

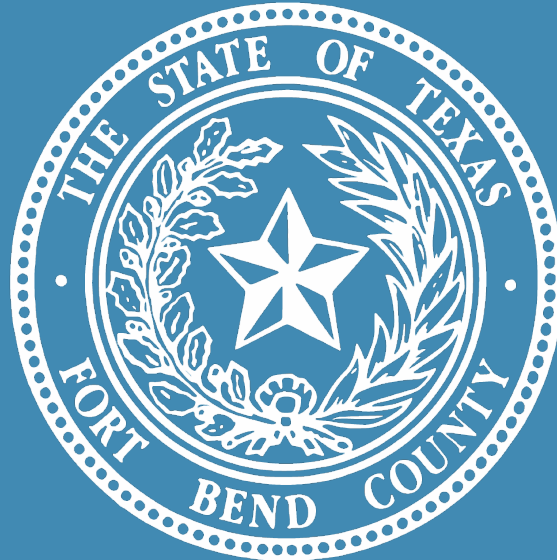
# WELCOME

## FORT BEND COUNTY

### NEW HIRE ORIENTATION

#### 2023

---



# Today's Agenda

- Picture taken for your badge
- Provide your IDs to HR and complete Forms I-9 and W-4
- Review Fort Bend County Helpful Information
- Review County Policies
- Cybersecurity Presentation by Information Technology
- Part Time Employees Dismissed
- 10 Minute Break
- Benefits/Insurance Presentation by Risk Management for Full Time Employees
- Full Time Employees Dismissed



Fort Bend County  
Health & Human Services

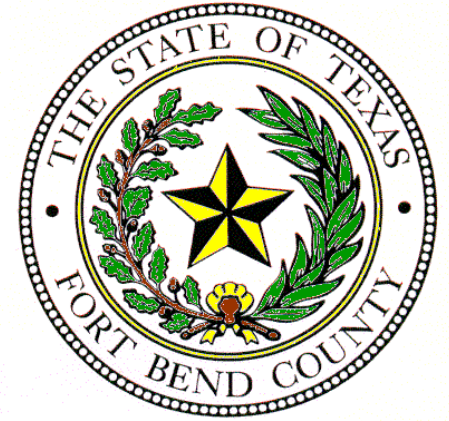
# Veterans Services Caring for America's Heroes



# Fort Bend County Facts

- 85 Departments
- Approximately 3300 Employees (3000 full time)
- Departments located in Richmond, Rosenberg, Needville, Stafford, Missouri City, Sugar Land, Fresno, Katy, Brookshire, Crabb, and Fulshear
- One of the most diverse and fastest-growing counties in the nation

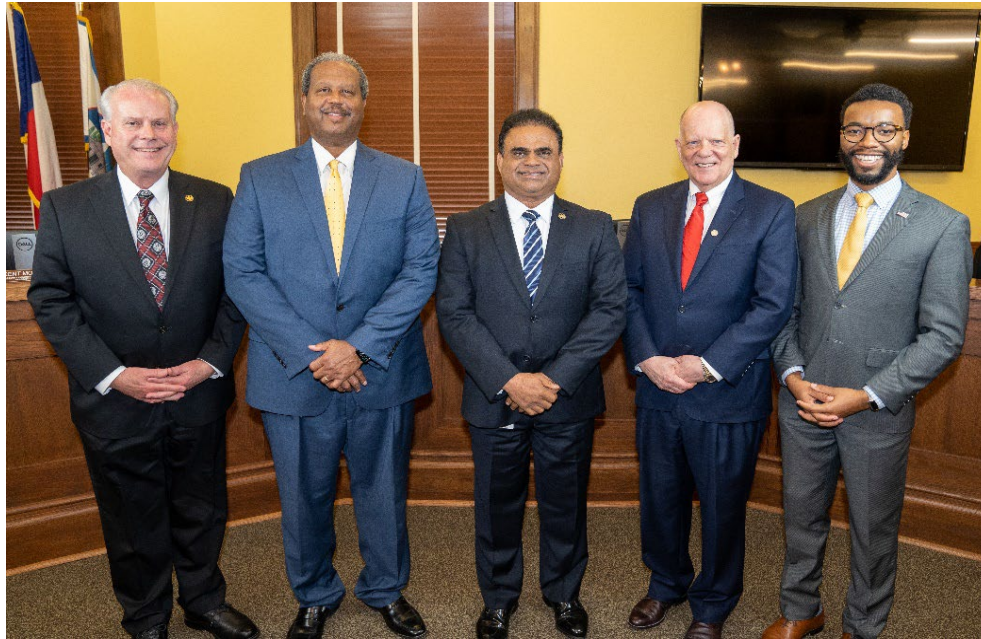
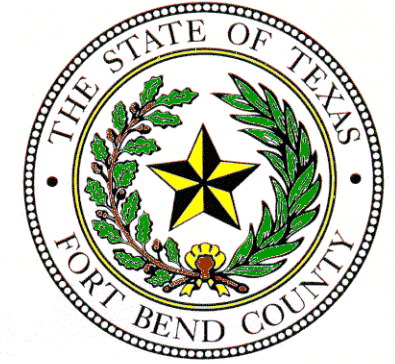
# FORT BEND COUNTY MISSION



*Fort Bend County strives to be the most family friendly community in Texas by providing a high quality, enriching and safe environment. Each department and elective office provides fast, friendly service to its customers and continually strives to be number one in efficiency and effectiveness. The Commissioners Court fulfills its leadership role by providing necessary resources to the offices and departments to accomplish their duties and goals, by establishing budgets, policies and procedures to make the most efficient uses of the resources and by actively pursuing quality businesses to locate in Fort Bend County.*

# County Government

## The Glue That Holds Texas Together



The governing body of the County is the **Commissioners Court**, which is comprised of the *County Judge KP George (center)* and four *Commissioners* Precinct 1 Vincent Morales, Precinct 2 Grady Prestage, Precinct 3 Andy Meyers and Precinct 4 Dexter McCoy.

### Elected Officials include:

- *County Judge*
- *County Attorney*
- *County Clerk*
- *County Court-At-Law Judges*
- *County Tax Assessor-Collector*
- *County Treasurer*
- *District Attorney*
- *District Clerk*
- *District Judges*
- *Sheriff*
- *Commissioners*
- *Justices of the Peace*
- *Constables*

# Reminders

- Use date format mm/dd/yyyy on forms for birthdate and today's date
- If you make a mistake – cross out the mistake, make the correction and initial/date next to the correction
- Your name must match the name on your social security card



**Please take out your identification.**

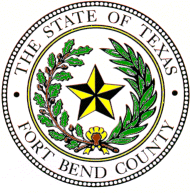
**You may choose from the items listed on the  
**List of Acceptable Documents** in front of you.**

**One item from List A**

**or**

**One item from List B  
**and** one item from List C**





# FORM I-9

Complete the front side only.

Section I – Complete all fields. Put N/A in all fields that do not apply.

For dates use mm/dd/yyyy format

Check one box to attest to your citizenship/immigration status

Sign and date the form

Check the box that states you did not use a preparer or translator

Do not write on the back side of the form



▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1: Employee Information and Attestation** (Employee(s) must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town	State
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): \_\_\_\_\_  
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
OR  
2. Form I-94 Admission Number: \_\_\_\_\_  
OR  
3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_



Signature of Employee → **Your signature here** Today's Date → mm/dd/yyyy **mm/dd/yyyy**

**Preparer and/or Translator Certification (check one)**

I did not use a preparer or translator.  I (preparer) and/or translator(s) assisted the employee in completing Section 1 of Form I-9. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1)

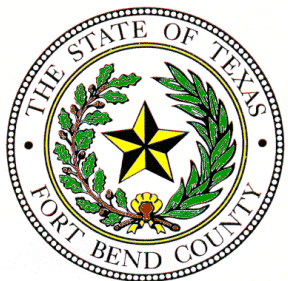
I attest, under penalty of perjury, that I (preparer) and/or translator(s) assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator Today's Date (mm/dd/yyyy)

Last Name (Family Name)	First Name (Given Name)	Address (Street Number and Name)	City or Town	State	ZIP Code
-------------------------	-------------------------	----------------------------------	--------------	-------	----------

**Do Not Write on this section and do not write on the back side of this form.**





# Form W-4

No mistakes are allowed on this form.

