

STATE OF TEXAS

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INVESTMENT POLICY

WHEREAS, in compliance with the Texas Government Code, Chapter 2256, the Board of the Directors of the Blanco County Appraisal District, deems it necessary to have a written Investment Policy, and

WHEREAS, this investment policy applies to all financial assets of all funds of the District at the present time and any funds to be created in the future, and

WHEREAS, it is the District's policy to provide training by the Public Funds act, Section 2256.008 and periodic training in investments for the District's Investment Officer through courses and seminars offered by professional organizations and associations in order to insure the quality, capability and currency of the District's Investment Officer in making investments decisions, and

WHEREAS, the District's Investment Officer shall invest District funds with any institution or group consistent with federal and state law and the current Depository Bank contract, and

WHEREAS, the District's Investment Officer will establish liaison with auditor in preparing investment forms to assist District's auditor for accounting and auditing control, and

WHEREAS, in accordance with Government Code Section 2256.006 investments shall be made with judgment and care under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs-not for speculation, but for investment and considering the probable safety of capital and the probable income to be derived, and

WHEREAS, in accordance with Government Code Section 2256.003 the Investment Officer shall, not less than quarterly, prepare and submit to the District's Investment Officer a written report of investment balances for all funds for the preceding reporting period within a reasonable time after the end of the period.

NOW, THEREFORE LET IT BE RESOLVED, Blanco County Appraisal District does hereby adopt and approve the following INVESTMENT POLICY which is in compliance with the Government Code, Chapter 2256.

Adopted,
this the _____ day of _____, 200__.

INVESTMENT POLICY

Funds Included:

This investment policy applies to all financial assets of all funds of the Blanco County Appraisal District, ("District") at the present time, and any and all funds to be created in the future, and any other funds held in custody by the District, unless expressly prohibited by law, or unless it is in contravention of any depository contract between the District and any depository bank.

Investment Officer:

In accordance with Local Government Code Section 116.1112 (a) an/or Government Code Section 2256.005 (f) and (g), the District, may invest District funds that are not immediately required to pay obligations of the District. The District shall designate one or more employees as Investment Officer(s).

If the Investment Officer(s) has a personal business relationship with an entity, or is related within the second degree by affinity or consanguinity to an individual, seeking to sell an investment to the District, then the Investment Officer(s) must file a statement disclosing that personal business interest or relationship with the Texas Ethics Commission and the District in accordance with Government Code Section 2256.005 (i).

Investment Objectives

Funds of the District will be invested in accordance with federal and state laws and this investment policy.

The District is concerned about the return of its principal; therefore, safety of principal and liquidity are primary objectives in any investment transaction.

The District investment portfolio must be structured in conformance with a management plan which provides for liquidity necessary to pay obligations as they come due and shall only include investments authorized by Government Code Chapter 2256. Investments of the District shall always be selected that provide for stability of income and reasonable liquidity. It will be the objective of the District to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives, investment strategies, and state and federal law governing investment of public funds. Portfolio maturities will be structured to meet the obligations of the District first and then to achieve the highest return of interest.

When the District has funds that will not be needed to meet current year obligations, maturity restraints will be imposed based upon the investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by the District is one (1) year.

Any individual investment owned by the District shall have marketability, such that if the need arises to liquidate the investment before maturity, such option exists with the investment.

Quality and Capability of Investment Management:

It is the District's policy to provide training required by the Public Funds Act, Section 2256.008 and periodic training in investments for the Investment Officer(s) through courses and seminars offered by professional organizations and associations in order to insure the quality, capability and currency of the Investment Officer(s) in making investment decisions.

Standard of Care:

In accordance with Government Code Section 2256.006, investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs-not for speculation, but for investment and considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority:

- A. Preservation and safety of principal
- B. Liquidity, and
- C. Yield

Investment Reporting and Performance Evaluation

In accordance with Government Code Section 2256.023, not less than quarterly, the Investment Officer(s) shall prepare and submit to the District a written report of investment balances for all funds for the preceding reporting period within a reasonable time after the end of the period. The report must describe in detail the investment position of the District on the date of the report by stating the market value of each separately invested asset at the beginning and the end of the reporting period by the type of asset and fund type invested.

**FOURTH QUARTER MEETING OF THE
2009 BOARD OF DIRECTORS FOR THE
BLANCO COUNTY CENTRAL APPRAISAL DISTRICT**

Notice is hereby given that the Third Quarter meeting will be held by the governing body of the Blanco County Central Appraisal District on Friday, December 15, 2009, at 12:00 pm, in the Blanco County Courthouse Annex at which time the following subjects will be discussed, to wit;

