

AMENDMENT TO THE HOPKINS COUNTY PERSONNEL POLICY MANUAL



On **February 11, 2019**, the Hopkins County Commissioners Court considered and approved the following changes to the Hopkins County Personnel Policy Manual.

**Section IB-14 is amended to add the following subsections:**

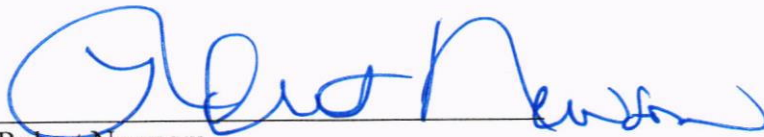
**1B-14 LICENSE AND CERTIFICATIONS**

**If the license is a requirement for the position, the department in which the employee works, will pay the licensing fee, whether the employee is full-time or part-time.**

**Therefore, Section 1B-14 LICENSE AND CERTIFICATIONS will read as follows:**

**Hopkins County has many positions that require licenses and certifications. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses a license or certification, they must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such license or certification is illegal under either Federal or State Law. If the license is a requirement for the position, the department in which the employee works, will pay the licensing fee, whether the employee is full-time or part-time.**

READ AND ADOPTED BY A VOTE OF 5 AYES AND 0 NAYS ON  
THIS 11 DAY OF February, 2019.

  
Robert Newsom  
Hopkins County Judge