If you make a mistake, please request a new form.

Everyone completes Step 1 and Step 5

Complete Steps 2, 3 & 4 ONLY if they apply to you.

**W-4** Employee's Withholding Certificate

OMB No. 1545-0074

2020

Department of the Treasury Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name: First name, Last name, Social security #

Home address (PO Box only if mail not delivered to home address)

City or town, state, and ZIP code: City, state, zip

(c)  Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of household (check only if you are unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Complete Steps 2-4 ONLY if they apply to you, otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

**Step 3: Claim Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ \_\_\_\_\_

Multiply the number of other dependents by \$500 . . . . . ▶ \$ \_\_\_\_\_

Add the amounts above and enter the total here . . . . . 3 \$ \_\_\_\_\_

**Step 4 (optional): Other Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) \$ \_\_\_\_\_

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) \$ \_\_\_\_\_

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . . . 4(c) \$ \_\_\_\_\_

**Step 5: Sign Here**

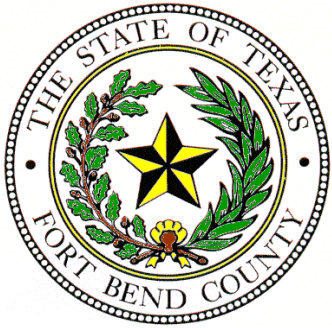
Under penalty of my knowledge and belief, is true: Your signature here, mm/dd/yyyy

Employee's signature (This form is not valid unless you sign it.) Date

**Employers Only**

Employer's name and address First date of employment Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 102200 Form W-4 (2020)



# VETERANS

**Any Veterans in the room?  
If so, we have one more form just for you!**

## THANK YOU FOR YOUR SERVICE!



Veterans Service

**Fort Bend  
County**

**VETERANS  
ROUNDUP**

The Fort Bend County Veterans Service Office would like to take this opportunity to thank you for the service you have provided to our military and this country. We also want to take the time to welcome you to Fort Bend County.

Our office is attempting to identify all veterans employed by Fort Bend County for the purpose of disseminating information to veterans regarding services, programs and special events. This information may also be used to collect skill sets that would be beneficial to the County during a catastrophic event.

Please complete this form and return to the address listed below.

Name: \_\_\_\_\_

Can you provide a copy of your DD214? Yes  No

Title: \_\_\_\_\_ Dept: \_\_\_\_\_

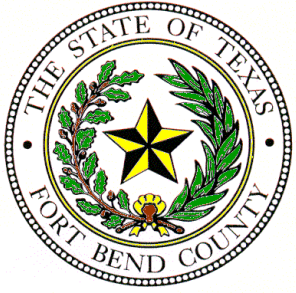
Branch of Service: \_\_\_\_\_ MOS or Military Job: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Send to: **Dwight Marshall, FBC Veteran Service Officer**  
4520 Reading Road, Suite A • Rosenberg, Texas 77471  
Phone: (281) 238-3585 Fax: (281) 238-3581



# Fort Bend County's Website

Our website is:

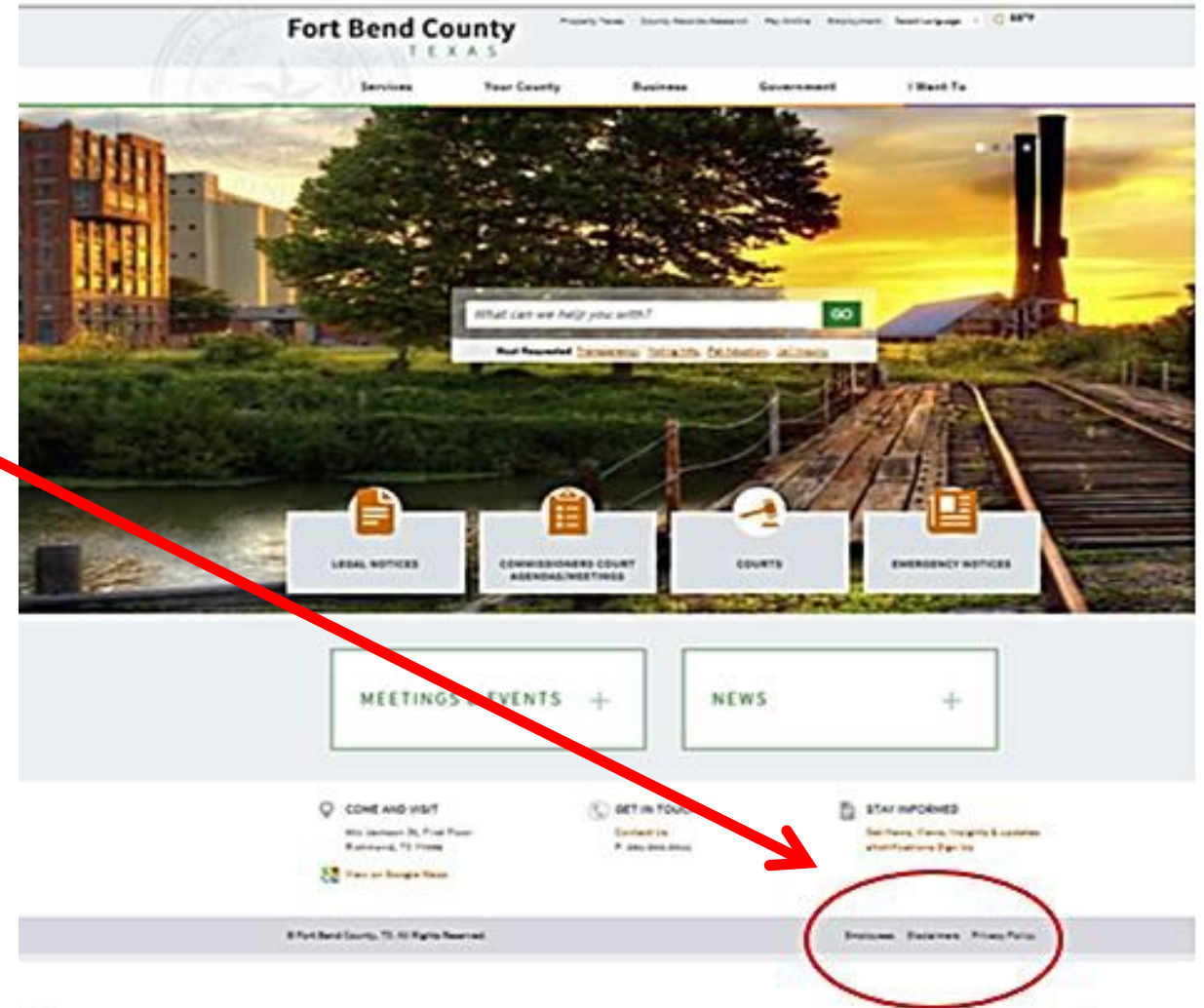
[www.FortBendCountyTX.gov](http://www.FortBendCountyTX.gov)

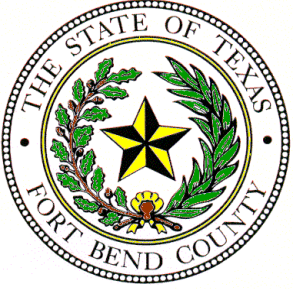
or

[www.FBCTX.gov](http://www.FBCTX.gov)

Click on the **Employees** link at the bottom right of the home page to find items like:

- Employee Information Manual (Policies)
- Holiday and Pay Schedules
- Health and Wellness Center / Employee Clinic
- Retirement Information, Deferred Comp and Credit Union Information
- Discount Information, the FYI Newsletter, Employee Assistance Program, Payroll Direct Deposit Form, Badge Form & More.





