor's Office. Any annual fees and interest charges will be billed to the applicable department. Use of these credit cards is limited to **official county business only**. Personal use of any kind is expressly prohibited. Employees will be personally liable for unauthorized charges. Unauthorized charges and personal charges can result in criminal charges pursuant to Chapter 31 and 32 of the Texas Penal Code.
- \*
- HOUSE ACCOUNT CHARGE CARDS: All Crane County house account charge cards must be approved and authorized by the Crane County Commissioner's Court. Department heads and elected officials requesting charge cards may make application through the Auditor's Office. Any annual fees and interest charges will be billed to the applicable department. Use of these cards is limited to **OFFICIAL COUNTY BUSINESS ONLY**. Personal charges of any kind are expressly prohibited. Employees will be personally liable for unauthorized charges. Unauthorized charges and personal charges can result in criminal charges pursuant to Chapter 31 and 32 of the Texas Penal Code.

\*Amended 08-28-07

**CRANE COUNTY  
TRAVEL AND VEHICLE POLICY**

**PRISONER TRANSPORT  
TRAVEL ALLOWANCES:**

Travel allowances are available to Crane County employees while on official county business as described in the Local Travel and Out of Area Travel. The Sheriff's Office is the only office in regards to travel for county business that further reimbursement may be allowable. The Sheriff's Office often must transport prisoners to and from other correctional facilities. The primary job of the Sheriff's Office while transporting prisoners is security and safety.

Since prisoners are the responsibility of the county Sheriff's Office, Their meals during transport come under the same travel allowance. Guidelines as county employees, except original unaltered receipts shall be submitted to the Auditor's Office for payment.

Under normal circumstances prisoner transport comes under county travel policy guidelines and should not exceed that of the county per-diem. However, if security and safety are believed to be jeopardized, and a situation is not possible to stay within the per-diem of meals, such as geographic location, and time of travel, then actual cost with original unaltered receipt is eligible for reimbursement.

Urgent situations due to lack of sheriff personnel and/or overtime, may call for a reserve officer or private citizen to be used in the aid of prisoner transport. Although not a county employee, meals and lodging for this individual are eligible for reimbursement just as a county employee if the cost is less expensive than an additional transporting officer and all original unaltered receipts are submitted to Auditor's Office.

**Abuses of this policy such as unreasonable expenses will not be eligible for reimbursement.**

**COUNTY VEHICLES:**

County vehicles are provided for employees whose routine job requirements often involve frequent travel for official county business.

**VEHICLE RETIREMENT:**

Employees are to maintain county vehicles in good condition. Normal wear and tear is anticipated, however abuse may lead to criminal charges filed for recovery of damages. A County Officer shall be required to relinquish control of vehicles in use when he/she takes possession of their replacements. Should the Officer refuse to comply with this policy, the court may refuse to provide the replacement vehicles.

**DAMAGE TO VEHICLES:**

If damage occurs to a county vehicle while under an employee's care, it is to be reported to the County Auditor's office as soon as possible. The County Auditor's office may then report the damage to the county insurance. Operator of vehicle at time of accident shall be drug tested within 24 hours.

## **CRANE COUNTY CELL PHONE POLICY & PROCEDURES**

### **BACKGROUND:**

Crane County Commissioners Court budgeted to begin paying, on October 1, 2009, authorized employees a monthly cellular telephone allowance, when having a cell phone is a requirement of their job. It is the responsibility of the Department Head to determine if a cell phone is required. Allowances are currently set a maximum of \$75.00 per month. No payment will be made by the County to add, replace or maintain any cellular phone, software and/or peripheral equipment, nor to pay any monthly cell phone plan fees. Crane County will not be responsible for any cellular account and/or associated data service established to provide computer access (Air Cards, etc.).

The cellular telephone allowance is processed through the Crane County Treasurer's Office (payroll) and is subject to standard payroll withholdings in accordance with IRS Publication 15-B. Cell phone allowances do not constitute an increase in base pay and will not be included in any percentage calculations for increased base. Payments will be equally divided among Crane County's designated 26 pay periods. No retro payments will be made.

Crane County is currently a member of Texas County and District Retirement System. Where applicable retirement will be withheld and Matched as defined in Crane County's Retirement Plan approved by the Commissioners Court annually. Refer to IRS Publication 525: Taxable and Nontaxable Income.

Employees are responsible for reporting of their personal tax deductions. Refer to IRS Publication 15.

### **BASIC ALLOWANCE:**

Employees whose job has been approved and budgeted for a cellular Telephone allowance will receive an allowance not to exceed \$75.00 per month, so that they can obtain and maintain their own cell phone plans.

Pre-paid cellular accounts do not qualify for an allowance.

