

MILLS CENTRAL APPRAISAL DISTRICT

NOTICE IS HEREBY GIVEN of a Regular Meeting of the Mills Central Appraisal District Board of Directors on **April 9, 2018 at 5:30 PM at 901 6th St., Goldthwaite, Texas 76844.**

AGENDA

1. CALL TO ORDER.
2. OPENING PRAYER.
3. ADMINISTER OATH OF OFFICE TO BOARD MEMBERS THAT WERE NOT PRESENT AT THE JANUARY MEETING.
4. ROLL CALL/CERTIFY QUORUM.
5. PUBLIC COMMENTS.
6. CONSIDERATION OF AND POSSIBLE ACTION REGARDING CAUSE NO.16-10-6812; JONAS ET AL. V. MILLS CENTRAL APPRAISAL DISTRICT.
7. CONSENT AGENDA.
 - A. MARCH 12, 2019 MEETING MINUTES
 - B. PAID BILLS
 - C. FINANCIAL STATEMENTS
8. CHIEF APPRAISERS REPORTS.
9. CONSIDER AND ACT ON PURCHASING A NEW SWITCH FOR THE SERVER.
10. INVESTMENT OFFICERS QUARTERLY REPORT.
11. DISCUSSION AND POSSIBLE ACTION ON THE DISTRICTS POLICY REGARDING SICK/VACATION TIME.
12. ADJOURNMENT.

IF, DURING THE COURSE OF THE MEETING, DISCUSSION OF ANY ITEM ON THE AGENDA OTHER THAN ANY MATTER SPECIFIED ABOVE SHOULD BE HELD IN CLOSED MEETING, THE BOARD WILL CONDUCT A CLOSED MEETING IN ACCORDANCE WITH THE TEXAS OPEN MEETINGS ACT, GOVERNMENT CODE, CHAPTER 551, SUBCHAPTERS D AND E, INCLUDING BUT NOT LIMITED TO CONSULTATION WITH COUNSEL UNDER SECTION 551.071. BEFORE ANY CLOSED MEETING IS CONVENED, THE PRESIDING OFFICER WILL PUBLICLY IDENTIFY THE SECTION OR SECTIONS OF THE ACT AUTHORIZING THE CLOSED MEETING. ALL FINAL VOTES, ACTIONS, OR DECISIONS WILL BE TAKEN IN OPEN MEETING.

FILED FOR RECORD

At 12:59 O'Clock P M

APR 05 2019

CAROLYN FOSTER County & District Clerk
Mills County, Texas

By [Signature] Deputy

**MILLS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 12, 2019**

1. **CALL TO ORDER.**
Meeting was called to order at 5:45 p.m. by Keryn McMahan.
2. **OPENING PRAYER.**
Prayer was given by Gary Daniel.
3. **ROLL CALL/CERTIFICATION OF QUORUM.**
Board members present were: Keryn McMahan, Gary Daniel, Danny Cox and J.C.Mason. Staff members present were: Codi McCarn, Chief Appraiser, and Carolyn Knauth. Quorum was certified by Keryn McMahan.
4. **AUDIENCE WITH INDIVIDUALS OR COMMITTEES.**
There was no individual or committee requesting to speak.
5. **CONSENT AGENDA.**
The meeting minutes for the January 8, 2019 meeting, the paid bills and financial statements were all approved on a motion made by Gary Daniel and seconded by Danny Cox. The motion carried unanimously.
6. **CHIEF APPRAISERS REPORTS.**
The chief appraiser gave the collections, appraisal and the general report. There was no action required on this item.
7. **CONSIDER AND ACT ON THE 2018 ANNUAL REPOT.**
After reviewing the 2018 Annual Report the motion was made by Keryn McMahan to approve the report as presented. The motion was seconded by J.C. Mason and the motion carried unanimously.
8. **CONSIDER AND ACT ON PURCHASING A NEW SWITCH FOR THE SERVER.**
After a discussion regarding the “new switch” the board decided to table this item and to continue the discussion at the next meeting. During the discussion Codi McCarn mentioned the cost of the switch could be partially paid for by using the refund that the district received from Heartland Association of Realtors. According to Heartland AOR the appraisal district is not allowed to receive the MLS (Multiple Listing Service) information because we do not have a realtor or fee appraiser on staff. The board would like to follow up on this topic at the next meeting after obtaining more information.
9. **DISCUSSION AND POSSIBLE ACTION ON THE DISTRICTS POLICY REGARDING SICK/VACATION TIME.**

Motion was made by Keryn McMahan to enter into closed session at 6:28. The motion was seconded by Gary Daniel. The motion carried unanimously. The board returned to open session at 7:00. In closed session the board decided to leave the vacation time and the FMLA time as stated in the Mills Central Appraisal District Human Resources Policy Handbook. The board will discuss the sick leave policy at the next meeting. The vote on the closed session items was 4 for 0 against.