1. **Call to Order**
12:00 pm - Jack Felps called the meeting to order.
2. **Roll Call**
12:01 pm - Present were Jack Felps, Harold Lord, Al Lindig, Joe Ginn and John Wood.
3. **Public Forum**
Edgar Hullum was in attendance but did not have input until later during the open meeting.
4. **Approval of Minutes of Third Quarter Meeting**
12:01 - Al Lindig made the motion to approve the minutes of the 3rd Quarter Meeting. Harold Lord seconded the motion. Motion passed unanimously.
5. **Approval of payment of bills for Sept/Oct/Nov**
12:02 pm – Harold Lord made the motion to approve the bills as presented. Al Lindig seconded the motion. Motion passed unanimously.
6. **Financial Reports for Sept/Oct/Nov**
12:04 pm – Al Lindig made the motion to purchase office items out of 2009 Budget as presented. Joe Ginn seconded the motion. Motion passed unanimously. Joe Ginn then made the motion to approve the financial reports as presented. Al Lindig seconded the motion. Motion passed unanimously.
7. **Consideration and possible adoption of new minimum acreages for the wildlife management exemption**
12:14 pm – Harold Lord made the motion to adopt minimum 20 acres for stand alone property, 12.5 acres for co-op and endangered species properties. John Wood seconded the motion. Motion passed unanimously.
8. **Approval of all existing office policy and procedures**
12:16 pm – Al Lindig made the motion to approve existing office policy and procedures. Joe Ginn seconded the motion. Motion passed unanimously.

9. Update regarding lawsuit filed by Pedernales Electric Co-op against BCCAD
12:20 pm – No motion, information purposes only. We discussed that the structures are the only item in question, not the land or the business personal property.

10. Consideration and possible adoption of policy related to detection, reporting and investigation of fraud and other illegal acts
12:24 pm – Harold Lord made the motion to adopt the fraud policy as presented. Al Lindig seconded the motion. Motion passed unanimously.

11. Consideration and possible adoption of investment policy
12:26 pm – Jack Felts pointed out that a word in the last paragraph needed to be changed from detail to detain. Harold Lord made the motion to adopt the fraud policy as presented. Al Lindig seconded the motion. Motion passed unanimously.

12. Consideration and possible action regarding Move Solutions, LTd proposal
12:29 pm – No motion was made, however various suggestions including using the Intersanctum (prisoners) to help with our future move. David Dockery, Camille Swift and the sheriffs department have all used this source. We called Camille to get a contact person and a phone number.

13. **Chief Appraisers Report**
12:33- Presented by Chief Appraiser Hollis Boatright:
 - A. **General update on construction of new building**

Preliminary site work and pad were completed and Diamond X has drawn \$16,670. Renterprises completed all the pre-slab utilities, the

slab has been poured and the steel has been delivered. Renterprises has drawn \$77,583. Weather permitting the steel will start to go up this week.

 - B. **Report on Tax Collection Rates as of 12-1-09**

City of Blanco	- 60.88 %
City of JC	- 64.74 %
Blanco Co	- 58.27 %
Blanco ISD	- 55.54 %
JC ISD	- 60.05 %

C. Notification related to election of Directors; update

Ballots have been received from the County of Blanco, Blanco ISD, Johnson City ISD, City of Johnson City and the City of Blanco. The new board members are Jack Felps, Brenda Adair, David Behrends, Will Shelton and Will Marasek. All entities have been sent notification of the new members.

D. Attendance by BCCAD staff at Wildlife Management Seminar

Hollis, Amy and Kathy attended the Wildlife Management Seminar held at the LCRA Conference Center in Bastrop on November 11, 2009. The legislature has worked to better define the definition and the use of the land for this exemption.

Al Lindig made the motion to approve the Chief Appraisers Report as reported. Harold Lord seconded the motion. Motion passed unanimously.

14. Adjourn

12:36 pm – Al Lindig made the motion to adjourn. John Wood seconded the motion. Motion passed unanimously.

Blanco County Appraisal District

PERSONNEL POLICY

Basic Objectives

The following personnel policies are established by the Board of Directors of the Blanco County Appraisal District, to entire and maintain into the service of the District the anticipated high degree of understanding, cooperation, efficiency and unity which comes through systematic application of good procedures of personnel administration, and to provide a fair, uniform policy for employees with all the benefits such a program insures. The specific fundamental objectives of these policies shall be:

- (A) To promote and maintain effective, productive, efficient and economical service to the District's client's, both public and private;
- (B) To provide fair and equal employment opportunity to all qualified applicants;
- (C) To set policies that will make public service with the District attractive as a career and encourages each and every employee to render their utmost and best efforts toward the goals of the District;
- (D) To promote high morals among the District's employees by provided clean, safe and productive work areas, uniform personnel administration and consideration for employee welfare;
- (E) To establish that continuity of employment, employees shall be subject to performance of duties, availability of funds and adhering to rules and regulations as set by the Board of Directors.

Statement of Discrimination

It is the policy of the District, in its employee recruitment and personnel Administration, to not discriminate against any person on the grounds of:

- (A) Sex
- (B) Age
- (C) Race
- (D) Religion
- (E) National Origin
- (F) Handicaps

ORGANIZATION / ADMINISTRATION

The chief appraiser shall have the sole authority and responsibility for appointment of employees and the implementation and administration of the personnel policies as approved by the District's Board of Directors.

