

**HOPKINS COUNTY ROAD & BRIDGE EMPLOYEE
COMMERCIAL DRIVER LICENSE REQUIREMENTS**

*Applicants who wish to work for Hopkins County Road & Bridge Dept., who do not have a current CDL license, may start work as a part time employee with hours per week to be determined by county supervisor (Commissioner).

*Applicant must complete the written CDL testing as soon as possible or within 60 days of first employment. If three attempts have been made and tests not passed successfully, a two week extension will be granted. Failure to pass the written tests in this time allotted will be grounds for dismissal.

*Applicant must pass the driving tests for the CDL license as soon as possible after passing the written tests , or within 90 days from that same time.

*Upon completion of all CDL license requirements applicant will qualify to become a full time employee receiving same benefits as all full time county employees.

APPLICANT: _____

COMMISSIONER: _____

DATE: _____

1E-1 TRAVEL POLICY

Attendance by county employees at conferences and seminars shall be at the discretion of the county officials and department heads. The travel expense must be related to the duties and responsibilities of the county office incurring the expenses and there must be adequate funds budgeted to cover the expenses to be reimbursed.

Conference registration fees will be paid for by Hopkins County. Payment of registration fees must be submitted to the Court Administration Office along with completed registration and conference agenda.

Lodging for the host hotel will be paid for by issue of a county credit card or by reimbursement to the employee if paid personally. Out of county travel will be by rental vehicle or personal vehicle, whichever option is the most economical and feasible.

When traveling by rental vehicle, the rental should be procured through the Hopkins County account with Enterprise. Mileage will not be reimbursed for travel by rental vehicle.

When the most economical option is traveling by rental vehicle but the traveler chooses to travel by personal vehicle, the employee will be reimbursed the cost of a standard rental vehicle on the Hopkins County Enterprise rental account or by actual mileage at a rate set by the IRS.

When taking your personal vehicle the traveler will be reimbursed the lesser of these two options.

Fuel for any form of travel will be reimbursed at actual costs shown on personal receipts supplied by the employee or be purchased using a county issued credit card.

Traveling employees may elect per diem or taking the county issued credit card for meal expenses. The standard per diem rate allowed by Hopkins County for meals is \$45 per overnight stay and \$30 for travel days. Receipts are not required to be turned in when using per diem. When using the county issued credit card for travel the standard meal rate of \$45 per day for overnight meals and \$30 for travel days is allowed. No tips, alcoholic beverages or tobacco will be allowed to be charged. All receipts are required to be turned in if using the county issued credit card. In the event the county credit card is used and a receipt has been misplaced or lost the Auditor may request a missing receipt affidavit be filed out by the employee.

Mileage for day travel in a personal vehicle will be reimbursed using the current IRS mileage rate. Mileage will be calculated using Google maps. Any day meals will be reimbursed through payroll per IRS guidelines. Day meals are not allowed to be purchased on the county credit card with the exception of on duty Extradition officers transporting out of county.

2B-5 SICK LEAVE POOL

The purpose of the county sick leave pool is to provide additional sick leave days to members of the pool in the event of a catastrophic illness, surgery or disability which prevents an employee from active employment. Days may be requested from the pool only after the employee has exhausted all accrued sick, vacation, compensatory time, straight time and personal time.

SICK POOL ADMINISTRATOR

Hopkins County Administration will administer the sick pool program.

SICK POOL MEMBERSHIP

All regular full-time employees with twelve 12 or more months of continuous employment are eligible to join the sick leave pool by contributing 16 hours accrued leave. Annual enrollment for established members of the pool will be in October.

New employees may join the pool after completion of 12 months continuous employment by voluntarily submitting a Sick Leave Pool donation form. Once the employee is established in the pool, enrollment is allowed only during October of each fiscal year.

Membership enrollment forms must be submitted to the Administration/. Days donated will be subtracted from each members accrued sick leave.