# Network Login & Email

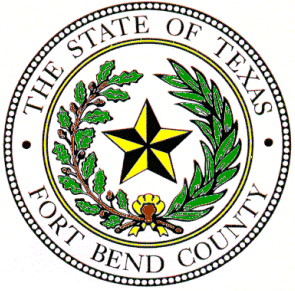
- IT Department will send your new login & email address to your department coordinator.
- Your department coordinator will then provide the information to you.
- Log in **within 24 hours** to create your password.
- Need assistance logging in the first time? Contact the IT Service Desk.



Questions?

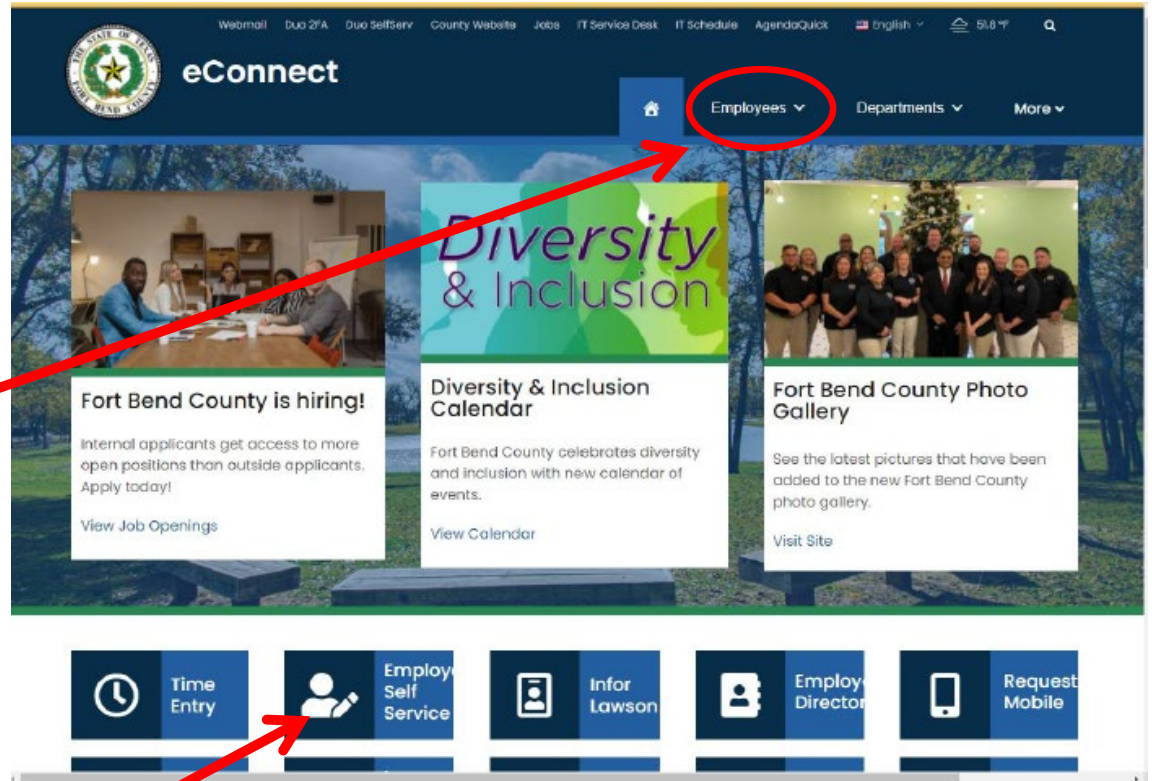
[IT.ServiceDesk@fortbendcountytexas.gov](mailto:IT.ServiceDesk@fortbendcountytexas.gov)

281-341-4580



# Fort Bend County's Intranet eConnect

- Accessed from County Computer that is on FBC's network only. <https://econnect.fortbendcountytexas.gov>
- Home page icons
  - Employee Directory
  - Employee Self-Service
  - FYI Newsletter
  - Time Entry
  - Employee Manual (policies)
- Click on the **Employees** link at the top of the page
  - Holiday & Pay Schedules
  - Employee Discount Info
  - Retirement, Deferred Comp & Credit Union Info
  - Discount Information, the FYI Newsletter, Employee Assistance Program, Payroll Direct Deposit Form, Badge Form & More
- Click on **Departments** or **Documents and Forms** to access department specific information and forms.



Click on the icons on the main page for:  
FYI Employee Newsletter  
Employee Self Service  
Employee Directory  
Employee Manual (policies)

# Employee Self Service



- You will use your network username and password to log into Employee Self Service. If you are already logged in to the network, you will not need to re-enter your password to log into Employee Self Service.
- Go to <http://econnect/> in the browser of a computer on Fort Bend County's network. Click on Employee Self Service icon on the home page.
- When you log into Employee Self Service:
  - **Paychecks** - See and/or print your paycheck stubs
  - **Leave Balances** – full time employees may view vacation time and sick time balances
  - **Update your personal information** – home address, phone numbers, emergency contacts, W-4 withholding etc..
    - Please remember to keep your personal information up-to-date!**
  - **Benefits** – Full-time employees will enroll in insurance benefits on Employee Self Service.
  - **Training** – sign up for training classes

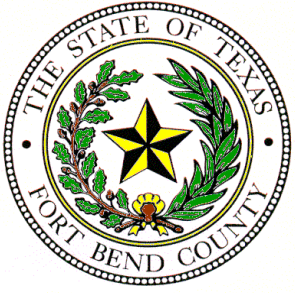


**If you have an update to your bank direct deposit, you cannot make the change on Employee Self Service. You must complete a direct deposit form and send it to the Payroll Department.**

# Policies

- All policies (The Employee Manual) may be found online **on the County website** under Employee Information.
- The policies may also be found **on the main page of eConnect** from a county computer. It's called the Employee Manual.
- It is each employee's responsibility to read and become familiar with Fort Bend County policies.
- If there is a policy update, HR will send an email to all employees and will also include it in the FYI Newsletter.
- If you have a question about a policy, contact Human Resources at [HumanResources@fortbendcountytexas.gov](mailto:HumanResources@fortbendcountytexas.gov).

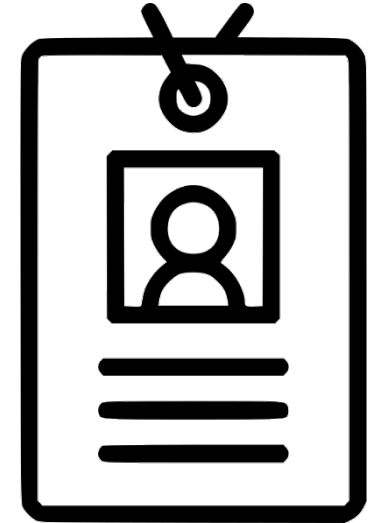




# Employee Badge

All full and part time employees are required to wear, or maintain in their possession, a Fort Bend County identification badge at all times while performing county business.