Specifically, the Chief Appraiser shall;

- (A) Be responsible for personnel administration;
- (B) Appoint, remove, suspend and discipline any District employee, subject to provisions of this personnel policy as it is written or amended;
- (C) At the Chief Appraisers discretion, the chief appraiser may authorize a District employee the authority to appoint or remove an employee within the district;
- (D) Enter into contracts with vendors and other taxing jurisdictions in a timely manner to ensure that there is no interruption in service or in a contract;
- (E) Issue such rules and regulation or procedural instructions deemed necessary to promote and increase productivity, efficiency and economy.

PAY AND CLASSIFICATION PLANS

The Board approved pay plan shall be bi-monthly. The pay plan consists of salary ranges for each position classification and shall be based, generally on comparable work in other public and private entities within the District's area.

The Board approved classification plan shall become a part of the personnel policy. This plan shall denote the duties and the responsibilities of all positions, both current and anticipated, to be used in the operation of the District.

Specifically, the plan shall set forth for each class or position, a title, a statement of duties and the qualification necessary or desirable for the satisfactory performance of the duties of that position.

Chapter I

APPOINTMENT AND SEPARATION

1.1 **EMPLOYMENT APPLICATION:** Applicants for employment are required to complete, sign and file an application with the district. Appointment to a position shall be based on merit, ability, education, experience and skills as set out in the position classifications.

1.2 **PROBATION:** Every applicant hired by the District, shall be required to successfully complete, a probation period of three (3) months. At the end of this three (3) month period, the employee will be notified by the Chief Appraiser of their employment status. The Chief Appraiser shall have three (3) options:

- (A) Continue probation for an additional period not to exceed three (3) months;
- (B) Formal acceptance as having attained permanent status;
- (C) Termination.

1.3 **NEPOTISM:** No person related within the second degree of affinity or within the third degree of consanguinity to any elected official within the boundaries of the District or to any member of the Board of Directors of the Appraisal District, either on a full-time or part-time basis. Neither will the Chief Appraiser or any other employee of the District appoint or hire any relative with the third degree, by blood or marriage, to any position within the District.

1.4 **SEPARATIONS:**

(A) **LAYOFFS:** Layoffs or reduction in force may occur within the District because of economic or other problems. The Chief Appraiser will determine when this action becomes necessary. When layoffs or reduction in force (RIF) occur, they will be based on efficiency on the job and seniority. The Chief Appraiser shall make the efficiency termination. Part-time and temporary employees should be told the nature and the status of their employment, at their initial hiring.

(B) **RESIGNATION:** To resign in good standing, an employee shall submit their resignation, in writing, to the Chief Appraiser two weeks prior to the effective date of their resignation. An employee who gives less than two weeks notice is subject to forfeiture of terminal sick and vacation pay.

(C) **DISMISSALS:** An employee may be dismissed for just cause. The Chief Appraiser shall be responsible for delivery of dismissal notice which shall contain the reason(s) for such action. A regular employee, who is dismissed, shall be given two weeks notice; or be paid two weeks with their terminal pay. An employee who is dismissed shall have the reason for their dismissal explained to them by the Chief Appraiser.

CHAPTER II

WAGE AND SALARY ADMINISTRATION

2.1 **WAGES AND SALARY:** The pay and classification schedules attached shall become part of these policies at the time of the adoption of this personnel policy.

- (A) Wages and salaries of the District were established on the basis for compensation on both the prevailing wages for similar jobs and the District's ability to pay.
- (B) The Chief Appraiser shall be responsible for the maintenance and for the administration of both the District's pay and the District's classification plan. Changes shall be considered and if applicable, be submitted to the District's Board of Directors at least once a year.
- (C) Any changes in employee's employment status must always be allowed only within the confines of the pay and classification plans and the latest approved District budget.
- (D) The District encourages all employees to further their professional education and therefore, a provision is made, for all regular employees to attend professional courses, with pay, and with the approval of the Chief Appraiser. Conflict with expected workloads could be the main reason for disallowance of this benefit.

2.2 PAY INCREASES: The pay is designed to allow for annual pay increases to employees, to reward ability, production, and efficiency and as an incentive to stay. Each employee shall have his or her pay evaluated annually by the Chief Appraiser.

2.3 PROMOTIONS: Each employee shall have a fair chance at advancement. Advancement shall be based on employee's aptitude, experience, ability, education, production and attitude toward their job. The Chief Appraiser shall approve any and all promotions.

2.4 TEMPORARY AND PART-TIME: Any employee who is hired on a temporary or part-time basis shall be eligible for vacation and sick leave benefits.

2.5 OVERTIME: Any employee on an hourly basis who works in excess of forty (40) hours a week shall be paid overtime if the work was authorized by the Chief Appraiser. Hourly employees who are required to work overtime shall be paid at the rate of one hour and one-half (1 ½) times their regular hourly rate.

2.6 TIME AND ATTENDANCE: All employees will maintain their own time sheets for the year. Time sheets shall reflect sick days, vacation days and overtime. The Chief Appraiser shall address any abuse of time or attendance reporting.