Days donated become the property of the Hopkins County Sick Leave Pool and cannot be returned in the event of membership cancellation.

Employees on approved leave of absence will retain membership in the pool and will not be required to donate additional days.

To maintain membership in the sick leave pool, all members must donate sixteen hours (16) each fiscal year.

An employee who has exhausted all sick leave to which he/she is entitled may apply to use sick leave hours from the pool.

Days will be granted only for catastrophic illness or surgery or other disability or communicable illness which necessitates an absence from work. Absences must be supported by a statement from the attending Physician (s). Catastrophic illness or accident is, but not limited to, heart attack, stroke, cancer, or a disabling accident.

Pregnancy will not be covered by the sick leave pool but complications due to pregnancy or delivery will be considered.

Days requested for stress related illness will be granted for hospitalized days only.

The maximum number of days granted to an applicant each year will not exceed the lesser of one-third (1/3) of the total amount of time in the Pool or 30 days.

Days will not be granted when an employee is receiving worker's compensation.

The estate of a deceased employee is not entitled to payment for unused sick leave acquired by that employee from the County Sick Leave Pool.

An eligible employee must notify their Department Head/Supervisor of their intent to submit application to use time in the Pool

All applications will be presented to the County Administration/Human Resource Office for submission to the Sick Leave Pool Administrator.

If the employee is determined to be eligible, the Administration/Human Resource Office shall approve the transfer of time from the Pool to the employee. The time will be credited to the employee and shall be used for the benefit of the employee and immediate family.

For purposes of this policy, immediate family shall be defined as spouse, child, parent, or other relative who is dependent on the employee for care.

An employee absent on sick leave assigned from the pool is treated for all purposes as if the employee were absent on accrued sick leave.

If a member is critically ill and unable to file an application for sick leave from the pool, their department head may submit a written application from the family.

Employees must exhaust all paid leave before they are eligible to use any leave from the pool.

An employee absent on sick leave assigned from the pool is treated for all purposes as if the employee were absent on accrued sick leave.

Any unused balance of pool leave hours granted to an employee returns to the pool at the end of the illness.

The estate of a deceased employee is not entitled to payment for unused pool sick leave.

The Administrator of the county sick leave pool program will have the final approval/employee applications.

Applications for donation of accrued sick time to the pool are available in The Administration/Human Resource Office.

Applications for withdrawal from the pool are available in the Administration/Human Resource Office.

The Sick Pool Administrator will set up a pay code to track the use and cost of Pool use.

Requests for Sick Pool use will be processed on a first (1st) come, first (1st) served basis. The Pool Administrator will have five (5) workdays from the date a request is received to approve or deny the request.

Membership for Fiscal Year: 20__

Employee#

I, _____, would like to contribute ____ days to the Hopkins County Sick Leave Pool. By signing below, I authorize the debit from my personal sick leave balance by the amount of time I have donated and understand the Treasurer/HR office will credit the Sick Leave Pool with this amount of time.

(Employee Signature)

(Date)

***** For *** Office *** Use *** Only *****

(HR Director Signature)

(Date)

Sick leave balance before contribution: _____, processed by _____
(hours) (date)

Sick leave balance after contribution: _____, processed by _____
(Hours) (HR personnel Signature)

Personnel File Updated _____ Sick Leave Pool Updated _____

COMMISSIONERS COURT ORDER

SUBJECT: Coronavirus Outbreak (COVID-19)

DATE: March 23, 2020

By motion made and seconded in an open meeting of the Hopkins County Commissioners Court on the 23rd day of March 2020, the members of the court do hereby approve the following rules and guidelines governing the management of the COVID-19 outbreak.

In light of the ongoing global coronavirus, now known more specifically as COVID-19 outbreak, and National, State and Local Disaster declarations, the Hopkins County Commissioners Court promotes the safety and wellbeing of our employees and their families.