- Badges should be ready between 2pm and 3pm at the Justice Center bailiff's station.
- Ask your department coordinator if they will pick up your badge for you.
- \$15 fee for lost badges - Payment for lost badges are made at the County Treasurers Office.
- **There is no fee to replace a broke/damaged badge.**



Questions about badges?  
Ask your department coordinator  
or

[CardAccessSystem@fortbendcountytexas.gov](mailto:CardAccessSystem@fortbendcountytexas.gov)

# WE ARE HERE FOR YOU! READY TO HELP OUT!



## ➤ Risk Management Department

- Benefits (Insurance)
- Employee Assistance Program (EAP)
- Defensive Driving/CPR
- [EmployeeBenefits@fortbendcountytx.gov](mailto:EmployeeBenefits@fortbendcountytx.gov)



## ➤ Information Technology

- Lost passwords
- Network logins
- Computer Issues
- [IT.ServiceDesk@fortbendcountytx.gov](mailto:IT.ServiceDesk@fortbendcountytx.gov)
- [Cybersecurity@fortbendcountytx.gov](mailto:Cybersecurity@fortbendcountytx.gov)
- Phone: 281-341-4580

## ➤ Payroll Department

- Paychecks
- Direct Deposits Updates
- W-4 / W-2
- [Payroll\\_Department@fortbendcountytx.gov](mailto:Payroll_Department@fortbendcountytx.gov)
- Phone: 281-341-3704

## ➤ Human Resources

- Policies
- Family Medical Leave
- Shared Sick Pool
- Employment Verifications
- Retirement
- Employment Opportunities
- [HumanResources@fortbendcountytx.gov](mailto:HumanResources@fortbendcountytx.gov)



# Employment At Will

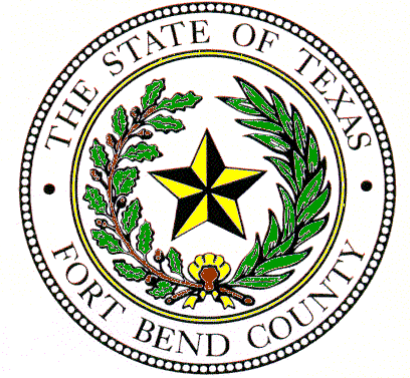


**Texas is at at-will state. As an employee of FBC, you have the right to terminate your employment at any time.**

No employment contract, either expressed or implied, shall exist between FBC and any employee for any duration, either specified or non-specified.



# Sheriff's Office Civil Service Commission



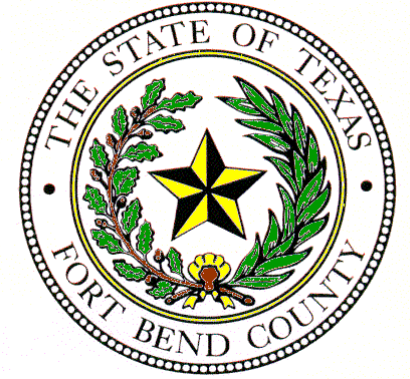
**Most full-time employees of the Fort Bend County Sheriff's Office are covered by a civil service system.**

**New Sheriff's Office employees serve a six-month to one-year probationary period before becoming members of the civil service system.** Probationary employees are employees-at-will and serve at the discretion of the Sheriff.

Once a member of the civil service system, a classified employee may only be terminated for cause, and SO employees may file a grievance with the Civil Service Commission to protest an action of suspension, demotion or termination. Additional information can be provided to SO employees by their chain of command and Sheriff's Office administration.



# Equal Employment Opportunity



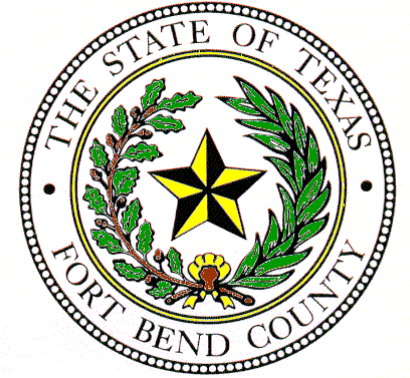
Fort Bend County is an equal opportunity employer without regard to the protected classes below:

***Race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status, national origin, ethnicity, citizenship status, age, disability, genetic information, military or veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws.***

# Americans With Disabilities

## Act of 1990

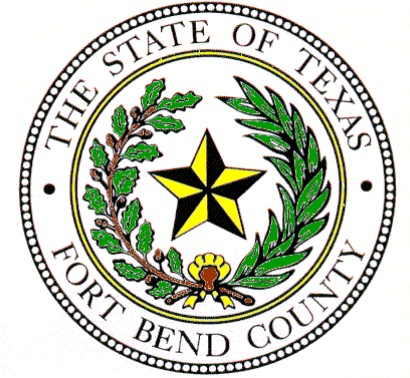
(Amended 2008)



**FBC does not discriminate on the basis of disability in its employment policies or in its admission to or access to its services and programs.**

Employees who require a reasonable accommodation in order to perform the essential functions of the job should discuss their needs with a supervisor.

# Drug & Alcohol Policy

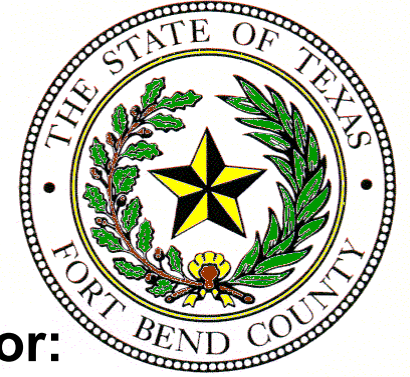


The County's goal is to establish and maintain a work environment that is free from the effects of abuse or misuse of any type of drug or alcohol.

Employees are prohibited from being at work or acting in the scope of their employment with the County while impaired by alcohol or with illegal or illicit substances present in their systems, on their persons, in County vehicles, or on County premises.

Violation of Fort Bend County's drug and alcohol policy may lead to disciplinary action up to and including termination.

# Drug & Alcohol Policy



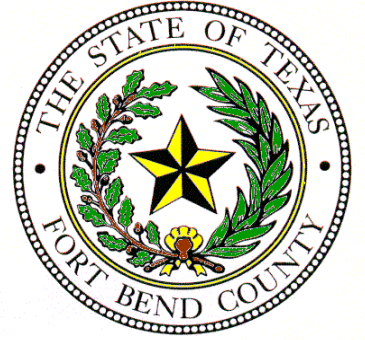
**All County administered employment related drug tests include screening for:**

- *Amphetamines (amphetamine, methamphetamine, MDMA, MDA)*
- *Cocaine metabolites*
- *Opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone)*
- *Phencyclidine*
- *Marijuana metabolites, which can be present in CBD products*

Employees whose drug test indicates the presence of one of these substances in their system will be contacted by a Medical Review Officer. **Proof of a valid prescription for the medication will be required for a negative test.** Without a valid prescription, the test result will be deemed positive and consequences in accordance with our policy will apply.



# FBC Drug and Alcohol Policies



**As a Fort Bend County employee, you may be subject to drug and/or alcohol testing:**

- As part of a random pool
- Following a work-related injury or accident
- If reasonable suspicion exists to indicate an employee may be under the influence of drugs or alcohol at work

***Compliance with FBC Drug and Alcohol Policies is a condition of employment!***

- *Policy 301, Drug and Alcohol Detection and Deterrence for ALL FBC Employees:* applies to ALL Fort Bend County employee.
- *Policy 302: Drug and Alcohol Testing for Employees Performing FMCSA-Defined Safety Sensitive Duties:* Road and Bridge and Drainage employees with a Commercial Driver's License will be subject to BOTH Policies 301 and 302.
- *Section 301: Drug and Alcohol Testing for Employees Performing FTA-Defined Safety Sensitive Duties:* Some employees of Public Transportation who control the movement of FBC public transit vehicles will be subject to BOTH Policies 301 and 303.