(Item #9 was added to this agenda upon the request of the board at the December 2018 meeting)

10. CLOSED SESSION.

See item #9 above.

11. TAKE ACTION ON ITEMS CONSIDERED IN CLOSED SESSION.

See item #9 above.

12. ADJOURNMENT.

Motion was made by J.C. Mason to adjourn at 7:30. Motion was seconded by Gary Daniel and the motion carried unanimously.

Chairman

Date

Vice Chairman

Mills Central Appraisal District

4/5/2019 11:56 AM

Register: Cash in Bank Office

From 03/01/2019 through 03/31/2019

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2019			Miscellaneous Income	Deposit		X	3.00	78,069.37
03/01/2019			Tax Certificates	Deposit		X	10.00	78,079.37
03/04/2019	EFT	TEXAS COUNTY &...	-split-	617	1,590.51	X		76,488.86
03/04/2019	E-pay	United States Treasury	-split-	75-1703911 Q...	2,495.72	X		73,993.14
03/05/2019			Miscellaneous Income	Deposit		X	1.10	73,994.24
03/08/2019			Tax Certificates	Deposit		X	270.00	74,264.24
03/11/2019			Entity Payments	Deposit		X	322.57	74,586.81
03/11/2019			Entity Payments	Deposit		X	5.70	74,592.51
03/11/2019			Entity Payments	Deposit		X	3,146.57	77,739.08
03/11/2019			Entity Payments	Deposit		X	8,939.72	86,678.80
03/11/2019	12552	A T & T	Accounts Payable	FEBRUARY S...	69.37	X		86,609.43
03/11/2019	12553	ADVANTAGE OFFI...	Accounts Payable		293.45	X		86,315.98
03/11/2019	12554	AMERITAS LIFE I...	Accounts Payable	EMPLOYEE V...	53.64	X		86,262.34
03/11/2019	12555	CARD SERVICES	Accounts Payable	2-4-19 THRU ...	1,229.43	X		85,032.91
03/11/2019	12556	CENTRAL TEXAS ...	Accounts Payable	FEBRUARY S...	187.15	X		84,845.76
03/11/2019	12557	CITY OF GOLDTH...	Accounts Payable	01-18-19 THR...	316.10	X		84,529.66
03/11/2019	12558	FRONTIER COMM...	Accounts Payable	FEBRUARY S...	197.10	X		84,332.56
03/11/2019	12559	SOUTHWEST DAT...	Accounts Payable	MONTHLY M...	1,820.00	X		82,512.56
03/11/2019	12560	XEROX CORPORA...	Accounts Payable	VOID:		X		82,512.56
03/11/2019	12561	CODI MC CARN	Accounts Payable	TPW WORKS...	62.35	X		82,450.21
03/12/2019	12566	XEROX CORPORA...	Accounts Payable	FEBRUARY S...	283.84	X		82,166.37
03/12/2019			Entity Payments	Deposit		X	383.93	82,550.30
03/15/2019	12562	Carolyn H Knauth	-split-		1,345.75	X		81,204.55
03/15/2019	12563	Codi A McCarn	-split-		1,548.78	X		79,655.77
03/15/2019	12564	Monica S Eicher	-split-		1,212.81	X		78,442.96
03/18/2019			Entity Payments	Deposit		X	259.44	78,702.40
03/19/2019	12567	A T & T MOBILITY	Accounts Payable	FEBRUARY S...	108.15	X		78,594.25
03/19/2019	12568	LOW SWINNEY EV...	Accounts Payable	FEBRUARY B...	54.00	X		78,540.25
03/19/2019	12569	PITNEY BOWES P...	Accounts Payable	FEBRUARY S...	503.50	X		78,036.75
03/19/2019	12570	TEXAS DEPT OF LI...	Accounts Payable	LICENSE RE...	45.00			77,991.75
03/20/2019			Entity Payments	Deposit		X	36,024.00	114,015.75
03/20/2019			Tax Certificates	Deposit		X	60.00	114,075.75
03/22/2019			Entity Payments	Deposit		X	41,623.90	155,699.65
03/22/2019			Entity Payments	Deposit		X	8,882.16	164,581.81
03/25/2019			Entity Payments	Deposit		X	202.35	164,784.16
03/26/2019			Tax Certificates	Deposit		X	30.00	164,814.16
03/27/2019	12571	BLUE CROSS BLU...	Accounts Payable	MARCH PRE...	2,377.24			162,436.92
03/28/2019	12572	BLUE CROSS BLU...	Accounts Payable	April Health In...	2,377.24			160,059.68
03/28/2019	12573	CAROLYN KNAUTH	Accounts Payable	MILEAGE/W...	171.10	X		159,888.58
03/28/2019	12574	WEST CENTRAL ...	Accounts Payable	MARCH STA...	47.49			159,841.09