2.7 **COMPENSATION PLAN:** The District awards a longevity benefit to each employee of the district. The district pays social security benefit. Employees shall be compensated annually for milestones in years of service as listed below:

1-4 years	=	\$ 500.00
5-9 years	=	\$ 1,000.00
10-14 years	=	\$ 1,500.00
15+years	=	\$ 2,000.00

2.8 **PAY PERIODS:** The Chief Appraiser shall set Compensation periods and dates of payments.

2.9 **TERMINAL PAY:** All employees who leave the employment of the District, for any reason, shall receive all pay due to them with the following qualifications:

- (A) Regular employees who have completed their probationary period and who resign in good standing;
- (B) Regular employees who retire and are entitled to all benefits that have accrued to those who are in good standing;
- (C) Regular employees who expire, whether actively employed or on leave, shall have all benefits paid to their respective estates just as if they had resigned in good standing;
- (D) Regular employees who are dismissed for a commission of any criminal conviction, shall forfeit their accrued vacation and sick leave pay;

(E) Regular employee's who give less than two (2) weeks notice before resigning, shall forfeit their accrued vacation and sick leave pay.

2.10 PAY IN LIEU OF VACATION/SICK LEAVE: It shall be the policy to pay an employee a payment in lieu of vacation or sick leave as termination pay.

2.11 DEDUCTIONS: All employees of the District shall be subject to deductions for withholding taxes. Each employee shall have the right to make a request to the Chief Appraiser that other deductions are made from their pay.

CHAPTER III

TRAVEL

3.1 TRAVEL OUTSIDE THE DISTRICT:

- (A) All out of District travel by an employee must be authorized by the Chief Appraiser;
- (B) Transportation costs for District officials or employees duly authorized to travel on official District business, shall be paid for by the District on a reimbursable basis;
- (C) All incidental costs of travel, i.e. tips, cab fares, telephone calls, etc., shall be reimbursed by the District upon presentation of documentation of costs;
- (D) In addition to transportation and incidental reimbursement costs outlined above, each employee shall receive a check for \$150.00 for all meals, prior to the date of the class they will be attending. The cost of the hotel will be covered by the District in the form of a check made out in the amount the hotel will charge for the duration of the class or if the employee pays for their lodging, they will be reimbursed once they turn in a receipt for all room fees.
- (E) Any District official or employee who uses their privately owned vehicle for out of district travel shall be paid mileage at a set fee per mile basis. Detailed mileage records must be maintained and turned in for reimbursement.

- (F) All authorized travel by an employee of the District shall count as attendance at work and conversely all unauthorized travel shall count against the employee's time and attendance work record.

CHAPTER IV

ATTENDANCE AND LEAVE

4.1 HOURS OF WORK: The Chief Appraiser shall determine what time each employee shall arrive and shall leave from work. The office shall be open from 8:00 am till 5:00 pm each day. At least two employees should be on staff during these hours.

4.2 ATTENDANCE: Employees shall be at their working places, ready to work in accordance with directives as set by the Chief Appraiser or the employee's supervisor.

- (A) There may be a day when an employee cannot report to work. If this occurs, the employee should telephone the Chief Appraiser or their supervisor right away so that someone can take over their work for the day, or until they can arrive at work.
- (B) Excessive tardiness shall indicate a lack of interest in an employee's job. Any employee who is absent for two (2) consecutive days without notifying the Chief Appraiser or their supervisor, or has a poor record of attendance, will be terminated for excessive absenteeism.

4.3 HOLIDAYS: The following days shall be declared official holidays for all

Appraisal District employees:

- (1) Jan 1 – New Years Day
- (2) Feb. 17 – Presidents Day
- (3) Mar. 28 – Good Friday
- (4) May 26 – Memorial Day
- (5) July 4 – Independence Day
- (6) Aug 27 – LBJ’s Birthday
- (7) Sept. 1 – Labor Day
- (8) Oct. 13 – Columbus Day
- (9) Nov. 10 – Veteran’s Day
- (10) Nov. 25 & 26 – Thanksgiving
- (11) Dec. 25 & 26 – Christmas

- (A) The following may be granted at the direction of the Chief Appraiser:
 - a. Other religious or popularly observed holidays;
 - b. When a regularly observed holiday falls on a Sunday, the following Monday shall be declared a holiday;
 - c. When a regularly observed holiday falls on a Saturday, the preceding Friday shall be declared a holiday.
- (B) Any day declared to be a Holiday by the Board of Directors shall be observed by the Appraisal Districts employees;

- (C) Any employee, who is attending a course or has to work on a legal holiday, shall be given the next available workday off. That day shall be determined by the Chief Appraiser.

4.5 SICK LEAVE: All Appraisal District employees, except for temporary and part-time employees, shall be entitled to earn up to twelve (12) working days of sick leave per each calendar year. Sick leave credit shall accumulate at the rate of one (1) working day (8 hrs) for each calendar month. Unused sick leave shall be allowed to accumulate but never to exceed thirty (30) days.