**View policies online in the Employee Manual found on the County Website or on eConnect under Employee Information**



# Family and Medical Leave Act of 1993

(And Military Caregiver Leave)



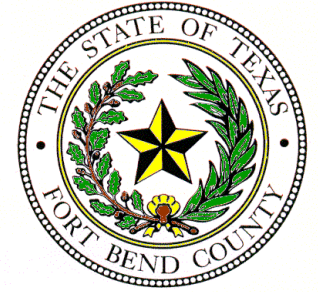
**Those employed by FBC for at least 12 months and worked at least 1,250 hours during those 12 months prior to the leave, shall be entitled to up to 12 weeks of leave for one or more of the following reasons:**

- The birth of a child or placement of a child for adoption for foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child or parent, if the spouse, child or parent has a qualifying serious health condition
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.
- **Military Caregiver Leave - The FMLA provides a leave entitlement of up to 26 weeks for employees to care for a spouse, son, daughter, parent, or next-of-kin who has a serious injury or illness incurred in the line of duty while on active duty.**

**You may find the FMLA forms online on eConnect or the County website in the Employee Manual which under the "Employees" section.**

Policy 704

# Military Paid Leave of Absence



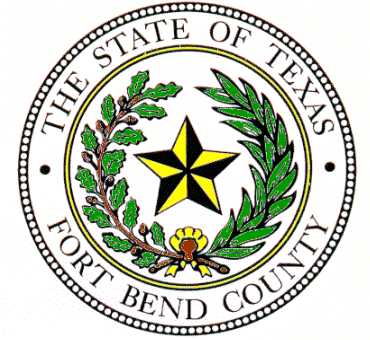
TX Gov. Code, Section 437.202(a) –

Fort Bend County employees who are members of the **Texas military forces**, a **reserve of the armed forces** or **member of state or federally authorized urban search & rescue** are entitled to 15 days **paid leave of absence (per fiscal year Oct. 1- Sept. 30)** from duties when engaged in authorized training or duty ordered or authorized by the property authority.

**The paid leave cannot be carried from one year to the next and does not accrue but will be paid as the leave is taken.**

*See policy 708 for more guidance, instructions, etc.*

# Religious Accommodation



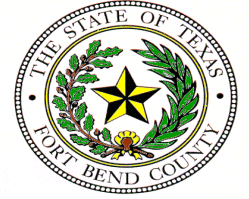
**Fort Bend County respects the religious beliefs and practices of all employees and applicants for employment, and will make, upon written request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the County's activities or delivery of services to the public.**

An employee who finds that his/her religious beliefs or practices conflict with Fort Bend County policies may submit a written request (Form 205A) to the Department Head or Elected Official.





# Examples of Harassment



Offensive conduct may include (but not limited to) making derogatory comments about someone's disability, age or sexual orientation, intimidation tactics, humiliation, racial or ethnic slurs, epithets or name calling, ridicule or mockery, insults or put-downs, pressure for dates or sexual favors, physical assaults or threats, unwelcome comments about a person's religion or religious garments, offensive objects, jokes or pictures.

**This may include: verbal abuse, physical abuse, threatening behavior, humiliation, sabotage, work interference**

**What should you do if you feel that you have been harassed?**

Notify your supervisor, manager, department head or Human Resources.

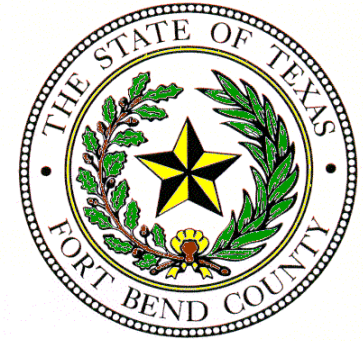
**What are the consequences if you harass someone?**

Harassment may lead to disciplinary action up to and including termination. Harassment in all forms is **not tolerated** at Fort Bend County.

Policy 202



# Sexual Harassment is Prohibited



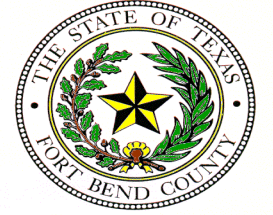
**Harassment and discrimination based on sex is prohibited by federal and state law, and by County policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex.**

Sexual harassment is unwelcome and unwanted conduct of a sexual nature that violates the rights, dignity and privacy of an employee, taking into account, harassment on the ground of sex, gender, sexual orientation, and gender identity.

Conduct of a sexual nature that is severe or pervasive may be unlawful, but even if it does not reach the level of unlawfulness, such conduct is disrespectful and unprofessional, and is prohibited in the Fort Bend County workplace.

***Don't do it! Don't tolerate it! Report it!***

# Examples of Sexual Harassment



Inappropriate touching, sexually oriented comments or jokes, foul or obscene language, Subtle or overt pressure for sexual favors, lewd, sending emails with offensive jokes or graphics about race or religion posting of suggestive or sexually orientated explicit posters, photographs, unwelcome sexual advances, any verbal or physical conduct of a sexual nature.

## **What should you do if you feel that you have been harassed?**

Notify your supervisor, manager, department head or Human Resources at [HumanResources@fortbendcountytexas.gov](mailto:HumanResources@fortbendcountytexas.gov) or phone 281-341-8616.

You may contact HR anonymously if you wish.

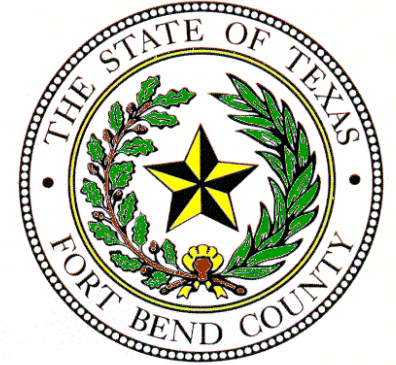
## **What are the consequences if you harass someone?**

Harassment may lead to disciplinary action up to and including termination. Harassment in all forms is not tolerated at Fort Bend County.

Policy 202



# Retaliation Prevention



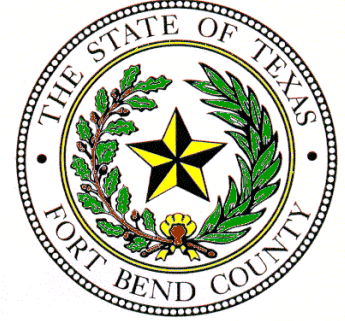
**Employees may bring forth complaints or reports of unlawful activities, discrimination, harassment, or violence, without fear of retaliation.**

This protection also extends to individuals who participate as witnesses in investigations of workplace misconduct.

Employees who feel they have suffered retaliation should report their concerns to Human Resources at [HumanResources@fortbendcountytexas.gov](mailto:HumanResources@fortbendcountytexas.gov) or phone 281-341-8616.



# Violence Prevention



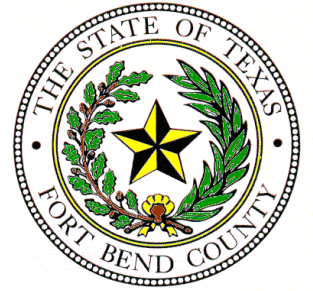
**Violent behavior by or between employees in the workplace will not be tolerated! Even if it occurs outside of work (off site/on social media), violent behavior may be a violation of this policy if it involves a County employee or tends to suggest an employee may pose a risk of violence in the workplace.**

- **Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination**
- **Report any suspicious or concerning behavior to a supervisor or other appropriate authority immediately, including calling 911 in an emergency situation**
- **The County offers periodic Active Shooter and Workplace Violence training, and other relevant trainings.**

***“If you see something, say something!”***

Policy 601

# Fraud Protection and Detection



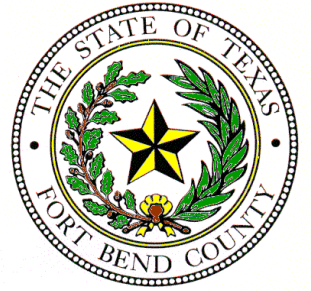
***Fraud*** generally refers to intentionally or knowingly obtaining an unauthorized benefit, such as money or property, by deception or other unethical means.