Mills Central Appraisal District

4/5/2019 11:56 AM

Register: Cash in Bank Office

From 03/01/2019 through 03/31/2019

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/28/2019	12575	WESTERN VALUA...	Accounts Payable	March Consulti...	500.00			159,341.09
03/29/2019			Tax Certificates	Deposit			10.00	159,351.09
03/29/2019			Tax Certificates	Deposit			30.00	159,381.09
03/31/2019	12576	Carolyn H Knauth	-split-		1,345.75	X		158,035.34
03/31/2019	12577	Codi A McCarn	-split-		1,548.78	X		156,486.56
03/31/2019	12578	Monica S Eicher	-split-		1,212.81	X		155,273.75
03/31/2019			Interest on Checking	Interest		X	19.69	155,293.44

**Mills County Appraisal District
Financial Report 03/31/2019**

Income	Actual	Budgeted	Balance	% Spent
Tax Entities	\$ 199,321.24	\$ 383,470.00	\$ 184,148.76	0.52
Interest on CD	\$ 317.50	\$ 180.00	\$ (137.50)	1.76
Interest on Checking	\$ 1,012.51	\$ 400.00	\$ (612.51)	2.53
Interest on VIT	\$ 84.42	\$ 20.00	\$ (64.42)	4.22
Miscellaneous Income	\$ 41.18	\$ 500.00	\$ 458.82	0.08
Tax Certificates	\$ 1,960.00	\$ 1,500.00	\$ (460.00)	1.31
	\$ 202,736.85	\$ 386,070.00	\$ 183,333.15	0.53
Expenses				
Appraisal Review Board	\$ 200.00	\$ 2,000.00	\$ 1,800.00	0.10
Legal Notices	\$ 67.50	\$ 1,200.00	\$ 1,132.50	0.06
Audit		\$ 6,000.00	\$ 6,000.00	0.00
Building Expense				
Payment	\$ 4,778.88	\$ 20,000.00	\$ 15,221.12	0.24
Utilities	\$ 2,521.27	\$ 11,000.00	\$ 8,478.73	0.23
Insurance		\$ 1,250.00	\$ 1,250.00	0.00
Recurring Building Exense	\$ 360.89	\$ 6,500.00	\$ 6,139.11	0.06
Software Support / Technology	\$ 6,438.80	\$ 25,500.00	\$ 19,061.20	0.25
Consulting	\$ 1,500.00	\$ 6,000.00	\$ 4,500.00	0.25
Website Hosting/Maint	\$ 1,050.00	\$ 4,200.00	\$ 3,150.00	0.25
Computer Backup/Maint	\$ 1,425.00	\$ 5,700.00	\$ 4,275.00	0.25
Dues and Subscriptions	\$ 170.60	\$ 3,550.00	\$ 3,379.40	0.05
Education	\$ 1,077.76	\$ 6,500.00	\$ 5,422.24	0.17
Equipment Purchased	\$ 10,537.82	\$ 2,500.00	\$ (8,037.82)	4.22
Insurance, Misc	\$ 29.16	\$ 550.00	\$ 520.84	0.05
Legal Fees	\$ 91.00	\$ 10,000.00	\$ 9,909.00	0.01
Mapping	\$ 1,764.93	\$ 7,100.00	\$ 5,335.07	0.25
Appraisal Engineer/Services	\$ 12,250.00	\$ 54,000.00	\$ 41,750.00	0.23
Office Equipment Leased	\$ 968.02	\$ 5,500.00	\$ 4,531.98	0.18
Personnel Costs				
Salaries	\$ 32,974.98	\$ 132,000.00	\$ 99,025.02	0.25
Social Sec./Medicare	\$ 2,522.59	\$ 10,090.00	\$ 7,567.41	0.25
Retirement	\$ 2,433.60	\$ 9,853.00	\$ 7,419.40	0.25
Health Insurance	\$ 8,312.80	\$ 35,190.00	\$ 26,877.20	0.24
Workers Comp Ins	\$ 351.70	\$ 3,500.00	\$ 3,148.30	0.10
Postage-Mailing	\$ 731.78	\$ 6,500.00	\$ 5,768.22	0.11
Office Supplies	\$ 834.66	\$ 4,000.00	\$ 3,165.34	0.21
Vehicle Expense				
Fuel, Repairs, Maint.	\$ 162.35	\$ 1,500.00	\$ 1,337.65	0.11
Insurance		\$ 500.00	\$ 500.00	0.00
Office Equipment Repair		\$ 200.00	\$ 200.00	0.00
Travel	\$ 353.33	\$ 2,000.00	\$ 1,646.67	0.18
Security	\$ 963.76	\$ 14,000.00	\$ 13,036.24	0.07
Misc. Exp	\$ 55.00		\$ (55.00)	
	\$ 94,928.18	\$ 398,383.00	\$ 303,454.82	0.24

