

## **V. POLICIES AND PROCEDURES**

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### **B. MAXED-OUT EMPLOYEES**

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of County government, has established guidelines for the awarding of one-time lump sum payments for maxed-out employees. The Court has the final authority in determining whether to grant an annual one-time lump-sum payment to maxed-out employees. This policy is subject to revision or discontinuance at any time by the Commissioners Court.

#### **3. Administrative Guidelines**

- a. In order for a maxed-out employee to receive an authorized one-time lump sum payment, the department must provide approval to Human Resources. Lump sum payments are not automatic, and a manager has the option of awarding or withholding the lump sum payment based on the employee's productivity and performance (e.g. performance evaluation of 2.90). Withholding a lump sum payment is to be considered a disciplinary measure, and there should be documentation specifying the existing problems and standards of performance that the employee must meet in order to receive a lump sum payment in the future.

## **VII. REGULARLY SCHEDULED HOURS OF WORK**

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### **T. PREMIUM PAY**

11. POD Pay: Detention Officers in the Sheriff's Office required to work in the Tarrant County Corrections Center (TCCC) POD or secured inside the inmate area with approximately seventy-two (72) inmates with no separation in the work environment excluding Zone Officers, will receive POD pay at a rate of \$2 per hour. Only regular, full-time Detention Officers will be eligible to receive POD pay and will be paid only for those hours physically worked in a TCCC POD. POD pay will not be paid for hours not worked, which includes but not limited to holidays not worked and leaves of absence with or without pay. POD pay will be included in the calculation of overtime pay in accordance with Department of Labor regulations and in workers' compensation pay in accordance with the law. Time will be recorded on the timesheet based on the actual time worked.

## **XIV. NON-LAW ENFORCEMENT – POLICIES AND PROCEDURES**

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### **J. MERIT INCREASES**

In order to implement an effective merit program, the annual performance appraisal rating will be used as part of the decision in determining the merit increase. In order for

an employee to be eligible to receive a merit increase, the employee must be employed in a full-time position prior to May 1<sup>st</sup> of the previous fiscal year with no breaks in service through January 1<sup>st</sup> of the current fiscal year and receive a score of 2.95 or higher on their performance appraisal. The salary amount to be used as a basis for the merit increase calculation will be the employee's annual base pay on October 1<sup>st</sup> of each fiscal year. Merit increase guidelines will be set each year by the Commissioners Court. Merit increases are not automatic, and a manager has the option of awarding or withholding the increase based on the employee's productivity and performance (e.g. performance evaluation of 2.90). Withholding a merit increase is to be considered a disciplinary measure, and there should be documentation specifying the existing problems and standards of performance that the employee must meet in order to receive a merit increase in the future.