

ECTOR COUNTY, TEXAS



HIGHWAYS & STREETS DEPARTMENT POLICY

Sections Affected: Road Maintenance, Traffic Operations, Airport Maintenance, and County Parks. If any of the requirements apply to the Equipment Services Section, it will be included in the line where it applies.

Purpose: The purpose of this policy is to maintain a safe working environment; provide an efficient way for employees to consider work responsibilities and obligations to the community.

Employment: Each employee must understand that employment with the County is “at will” and is for no definite period and may be terminated at any time with or without prior notice.

A. General

1. No harassment – physical, verbal or sexual.
2. County business is to take precedence over any personal business. Frequent personal telephone calls are discouraged. If a personal phone call must be made or taken due to an emergency, it should be limited to the briefest possible conversation.
3. No cell phone use or text messaging while operating county equipment. ***This policy also applies to the Equipment Services Section.***
4. Every employee is subject to being called in to work for emergencies at all times.
 - a. There will be a schedule prepared for who is on call every month by their supervisors.
 - b. It is mandatory that the person on call respond to all calls directed to him/her.
 - c. Call of duty will rotate every month, or as set by each operational section.
5. No displaying, reading or storing of any, informational or sexually oriented materials. ***This policy also applies to the Equipment Services Section.***
6. No tardiness at work.
 - a. If sick, employees are recommended to request a Sick Leave immediately.
7. No unexcused absences:
 - a. Absences due to sickness must be explained to your supervisor.
 - b. If an employee is sick for three (3) days or longer, the employee must produce a valid medical doctor’s excuse or note.
 - c. If you are referred to see a chiropractor, provide an advance notice of appointment and doctor’s note showing appointment.

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8. If an employee cannot make it to work, he/she must notify his/her supervisor by phone before 7:00 a.m., CST.
9. Any planned absence must be requested in writing; at least two (2) weeks in advance and approved by their supervisor.
 - a. Employees must use Compensation Time (CompT) first if available before any other entitled time, except "Sick Leave Time."
 - b. Sick leave is to be used for "personal illnesses or injuries, or for personal appointments with medical professionals."
 - c. All requests for vacation, emergency, sick, and CompT must be submitted by completing the department's "Leave Request Form."
 - d. Obtain copy of the Leave Request Form from your supervisor or the Department Coordinator.
10. Employee shall perform job assignments as given, directed, or assigned by their immediate supervisor(s).
 - a. Work assignments are not optional and are not subject to debate.

B. Health and Safety

11. All employees are subject to reasonable suspicion of substance abuse (i.e., alcohol, drugs, etc.) testing at any time at the request of the Human Resources Department (HR).
12. All employees in safety-sensitive positions are subject to random substance abuse testing for drugs, alcohol or both, depending on the random selection by the laboratory. The HR Department will notify the Department Director of the names of the employees who must report immediately for random testing. Refusal to submit to any substance abuse testing may be grounds for immediate dismissal.
13. Personal Protective Equipment (PPE) and other work related safety devices are to be worn at all times during work, in the field, in and out of trucks and equipment, and in doing any type of ground work. This includes: hard hat, steel-toed shoes (if any), gloves, goggles or safety glasses, masks, ear plugs, and vests.
14. If issued, all county uniforms and jackets are to be worn during work hours.

C. Trainings and Meetings

15. Periodic trainings designed to improve the skills of the employees must be attended by the employees who need the trainings.
 - a. If an employee cannot attend a training, a written notice explaining why he/she cannot participate in the training must be submitted to the Department Head/Director or the Department Coordinator, at least two (2) weeks prior to the start of the training.
 - b. There is no exception to this requirement.
16. Periodic meetings convened by supervisors and/or the department head must be attended at all times. ***This policy also applies to the Equipment Services Section if***

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meeting is convened by the department head and the section's manager or entire personnel presence is necessary.

D. Heavy Equipment

17. Employees who are assigned County equipment or a vehicle **must always** perform Pre-Trip Inspection at the yard before taking off and also perform Post-Trip Inspection after use of such equipment. Please see your supervisor or foreman for a Pre-Trip/Post-Trip Inspection Form(s).
18. Employees who are assigned County equipment to take home **shall**:
 - a. Not use the equipment for personal errands outside of work.
 - b. Have the equipment ready for the next work day (fuel, tires, cabs cleaned and maintained) and will be subject to an inspection.
19. Operators of heavy equipment must be more attentive to road conditions in order to bypass bumps, obstacles, and so doing, keep injuries at bay.
20. Any employee who received points "5 and above" following an incident review of reported incidents and violations of Ector County safety rules for equipment operation will receive a disciplinary action notice, up to and including termination of employment.
21. All County equipment or vehicles at this department must be washed and detailed (if applicable), at least once every month. **This policy also applies to the Equipment Services Section.**

E. Performance Review

22. Every employee will be evaluated for job performance bi-annually in March by the Department Head and in September pursuant to Ector County Employee Performance Policy.

Policy Review:

This Policy was reviewed by the Ector County Human Resources Department (HR) on May 21, 2018.

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HIGHWAYS & STREETS DEPARTMENT Mandatory Field Personal Protective Equipment