The health and safety of our employees, their families and our citizens is our number one goal during this outbreak. COVID-19 is a respiratory virus with symptoms that are similar to influenza or 'the flu.' As of the date of this court order, COVID-19 continues to spread and new clusters have developed in several countries and areas of the United States.

1. Employee Personal Travel to Areas with Confirmed COVID-19 Cases

Employees engaging in personal travel should carefully consider their plans and monitor the evolving health situations prior to travelling. While we recognize that personal travel decisions are your choice, we urge you to carefully consider those decisions to avoid personal risk to you or your families. In particular, be aware of possible travel and screening restrictions and that possible incidences of exposure in restricted or high-risk areas may result in quarantine procedures. Further, we ask that supervisors immediately refer employees who are returning from travel to high risk areas of the United States to Human Resources so we can ensure proper return to work procedures are followed.

2. Tips to Minimize Business Disruptions

- a) Ensure employee contact information is up to date.
- b) Have backup plan for staffing if employee (or employees) fall ill.
- c) Maintain a list of essential personnel and ensure that the Hopkins County Human Resource Administrator has a copy.
- d) Have plenty of disinfecting wipes/spray, tissues and hand sanitizer for employee and public use.
- e) Confirm to your staff that safety/health is the primary concern.
- f) Reinforce hand washing and housekeeping with all staff members.
- g) Elected officials/departments heads have permission to send sick employees home; short-term inconvenience is better than widespread illness.

3. Americans with Disabilities Act (ADA)

- a) The ADA gives an employee the right to privacy in his/her medical condition.
- b) If the employee informs the supervisor that he or she has a communicable disease that will affect his or her performance on the job, Human Resources can require a medical exam or health certification to confirm the illness, just as it can with any other ADA disability, and the employee will be responsible for making the appointment with their physician. The claim would be filed on the employee's insurance and any expense would be paid by the employee.
- c) If an employee is exposed to someone who is a 'presumptive positive' or tests positive for COVID-19, the employee should be sent home until the other person's test results are returned as negative or until their quarantine expires, whichever is first. Contact HR for specific instruction.

- d) If an employee does not tell his or her supervisor that he or she has a communicable disease, the employer's options are much more limited. Suspicion of a communicable disease is not enough to justify inquiry or a medical exam.
- e) However, if the employee reports to work with a wheezing cough, complains of chills and aches and the employee has recently traveled to a high risk area, the supervisor shall direct the employee to go to his/her doctor and/or local health department and then contact Human Resources. Again, the employee will be responsible for making the appointment with their physician, the claim would be filed on the employee's insurance and any expense would be paid by the employee.
- f) Decline to give specifics about employee's medical condition to other employees.
- g) Hopkins County is permitted to disclose needed protected health information to a public health authority, such as the CDC or a state or local health department, that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease (Source: Office for Civil Rights, U.S. Department of Health and Human Services, February 2020).

4. Paid Leave of Absence

- i) If an employee is placed on a 14-day quarantine due to a 'presumptive positive' or positive COVID-19 test result of their own, or due to someone to which the employee was exposed, and they are not able to work from home, the employee shall be paid Administrative Leave hours. (Medical certification is required by HR)
- b) However, if an employee only displays signs of illness such as common cold or influenza but is not suspected to have been exposed to the COVID-19 virus or tests negative for COVID-19, the Employee shall use the accrued time and may return to work after 24 hours of being symptom-free.
- c) In the event the County Judge activates a Hopkins County Continuity of Operations Plan (COOP), employees who are not able to work from home will be paid Administrative Leave hours throughout the extent of the COOP.

Hopkins County has a strong commitment to safety and the overall health and wellbeing of all employees and their families. We will continue to evolve our policies as this outbreak develops.



Robert Newsom, Hopkins County Judge



Mickey Barker, Commissioner, Pct. 1



Greg Anglin, Commissioner, Pct. 2



Wade Bartley, Commissioner, Pct. 3



Joe Price, Commissioner, Pct. 4