

2025 Proposed Employee Handbook Changes

Page	Topic	Changes
31	Carry over	Carry over limit date has changed to December 31 each year, instead of the last day of the payroll calendar
36	Safety Incentive	Updates the handbook to match the safety policy wording on when incentive hours will be calculated and issued.
40	FMLA	Reduces extension period before HR can give a medical separation notice, from two pay periods to one pay period
46	Holidays	Includes Good Friday
52	Probationary Dismissal	Number 4: employees terminated during a demotion or extended probationary period have no right to appeal
52	Training Status	Clarifies objectives during training status, clarifies evaluations and merit increases
56	Trainee Status Salary	Trainee status salaried employees will not be eligible for a <i>special</i> merit increase while on the training plan
62	Workers' Compensation	Grammar corrections; removes second opinion option
62/63	Tuition Reimbursement	Number 4, Item d, clarifies that reimbursement will only be for tuition
66	Employee Evaluations	Changes wording from "appraisals" to "evaluations"; clarifies on when an evaluation for a separating employee is required before processing separation in Tyler
74-76	Grievance Process	Clarifies grievance process
77	Investigations	Clarifies that if the HR Director conducts an investigation, it is within their scope and authority to make a final determination on disciplinary action up to and including dismissal without a pre-termination or pre-disciplinary hearing
83-85	Trainings	Clarifies required trainings; supervisory training requirements, and supervisory refresher training
86-88	Transitional Work Period	Changes transitional work time period from four months to eight (8) weeks. (Please note, item 3 – once a transitional period has exhausted, the employee will work with HR to find another position within the County that can meet the accommodations or restrictions.)