Cellular contract termination fees (if assessed by service provider) will not be paid or reimbursed by the County. This includes employees who are terminated, quit, transfer to another office or department, or are moved into another position not requiring use of a cellular phone.

### **JUSTIFICATION OF ALLOWANCE:**

To be eligible for a cellular telephone allowance, an employee must be a regular full-time employee in a position for which a clearly defined business need has been determined by department management.

The Department Head must submit each new cellular telephone allowance for Review and approval by the Commissioners' Court. Removal of allowances does not require Commissioners' Court approval. Permanent deletions of allowance must be submitted in writing to the Treasurer's Office for payroll corrections. No talking on Cell Phone or texting while driving a County Vehicle.

Amended 10-27-09

Amended 9-22-15

PROCEDURE:

COUNTY DEPARTMENT HEAD OR ELECTED OFFICIAL

- 1) Determines the potential need for an employee to utilize a cellular telephone for county business purposes.
- 2) Reviews the employee's job function to verify justification of request for a Cellular telephone allowance.
- 3) If it is determined that the employee should receive a cellular telephone allowance:  
  
Submits to the Treasurer's Office (payroll) a copy of the Court approval and the other documentation necessary to establish the employee's approved cellular telephone allowance. No allowance will be established without validation of cellular account number and billing.
- 4) Ensures that the number and names of department employees receiving an allowance agree with those approved by Commissioners' Court. Maintains a listing of such telephone numbers.
- 5) Maintains and reviews, monthly, a report of department employees receiving cellular telephone allowances.

**UPON** determination that an employee should no longer receive a cellular telephone allowance:

Department Head shall immediately notify the Treasurer's Office (payroll) in Writing.

The Treasurer's Office (payroll) shall promptly perform necessary input to remove the employee's cellular telephone allowance.

Cancellation of an employee's allowance due to an extended absence is at the Department Head's discretion.

**Note:** Department Heads must discuss with employees receiving an allowance that it is necessary to retain copies of cellular bills for periodic Auditor/Treasurer Department verification.

COMMISSIONERS COURT

- 1) Receives department requests for new cellular telephone allowances.
- 2) Approves or rejects each department request.

COURT AUDITOR AND COUNTY TREASURER'S OFFICE (PAYROLL)

- 1) Receives properly approved department forms and updates payroll records.
- 2) Verifies periodically that the number and amounts of cellular allowances paid to Employees agree with those on department records.
- 3) Contacts the department as necessary to resolve any discrepancies.
- 4) Retains the approved forms in the Treasurer's Department files (payroll files).

TRANSITION OF  
EXISTING SERVICE:

Department Heads must prepare a Cellular Phone Authorization form for each employee currently using cellular service billed to Crane County, if they feel the employee qualifies for an allowance. The form, along with justification of the need for a cellular phone, must be presented to the Court for approval.

If the Court approves the request, the employee may have the billing for the existing service transferred into their name. It will be the responsibility of the employee to contact A T & T and change the service into their name by October 1, 2009. If validation of the change is not received, the existing Crane County account will be disconnected on September 30, 2009. The allowance will not be established until billing is validated.

The telephone and any other associated equipment purchased by the County must be returned to the Auditor's Office if and when it is replaced.

**CRANE COUNTY  
POLICY ON RETIREE LIFE INSURANCE BENEFIT**

**ELIGIBILITY**

To qualify for the Crane County Retiree Life Insurance Benefit, a retired Employee must have been a full-time employee and meet the following Requirements:

- a. minimum of ten (10) years service with Crane County, and have years and months of service with Crane County that will total a minimum of seventy-five (75) years, or be sixty (60) years of age plus a minimum of ten(10) years of service with Crane County.
- b. Retirees must have a minimum of twenty (20) years of service with Crane County in order to cover the dependent spouse under the medical portion of the Insurance Plan. Only the retiree's spouse on the retiree's date of retirement shall qualify for this benefit and must have had Medical Coverage with Crane County for ten (10) years. If the retiree expires the dependent spouse will be offered COBRA Insurance or a Medicare Supplement through the TAC Insurance Fund, both payable by the insured.
- c. Employee with twenty (20) years and terminates employment with Crane County is eligible for Medical Coverage for ten (10) years or 65 years of age.
- d. Retirees with Crane County are only entitled to coverage under the medical portion of the Insurance Plan.
- e. Either method of qualifying must be contiguous to the employee's last day of employment.

**BENEFIT**

The Crane County Retiree Life Insurance Benefit provides \$10,000 in life insurance benefits to the beneficiary designated by the retiree.

This benefit is on a year to year basis and shall continue so long as the budget will allow for this expenditure.

Claims for this benefit shall be filed with the Crane County Treasurer's Office.

Amended 10-27-09