- (A) Sick leave shall accumulate but shall not be granted to any employee during their probation period;
- (B) An employee who is hired by the District before the 16th day OR is terminated after the 15th day of any month shall earn a day of sick leave for that month;
- (C) Sick leave may be allowed to employee in the case of illness or physical incapacity. Sick leave can be used for sickness other than the employee personally;
- (D) Sick leave can be taken in half day increments if employee is at work at least 4.5 hours that day;
- (E) After an employee's sick leave is exhausted, unused vacation time can be used in place of sick leave with the Chief Appraiser's permission.

- (F) Upon separation or termination of an employee in good standing, all unused sick leave, up to thirty (30) days shall be paid to the employee as terminal pay;
- (G) An on-the-job related injury or disability will not be counted against sick leave because the employee should be covered by Workman's Compensation.
- (H) The Appraisal District shall carry Workman's Compensation and it shall be paid in full and renewed on a yearly basis. The Chief Appraiser or her employee shall be responsible for filing and for implementing the policy.

4.6 COMPASSION LEAVE: Leave, with pay, will be allowed to all permanent employees, up to three (3) days, for death or serious illness of anyone in their immediate family. This type of leave will generally be allowed once, however, in on a case-by-case review, the Chief Appraiser may allow the same employee a second set of three (3) days leave, with pay, based on circumstances. Compassion leave is not cumulative, nor is it a benefit to an employee. The Chief Appraiser determines all compassion leave.

4.7 EMERGENCY LEAVE: At the Chief Appraiser's discretion, any employee may be granted short emergency leave, without pay, on a case-by-case basis;

4.8 LEAVE OF ABSENCE: All employees are eligible to be granted a leave of absence, without pay, at the Chief Appraisers discretion. The Chief Appraiser shall determine the length of time. Benefits such as vacation and sick leave shall not accrue

during this leave period. Insurance coverage, if applicable, can continue if the employee pays the total premium and has not applied for or received terminal pay.

4.9 MILITARY LEAVE: A permanent employee of the District shall be granted military leave, without pay, in accordance with Bill 761, Chapter 214, of the Acts of the 61st Legislative of Texas, Regular Session, and Article 62524, A & B, of Vernon's Texas Civil Statutes.

4.10 ABSENCE WITHOUT LEAVE: No employee may be absent from work without the permission of either his or her supervisor or the Chief Appraiser.

4.11 CIVIL DUTIES: No deduction of regular pay shall be made from any employee's wages or salaries due to absence from work caused by jury duty, attendance at court either by summons or by coroner's inquest or as a witness.

4.12 SEMINAR OR TRAINING LEAVE: Regular employees who are authorized shall be allowed leave, up to two weeks without any effect on wages, salaries or benefits.

4.13 FAMILY AND MEDICAL LEAVE: Pregnancy shall be classified as a temporary disability and shall not be cause for refusal to hire or for dismissal of an employee. Any employee requesting maternity leave shall inform the office in a timely manner and shall be allowed 6 weeks of leave, with pay, upon the birth of the child.

Said employee may also use any sick leave or vacation time that they have accumulated to care for the newborn, with pay. An eligible employee's Family and Medical Leave Act (FMLA) leave entitlement is limited to a total of 12 weeks without pay during any 12-month period for any one, or more, of the following reasons:

- (1) The birth of the employee's son or daughter, and to care for a newborn child;
- (2) To care for the employee's spouse, son or daughter, or any other family member with a serious health condition or;
- (3) In the event a serious health condition arises that causes an employee to be unable to perform one or more of the essential function of their job.

4.14 VACATION: Each employee will receive paid vacation time based on length of employment:

1 year = 1 week
2-6 years = 2 weeks
7-15+ years = 3 weeks

Vacation time shall be coordinated by the chief appraiser so that a reasonable staff is present at all times.

CHAPTER V

GRIEVANCE PROCEDURES

5.1 GRIEVANCES AND COMPLAINTS BY EMPLOYEES: A grievance procedure provides a systematic and orderly method of clarifying, adjusting or reflecting complaints and differences of opinion between employees and the Blanco County Appraisal District. In the event an employee has a grievance or complaint, they should proceed to resolve it in the following sequence:

(A) INFORMAL PROCEDURE: When an employee has a grievance or complaint they should first discuss it with their immediate supervisor. If the employee feels, in their opinion, that an unsatisfactory answer was given to their request or complaint, then they have three (3) days to use the formal procedure. Only after first going through the informal procedure can an employee proceed to the formal procedure.

(B) FORMAL PROCEDURE: The formal procedure process begins with the employee filing, in writing, their grievance with the Chief Appraiser. The Chief Appraiser then has five (5) days to respond to the employee. The Chief Appraisers response shall be considered final, subject to an appeal to Board of Directors.

(C) BOARD PROCEDURE: The Board shall review all facts pertaining to the request and shall determine if the employee will be given a hearing before the Board. If the Board determines the employee has just cause, they will hear the employee appeal at their next Board Meeting. The decision of the Board of Directors shall be final in the matter.