Fort Bend County is committed to the deterrence, detection and correction of misconduct and dishonesty to prevent fraud.

You may report fraud to the County Attorney's Office.

**The "Fraud Prevention and Detection" Policy may be found online on eConnect and the County website under the "Employees" section.**

# Whistleblower Protection

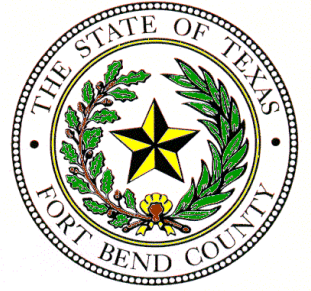


Fort Bend County complies with the *Texas Government Code, Section 554.002*, whereby a state or local government entity may not suspend or terminate the employment of, or take other adverse personnel action against a public employee, who in good faith, reports a violation of the law by the employing governmental entity or another public employee to an appropriate law enforcement authority.

County employees are urged to report any violation of the law to the appropriate authority!



# Workers Compensation



**An employee who sustains an injury in the course and scope of employment must immediately notify his/her Supervisor and the Risk Management Department.**

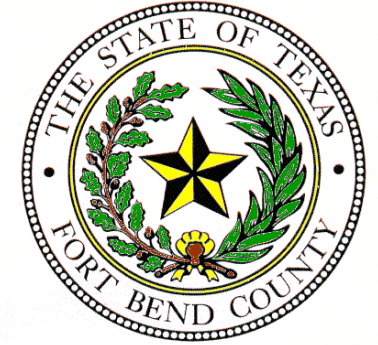
The employee must also file a Workers Compensation Claim.

**A timely drug and alcohol test will be required following a workplace accident or incident.**





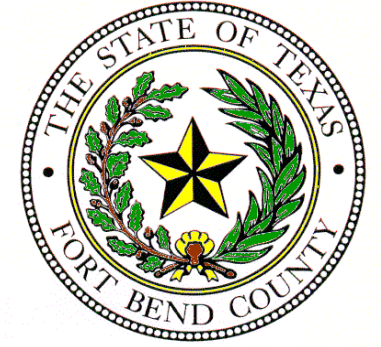
# Conflict of Interest



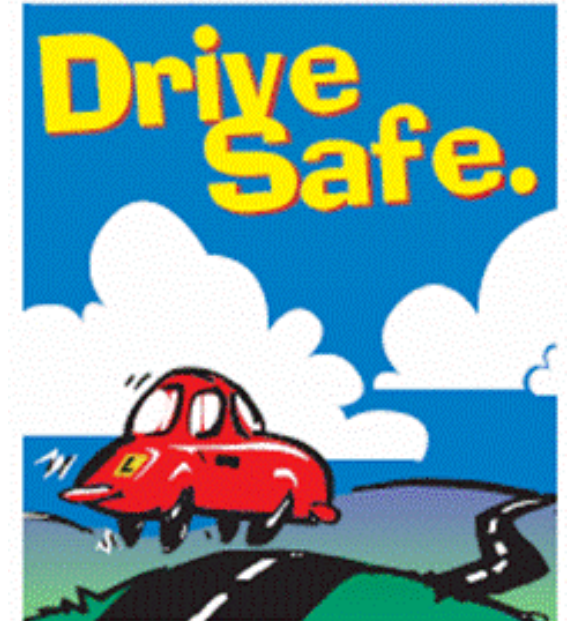
**FBC employees should not engage in any activity, employment, or relationship which would affect job efficiency, reduce the ability to make objective, work-related decisions, or adversely effect County responsibilities, including but not limited to:**

- Soliciting, accepting or agreeing to accept a financial benefit, gift, or favor offered with the intent to influence performance
- Disclose confidential information acquired in the performance of official duties
- Impair independent judgment in the performance of duties
- Create a substantial conflict between private interests and County duties, or receive a benefit in exchange for having performed duties as a County employee in favor of that person

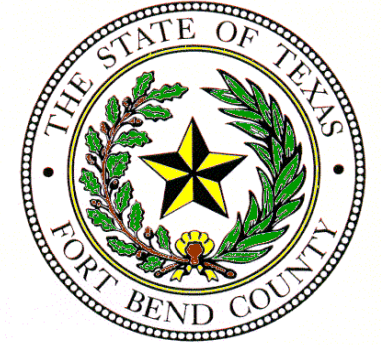
# Drive Carefully



- **Employees required to drive on County business, either in a County vehicle, or their personal vehicle, must possess a valid driver's license. Proof of insurance may be required.**
- Cannot drive on County business if license is expired, suspended, or revoked for any reason.
- Employees with multiple moving violations, work-related driving incidents that lead to injury or property loss or damage, or driving related criminal convictions, may lose authorization to drive on County business.
- Loss of driving privileges may result in termination of employment if the employee is unable to meet the requirements of the position.



# Acceptable Use of Information Systems



**Protection of County Issued Devices: County issued devices are the property of the County. Employees should follow best practices to include:**

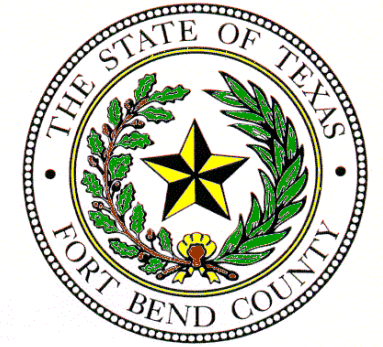
Keep liquids away from devices; keep devices away from children/pets and do not allow others to use the device; making note of the device make and serial number; keeping mobile devices in your personal possession; if devices must be kept in a vehicle, they should be locked in a trunk or hidden from view; not placing county issued devices in checked luggage. See Policy 604 for more information.

**No expectation of personal privacy or confidentiality in the use of the electronic systems provided by Fort Bend County.**

Electronic systems include computers, telephones, cell phones, voice mail, e-mail, fax machines, copiers, radios, wireless devices, mobile devices, online services including email and Internet access which FBC provides to its employees for business purposes.



# Nepotism

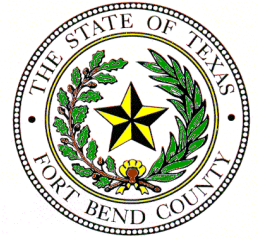


**Fort Bend County policy prohibits Department Heads from appointing or hiring their close relatives to work within their department.**

- At least two (2) levels of management must separate any relatives working in the same department.
- If you believe you may be in violation of this policy now or in the future, notify your supervisor/manager.
- Refer to chart 6A in the Employee Information Manual for an illustration of the degrees of kinship addressed by this policy.



# Rules of Conduct

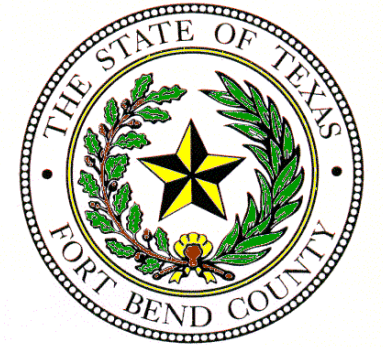


Examples below could cause disciplinary action and/or termination of employment.

