

## **1A-7 JOB ANNOUNCEMENTS**

### **TITUS COUNTY – POLICY ON APPLICATION FOR EMPLOYMENT**

Approved in Commissioners' Court April 22, 2013

Announcements for job openings with Titus County shall include, but not be limited to, advertisements in local newspaper and postings on the Titus County Courthouse bulletin boards. **Newspaper advertisements shall run for a minimum of two times during a seven day period.** Job openings may be registered with Workforce Solutions Northeast Texas. Job openings, for which there is an available in-house promotion, need not be advertised.

### **SELECTION**

Each official having a job opening shall be responsible for posting that opening.

Each elected or appointed official, or his/her designee, shall be responsible for selecting the applicant who he/she feels best meets the qualifications for an open position in his/her department.

### **DISQUALIFICATION**

Reasons for which an applicant shall be disqualified for consideration for employment shall include, but not be limited to, the following:

- a. The applicant does not meet the minimum qualifications necessary to perform the duties of the position for which he/she is applying;
- b. The applicant has made a false statement on the application form or any other document related to or which has a bearing on the selection process;
- c. The applicant has committed or attempted to commit a fraudulent act at any stage of the application process; or
- d. The applicant is not legally permitted to hold the position.

## **B. WORK RULES AND EMPLOYEE RESPONSIBILITY**

### **1B-1 ATTENDANCE**

As a Titus 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 employee's supervisor or the employee is unable to report to work because of circumstances beyond the control of the employee.

An employee who, in good faith, believes he or she is being subjected to retaliation based on a report of alleged wrongdoing under this policy should immediately contact the County Attorney, District Attorney, or County Judge.

An employee with a question regarding this policy should contact the County Auditor's Office.

## **1B-16 ANIMALS**

### **ANIMAL POLICY FOR TITUS COUNTY**

Approved in Commissioners' Court March 11, 2013

No animals shall be allowed inside any County building except for the following:

- a. Trained Service/Guide Dogs for the Handicapped
- b. Trained Service Animals for Law Enforcement when accompanied by their Handler
- c. Trained Service Animals for Medical Conditions when verified by a Physician Statement

## **C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY**

### **1C-1 COUNTY PROPERTY USAGE**

Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any County equipment assigned to him/her. County employees shall only use equipment, tools, and other County property that they are authorized to use. Personal use of County equipment, supplies, tools, and any other County property shall not be permitted and may result in discipline up to and including termination. Improper use may subject you to criminal prosecution.

### **1C-2 COUNTY VEHICLE USAGE**

Some employees may be required to use County vehicles as a part of their job. Employees who are assigned County vehicles shall be responsible for the care, maintenance, proper use and upkeep. Employees may only use the vehicles they are authorized to use. Employees may not allow other individuals to operate the vehicles they have been assigned.

If personal use of a County vehicle is permitted, the employee will be required to keep a log of all personal miles driven, including to and from work. These personal miles will be taxed at the current IRS rate in accordance with IRS rules and regulations.

Employees who operate vehicles must maintain a current active license for the operation of that vehicle. If they have any change in status of their license, they must immediately notify their supervisor. An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion or termination if that license is suspended or revoked.