(1) Under no circumstance, unless authorized and approved by the Chief Appraiser will any employee appear before the Board of Directors. This directive applies only to questions or problems concerning personnel, salaries, and wages or work procedures. This directive is not intended to restrict the appearance of an employee who chooses to appear before the Board on any matter that would affect them as either a citizen or as a taxpayer.

CHAPTER VI

GENERAL PROVISIONS

6.1 **WORKING RELATIONSHIPS:** It shall be the responsibility of each employee to maintain high standards of cooperation, efficiency and economy in their dealings with the District. Work shall be organized and directed towards achievements of there below listed common goals of all employees;

- (A) When the work abilities, attitudes, production or personnel conduct of any employee falls below a supervisor's personal standard, the supervisor should call these to the employee's attention. If the supervisor deems that their action or conduct appears serious, they should document the action in the employees file and give the employee an exact copy of said action. If the employee has any complaint about this action, they should follow the procedures set out in Chapter V.

6.2 **POLITICAL ACTIVITY:** All political activity is accepted in accordance with the basic apolitical concepts of good management.

- (A) All Appraisal District employees shall refrain from using their influence directly or indirectly, for or against any candidate for nomination to any State or Federal Office. This section is in no way intended to curtail the individual rights in any election.

6.3 MOONLIGHTING: Any employee is not restricted to engage in any other job as long as it does not conflict or affect their regular work with the Appraisal District. It is strongly suggested that all permanent district employees notify the Chief Appraiser of any non-district employment in a timely manner.

6.4 EMPLOYEE PAY DEDUCTIONS: Only when authorized, in writing, by an employee, will deductions, other than withholding taxes, be withheld from an employee's pay. The only exception will be when the employee is terminated and owes the district. The amount owed to the district shall be deducted from terminal pay.

6.5 CHANGE IN PERSONAL DATA: Correct and accurate employment records are important to both the district and to the employee. Employees are urged to notify the district if any changes occur such as address, phone number, marital status, number of dependents, etc.,

6.6 COFFEE BREAKS AND LUNCH: The daily lunch period is for one hour per day. Lunch hours shall be staggered so the at least one person is on staff. Two daily coffee breaks are allowed per day for 20 minutes each. Coffee breaks are not cumulative.

6.7 PROMOTIONS: Promotions shall be based on performance, examination, and experience and upon the qualifications of the employee to be promoted.

6.8 SUSPENSION: In the interest of good discipline, the Chief Appraiser may suspend for up to 30 days, without pay, any employee that is employed by the appraisal district. It is expected that the Chief Appraiser have just cause for such an action. Any employee who is suspended shall be given written notice of the reason for the suspension.

6.9 GROUNDS FOR DISMISSAL: The following acts, omissions and/or conduct on the part of any employee shall constitute grounds for dismissal by the Chief Appraiser, grounds for dismissal will not be limited to only these provisions herein enumerated, for there are specific guides throughout this personnel policy and directed by law both written and unwritten;

- (A) Incompetence or repeated neglect of duty as outlined in each employee's job description;
- (B) Any conduct subversive to proper order, discipline and/or the morale of the appraisal district employees and the operations of the appraisal district office;
- (C) Unauthorized absence from work;
- (D) Unauthorized use of office equipment, tools, vehicles, supplies, etc;
- (E) Inciting or participating in a strike or riot involving the appraisal district;
- (F) Flagrant insubordination by an employee;
- (G) Use of intoxicants while on duty, in a district vehicle or while on the building premises;
- (H) Conviction of any felony charge;

- (I) Any proven instance where an employee is using their position to intimidate, coerce, or demand special favors from anyone in the district;
- (J) Unauthorized disclosure of any private information about personnel or any clients of the district; or
- (K) Excessive tardiness, only after reprimanding has not worked.

CHAPTER VII

RETIREMENT AND INSURANCE

7.1 RETIREMENT: Gross pay, not to exceed 10.7 % shall be put into an individual retirement account for each salaried employee. Employee reserves the option to use part of this toward insurance depending on circumstances.

7.2 INSURANCE: The district shall pay for employee medical and other employee related insurance costs and half of their life insurance policy for each salaried employee. The employee will pay for family medical and dental policies out of each check.

7.3 WORKMAN'S COMPENSATION INSURANCE: This coverage is provided and paid for totally by the district. This insurance will pay the entire cost of any job-related injuries or illness. If any injury results in the loss of time from work, the employee is entitled to compensation pay as set forth by the State of Texas. To aid the injured employee, the district will pay, at the employee's regular rate, the employee for the first days lost from job related illness or injury. The employee will continue to receive compensation from the insurance company until they return from work. No doctors, except those of office and are licensed in the State of Texas, can be used in compensation cases.