- Unauthorized absence from work
- Refusal / failure to do job assignment or obey orders
- Immoral conduct; indecency; sexual, racial & all other harassment
- Unauthorized or personal use of County property or equipment
- Conduct that is threatening, intimidating, coercing, abusive or injurious
- Theft, misappropriation, abuse, or destruction of property belonging to employees, the public or the County
- Unauthorized possession / use of firearms and other weapons on County premises, during working hours, or while on duty
- Possession or drinking of an alcoholic beverage while on duty or reporting to work under the influence of alcohol
- Possession, use or under the influence of illegal drugs on County property or in a County vehicle

**Check with your department regarding any internal procedures**

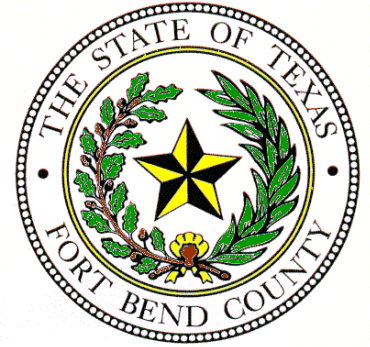
# Performance Appraisals



- Performance appraisals may be held on your anniversary
- Reviews are an opportunity to create smart goals
- Performance Appraisals are not merit based



# County Work Week & Pay Periods



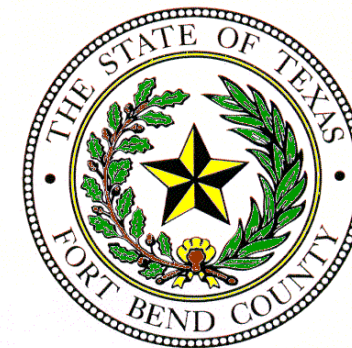
- Fort Bend County defines its 7-day work week as starting at 12:01am Saturday and ending at 12:00am (midnight) Friday (due to shift work)
- Pay is on a bi-weekly schedule (26 pay periods per year)
- Paychecks are issued on Friday, the week after the pay period ends
- If payday is on a FBC holiday that banks are closed, paychecks are issued the day before. If payday is on a FBC holiday that banks are open, paychecks are issued on the holiday
- Payroll recommends that you do not write checks or authorize withdrawals against your direct deposit in advance of the pay date

**You may find the Employee Biweekly Payroll Schedule online on eConnect or the County website under the "Employees" section.**

Policy 404 & 407



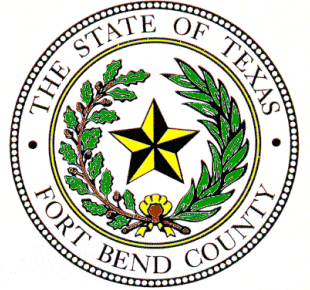
# All Employees Must Submit Time Records



- Non-Exempt employees must clock in and out using a time clock, a computer or a phone
- A payroll coordinator may only change your time if you submit an “Adjusted Time Record Form”
- Exempt and Non-Exempt employees must “Submit” their own timesheets and indicate any vacation, sick or other types of time off taken
- Provide written authorization to your coordinator to submit your timesheet if you will be out on the day you need to submit your timesheet
- If an employee fails to submit their timesheet, payroll will pause the direct deposit. The employee will be required to go to Payroll to pick up their check and complete their unsubmitted timesheet.

# Comp Time

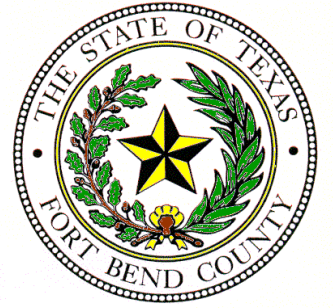
(non-exempt full-time employees only)



- Non-exempt employees are credited with comp time off for all hours **actually** worked over 40 in a work week at the rate of 1½ hours comp time for each hour of overtime
- Non-exempt employees **must have their supervisors approval** to work overtime.
- Some Sheriff's Office employees will not earn comp time or overtime until they work more than 43 hours in the week
- If a non-exempt employee **works less than 40 actual work hours** but accrues more than 40 hours due to credited time off (i.e. holiday, vacation, sick, comp time), the employee will be paid their regular hourly wage for the excess hours
- Non-exempt employees **may only accrue up to 80 hours of comp time**. Once 80 hours is accrued, any additional overtime shall be paid at time and one half
- It is extremely important that all non-exempt employees report any and all hours worked on your timesheet. Non-exempt employees are **prohibited from working any "off the books" time** – no working while you are not on the clock! This may include responding to emails, answering phone calls or text messages, taking paperwork home to complete, etc
- Non-exempt employees **may not perform volunteer work for Fort Bend County** that is of a similar nature to the duties they are employed to perform
- Comp time **IS** compensable at termination (non-exempt employees only).

# Vacation Time

(full-time employees only)



Full time employees earn vacation time per pay period as follows:

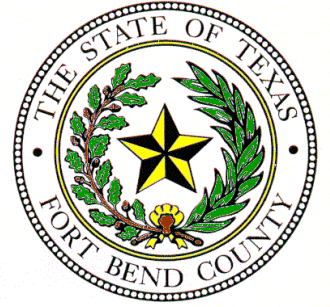
- **First 5 Years:** 10 days/year or 3.08 hrs/ pay
  - **5 to 10 Years:** 12 days/year or 3.70 hrs/ pay
  - **10 to 15 Years:** 15 days/year or 4.62 hrs/ pay
  - **After 15 Years:** 20 days/year or 6.17 hrs/ pay
- 
- Vacation time can roll from one year to the next.
  - You can only carry a **MAXIMUM of 160 hours** into the next calendar year. Therefore, on Dec. 31 of each year, any hours in excess of 160 will be lost.
  - Employees will receive pay for any accrued but unused vacation time at separation from employment with FBC even if it exceeds 160 hours.





# Sick Leave

(full-time employees only)

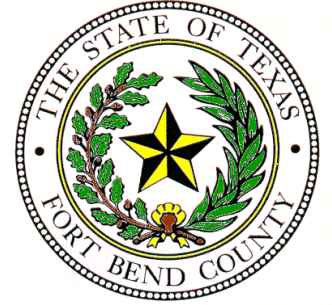


- Full-time employees earn 2.47 hours of sick leave per pay period, or 8 days each year. It can be used for employee, spouse, dependent or parent illness(s) only.
- No limit on the amount of sick leave employees may accrue.
- Employees that retire from Fort Bend County may be eligible to receive payment for ½ of their accrued sick leave balance, or \$5,000, whichever is less.
- Employees who quit or are discharged will forfeit any accrued sick leave balance.
- Employees who accrue at least 88 hours of sick leave may join the **Shared Sick Leave Pool** by donating 8 hours of sick leave to the Pool. Once a member, you will be eligible to withdraw up to 480 hours of sick leave (or 5% of the plan's total hours whichever is less) from the pool to cover absences due to your own catastrophic illness or injury.





# Holidays

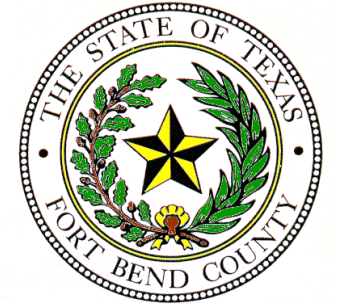


- Most offices, departments and courts are closed with the exception of certain offices and departments that provide emergency and/or law enforcement services.
- The holiday policy **applies to all full-time employees with the exception of certain employees in EMS** who are subject to Policy 508 (Paid Leave for Employees of EMS).
- All eligible full-time employees will receive (8) eight hours of holiday pay at their regular hourly rate of pay for each of the 13 holidays observed by the County.
- In order to receive holiday pay, a full-time non-exempt employee must work or have approved time off with pay, their last scheduled workday before a holiday and first scheduled workday after a holiday.



