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	Number 4: employees terminated during a demotion or extended
	Dismissal	probationary period have no right to appeal
52	Training Status	Clarifies objectives during training status, clarifies evaluations and merit
		increases
56	Trainee Status	Trainee status salaried employees will not be eligible for a special merit
	Salary	increase while on the training plan
62	Workers'	Grammar corrections; removes second opinion option
	Compensation	
62/63	Tuition	Number 4, Item d, clarifies that reimbursement will only be for tuition
	Reimbursement	
66	Employee	Changes wording from "appraisals" to "evaluations"; clarifies on when an
	Evaluations	evaluation for a separating employee is required before processing
		separation in Tyler
74-76	Grievance	Clarifies grievance process
	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	Changes transitional work time period from four months to eight (8)
	Work Period	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.)