CHAPTER VIII

RANDOM DRUG AND ALCOHOL TESTING POLICY

8.1 RANDOM DRUG AND ALCOHOL TESTING POLICY: The Appraisal District has adopted the following policy in an effort to ensure that the District is a drug and alcohol free environment for all employees:

- (A) Each job application will include, Applicant's Statement, Exhibit "A", to be completed upon applying for any position in the office. By their signature, each employee agrees to the following procedure;
 - a. Upon request of the Chief Appraiser, each employee shall agree to submit a urine sample, blood sample or hair sample, in a Doctor's office, chosen by the Chief Appraiser, at a random date, selected by the Chief Appraiser. The sample will then become the property of the appraisal district.
 - b. The employee shall receive written notification of the results of the random test and a copy of said results will be given to both the Chief Appraiser and the Chairman of the Board of Directors.
 - c. In the instance of a positive test, a second test will be requested.
 - d. If the second test comes back positive, the employee shall be terminated.

- e. If terminated, the employee shall forfeit all of their vacation and sick leave pay. See Section 2.9, Personnel Policy.

Declaration by Employee that they agree to comply with random drug and alcohol testing as stated in the Personnel Policy, Chapter VIII.

“I, _____, do hereby acknowledge by my signature, that I am willing to comply with the random drug and alcohol testing policy as stated in the Personnel Policy, Chapter VIII, of the Blanco County Appraisal District. I agree to be tested upon Request of the Chief Appraiser and I agree that the results Will be known by both the Chief Appraiser and to the Chairman of the Board of Directors for the County of Blanco,”

Dated this the _____ day of _____, _____.

Signature of Appraisal District Employee

CHAPTER VIII

BOARD OF DIRECTOR DUTIES

9.1 GENERAL FUNCTIONS – The Board of Directors has the following primary responsibilities, these duties include, but are not limited to:

- 1) Establish the appraisal district's appraisal office;
- 2) Adopt the appraisal district annual operating budget;
- 3) Contract for necessary services;
- 4) Hire a chief appraiser;
- 5) Appoint appraisal review board members; and
- 6) Make general policy on the appraisal district's operation.

The Board also has statutory functions; these duties include, but are not limited to:

- 1) The Board must establish an appraisal office in the county in which the district is established. The board may create branch offices outside the county, but it still must be located inside the appraisal district.;
- 2) The board has the power to approve or disapprove the request of a taxing unit that lies in two or more counties to be served by the appraisal district;
- 3) The board is responsible for notifying all taxing units of a vacancy on the board and for selecting a replacement once nominees are submitted;
- 4) The board may change the number of directors or method of selecting directors, or both, if all voting units agree;

- 5) The board elects from its members a chairman and a secretary at its first meeting of the calendar year, the chairman does not vote except to break a tie and maintains the meeting in an orderly manner. The secretary keeps the minutes of the meeting or may assign this duty to the chief appraiser or a member of her staff;
- 6) The board may contract with another appraisal office or taxing unit in the district to perform the appraisal district's duties;
- 7) The board must appoint the chief appraiser;
- 8) The board must provide certain written policies;
- 9) The board must adopt an annual budget before September 15, after holding a public hearing and meeting all requirements of the Property Tax Code;
- 10) The board must give public notice of the budget and budget hearing by publishing a budget summary in a newspaper of general circulation in the appraisal district at least 10 days before the public hearing on the budget;
- 11) The board may amend the approved operating budget after giving notice to the taxing units;
- 12) The board must adopt a new budget within 30 days after its budget is disapproved by the taxing units;
- 13) The board may authorize the chief appraiser to disburse appraisal district funds;
- 14) The board shall, through the chief appraiser, refund any unencumbered surplus of taxing unit funds paid in during the year by crediting each taxing unit's budget allocations for the next fiscal year, unless the board directs that

the excess funds be reserved for future expenditures. If a taxing unit that participated in the appraisal district in the prior year is not participating in the district in the year a surplus is to be allocated, the board must refund the proportionate surplus amount to the taxing unit within 150 days after the end of the fiscal year;

- 15) The board must give its advice and consent to the chief appraisers appointments to the agricultural advisory board;
- 16) The board must comply with records retention laws for the preservation and /or destruction or other disposition of records;
- 17) The board may change its fiscal year if three-fourths of the taxing units agree;
- 18) The board and the taxing units governing body must agree to an estimated budget allocation for new taxing units;
- 19) The board may change the appraisal districts method of financing with the consent of all taxing units;
- 20) The board designates the district depository at least once every two years;
- 21) The board receives taxing units resolutions disapproving board actions;
- 22) The board must follow competitive bidding procedures for contracts requiring expenditure of more than \$15,000;
- 23) Through the Interlocal Cooperation Act, the governing body of a taxing unit may contract with the board to assess or collect taxes;
- 24) The board of directors must appoint appraisal review board members and has the power to change the number of appraisal review board members;

- 25) The board must also adopt and implement a policy for the temporary replacement of a board member;
- 26) The board has input into the contracts with private appraisal firms which perform appraisal services, the chief appraiser shall sign the contracts after board review;
- 27) The board of directors and the chief appraiser must establish a plan for reappraising all real property in the district at least once every three years;
- 28) The Board may purchase or lease real property or construct improvements necessary to establish an appraisal office if approved by three-fourths of the voting taxing units;
- 29) The Board may convey real property owned by the district if approved by three-fourths of the voting taxing units and the proceeds are apportioned to the units according to allocations;
- 30) The board must have an annual financial audit conducted by an independent certified public accountant and have copies available to each voting taxing unit;
- 31) The board may approve the chief appraiser's request to appeal an appraisal review board order to district court;
- 32) The appraisal district (i.e., board of directors) may be sued by the taxing unit to compel the district to comply with provisions of the Property Tax Code, Comptroller rules or other applicable law.