# Inclement Weather

**(non-essential employees only)**



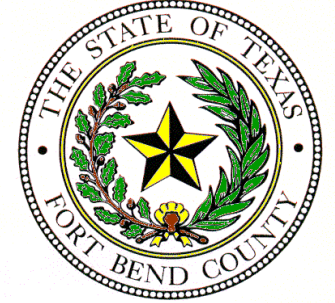
The County Judge shall make the determination to close some or all County facilities due to inclement weather or a declared state of disaster and will determine whether or not employees shall be compensated during the closure.

- Employees may call the Employee Hotline at 281-341-4444 or visit the FBC website for closure updates
- If the county remains open, employees must follow their department process and if they fail to report to work shall be shown as absent for payroll purposes
- If you are an essential employee, make sure you contact your supervisor as you might be required to report to work





# Texas County and District Retirement System (TCDRS)



Fort Bend County partners with Texas County & District Retirement (TCDRS) to provide you with retirement benefits.

**All full-time and part-time employees are enrolled in TCDRS.**

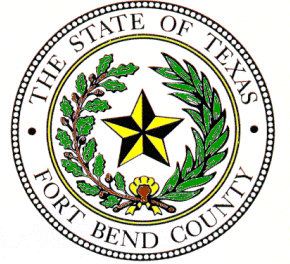
**With each paycheck, you automatically save toward retirement by contributing 7% of your gross (pre-tax) salary and you will earn 7% compound interest each year based on your January 1 balance. The longer you work, the larger your retirement benefit will be.**

At retirement, Fort Bend County matches your account balance 200% (\$2 to \$1) and you will receive a lifetime monthly benefit.

If you leave your Fort Bend County job, you can keep your account open and continue to earn 7% annual compound interest, withdraw or roll it into another tax-deferred retirement account.



# Retirement Eligibility



**Vesting:** 8 years of service which earns the right to a retirement benefit when you meet the retirement eligibility, even if you stop working for Fort Bend County.

**Proportionate Retirement:** Combine service from other Texas Public Retirement Systems (ERS, TRS, TMRS & City of Austin). You must contact TCDRS to inform them of your service time in other systems. Only time is combined. Money stays in each separate system.

**Retirement Eligibility:** Once you are vested, you may retire once you meet one of these qualifying options:

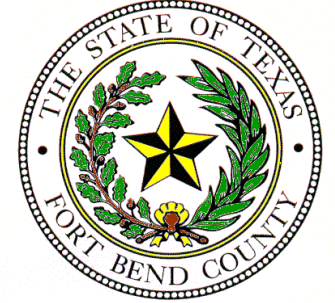
- Accumulated 30 years of service at any age
- 8 years of accumulated service & at least age 60
- Age + years of service = 75 ( called the rule of 75)



**Separate eligibility requirements for retiring with continued health/dental coverage:**

Employees have the option to retire with continue subsidized health/dental coverage if requirements to retire are met under Policies 510 and 511 along with a minimum of 60 years of age and 20 continuous years of full-time employment at Fort Bend County immediately preceding retirement and 12 consecutive months immediately preceding retirement in the health/dental plans they wish to continue. Contact the Risk Management department if you have questions pertaining to health benefits at retirement. See Policies 510 and 511 for detailed information.

# Retirement & Military Time



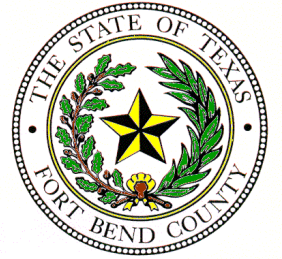
**Military Service Time:** You may be able to get up to 5 years retirement service time for the time you served in the U.S. Armed forces before you became a TCDRS member. This time may be able to count toward your retirement eligibility. You must be vested first (8 years) in order to apply for your military service time. Contact Human Resources once you are vested.



**USERRA and Your Military Service:** As a member of the Reserves or National Guard, you may be called away from your job to serve on active duty. When you return to work, you get a chance to fully restore your retirement account (service time and money). You must return to work at Fort Bend County within 90 days of your service release. Contact Human Resources once you return from active duty.



# Retirement – What’s Next

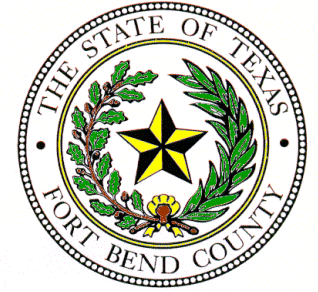


Look for an email from TCDRS and also a letter arriving at your home in about a month. Once you’ve received your email and/or welcome letter from TCDRS, remember to do the following things:

- Register for online account access at [www.TCDRS.org](http://www.TCDRS.org) (the welcome email and letter from TCDRS will have your account #)
- **IMPORTANT:** Log into your account and enter your beneficiary information. Your beneficiary will receive your benefit after your death. Remember to always keep your beneficiaries up-to-date.
- If you have time with another system (ERS, TRS, TMRS, or City of Austin), log into your account to report that time or call TCDRS to let them know so that your TCDRS account may be credited with your time from the other retirement systems.
- **Contact TCDRS Member Services if you have questions about your account at 1-800-823-7782**

**You may find Retirement Information online on eConnect or the County website under the “Employees” section & also at the TCDRS website: [www.TCDRS.org](http://www.TCDRS.org).**

# 457 Deferred Compensation



IRS Code 457, Section (b)(2) allows public sector employees to defer a portion of their pre-tax income for supplemental retirement funds. The minimum contribution is set by the plan administrator. The maximum contribution is set by the IRS.

FBC employees have a choice of three vendors that administer our option 457 Deferred Compensation Program:

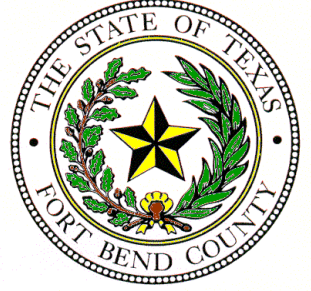
- Dearborn & Creggs
- Edward Jones
- Nationwide Retirement



**You will receive an email from the 457 reps providing information about opening an account.**

**You may find the “457 Deferred Compensation” information online on eConnect or the County website under the “Employees” section.**

# Credit Union



Employees have the opportunity of joining the Brazos Valley Schools Credit Union (BVSCU).

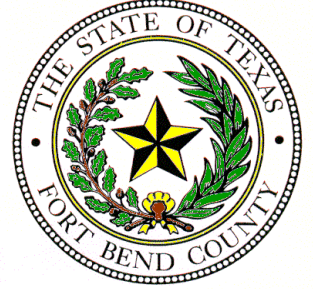
Employees should contact BVSCU to get information on the services they offer.

Go to the Credit Union link below or under the “employees” section on eConnect

<https://www.bvscu.org/>

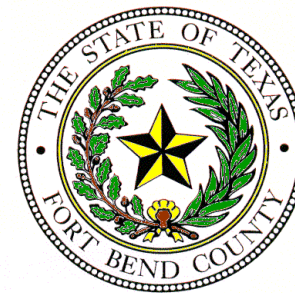


# Employee Discounts



Many businesses offer discounts to employees of Fort Bend County. Employees are either asked to show their Employee ID Badge as proof of employment and some businesses provide discount codes or links where the employee may print their own discounts.

You may find a list of "Discounts" online on eConnect or the County website under the "Employees" section.

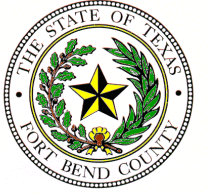


**Questions?**

# Cybersecurity Awareness

Presented by Information Technology





# Part Time Employees Dismissed

**10 Minute Break for Full Time Employees  
Return for Benefits Presentation**

BREAK TIME