The Board also has general authority on policies, procedures and duties, these duties include, but are not limited to:

- 1) The board's authority over appraisals is limited. The board does not appraise property or review values on individual properties, the law assigns these tasks to the chief appraiser and the appraisal review board, respectively;
- 2) The board sets the chief appraiser's qualifications and does not allow the chief appraiser to owe delinquent taxes; this does not apply to persons paying delinquent taxes under an installment payment agreement. The chief appraiser is required to register with the Board of Tax Professional Examiners and be working towards a Registered Professional Appraiser designation;
- 3) Open communication between the board and chief appraiser is a must. The board directs the chief appraiser to handle preparations for board meetings, including notification of members, posting open meetings and sending information prior to the meeting to each member. The board will call on the chief appraiser for information, reports and opinions and all final decisions should be a compromise workable for all parties;

- 4) The board shall provide access to the public to appear before the board and provide a reasonable time during each board meeting for public comment on appraisal district and appraisal review board activities. This session is listed as “general discussion” on each agenda and a sign-in sheet shall be available at each meeting for persons wishing to speak or the board chairman may request input as need be;
- 5) The board shall make information available to the public, using a local newspapers of general circulation in the county;
- 6) The board encourages complainant’s to put their issues in writing so that the board and/or the chief appraiser can address the problems;
- 7) The board shall provide reasonable access to the board by persons with physical and/or mental disabilities.

PURCHASING POLICIES AND PROCEDURES OF THE BLANCO COUNTY APPRAISAL DISTRICT

The purchase of products and services by the Blanco County Appraisal District shall be authorized by state law and must be in accordance with procedures prescribed by the Board of Directors.

I. Definitions

- A. The term "competitive solicitation" shall be defined for the purposes of this policy to include purchases made through the issuance of an invitation to bid, request for proposals, and invitation to negotiate.
- B. "Invitation to bid" shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. The invitation to bid is used when the district is capable of specifically defining the scope of work for which a contractual service is required or when the board of directors is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.
- C. The term "request for proposals" shall be defined for the purposes of this policy as a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the district to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the district is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.
- D. "Invitation to negotiate" shall be defined for the purposes of this policy as a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the district determines that negotiations may be necessary for it to receive the best value. A written solicitation includes a solicitation that is publicly posted.
- E. The term "Request for Quotation (RFQ)" shall be defined for the purposes of this policy as a written request for competitive quotes. This procurement method is used when the purchase total is between \$25,000 and the amount established by law for competitive solicitations when the district is capable of specifically defining the scope of work for which a contractual service is required or when the district is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.

II. Authority

- A. The Chief Appraiser is authorized to expend monies for purchases of commodities and contractual services where the total amount does not exceed the maximum amount allowed by law that may be purchased without the bid process and which otherwise would be exempt from bidding by state law. The purchases are not to exceed the applicable appropriation in the district's budget and shall be made in accordance with Board policy.
- B. Assistants functioning under the Chief Appraiser direction may be authorized to perform these purchasing tasks. No person, unless authorized to do so under the policy of the board of directors, may make any purchase or enter into any contract involving the use of district funds, including internal accounts.
- C. Before making any purchase of commodities or contractual services, which the chief appraiser is authorized by the board to make, or before recommending any purchase to the board, the chief appraiser shall, insofar as possible, propose standards and specifications. The chief appraiser shall see that all purchases and contracts conform to those standards and specifications, and shall take other such steps as are necessary to see that maximum value is being received for any money expended.

PROCEDURES FOR MAKING PURCHASES

1. Chief Appraiser authorizes day to day purchases for office supplies, equipment and other items that are necessary for the operation of the Appraisal District.
2. If staff requires items to be purchased, a request should be made to the Chief Appraiser. Upon approval, office manager or staff will purchase needed items.
3. For these purchases, a check will be written and signed by two employees of the Appraisal District.
4. Larger purchases in excess of \$9999.00 should have Board of Director approval. Once approved, the same process from above will be followed in making these purchases.
5. For purchases exceeding \$25,000 an RFQ will be required. In this process the Appraisal District will publicly advertise for 2 weeks prior an invitation to bid on the equipment or service required. The board of directors will then, on specified date, open sealed bids and make determination of the best value for the Appraisal District.
6. All bills are submitted to Board of Directors at Quarterly Meeting