Mills Central Appraisal District

Profit & Loss

04/04/19

January through March 2019

Accrual Basis

	<u>Jan - Mar 19</u>
Income	
Entity Payments	199,321.24
Interest on Certificate of Dep	317.50
Interest on Checking	1,012.51
Interest on VIT	84.42
Miscellaneous Income	41.18
Tax Certificates	1,960.00
Total Income	<u>202,736.85</u>
Gross Profit	202,736.85
Expense	
Appraisal Consultants	1,500.00
Appraisal Engineer	3,000.00
Appraisal Services	9,250.00
Building Loan Interest Expense	583.86
Building Loan Principle Paid	4,195.02
Building Maintenance	
Security Update	963.76
Building Maintenance - Other	360.89
Total Building Maintenance	<u>1,324.65</u>
Computer Backups / Maintenance	1,425.00
Copier Lease	968.02
Deeds	80.60
Dues & Memberships	90.00
Education	
ARB	200.00
Classes	335.00
Hotel	671.88
Mileage	353.33
Per Diem	70.88
Total Education	<u>1,631.09</u>
Employer Health Insurance	8,312.80
Employer Payroll Expense	
Life Insurance	29.16
Retirement	2,433.60
Social Security/Medicare	2,522.59
Texas Employment Commission	395.70
Workman's Comp. Ins	-44.00
Total Employer Payroll Expense	<u>5,337.05</u>
Equipment Purchases	10,537.82
Legal Notices & Ads	67.50
Legal Services	91.00
Mapping - Online	1,764.93
Misc. Fees	55.00
Office Supplies	829.66
Petty Cash (COMPUTER MONITOR) (5.00
Postage	731.78
Salary Chief Appraiser	12,997.50
Salary Office Manager	10,890.00
Salary RTC	9,087.48
Software Support/Maintenance	6,110.00
Technology	328.80
Utilities	
Electric/Sewer/Water	1,021.04
Telephone	1,500.23
Total Utilities	<u>2,521.27</u>

Mills Central Appraisal District
Profit & Loss
January through March 2019

	<u>Jan - Mar 19</u>
Vehicle Expense	
Gasoline/Oil	43.71
Repairs	<u>118.64</u>
Total Vehicle Expense	162.35
Website Hosting / Maint	<u>1,050.00</u>
Total Expense	<u>94,928.18</u>
Net Income	<u><u>107,808.67</u></u>

Codi McCarn

From: Scott McBride <scott.mcbride@southwestdata.com>
Sent: Tuesday, January 29, 2019 11:22 AM
To: Codi McCarn
Subject: Network Switch

The quote that was sent yesterday was to upgrade your network switch from the 10/100 mbps to a Gigabit (1000 mbps). The Gigabit network has been the standard for several years so your existing 10/100 is really out of date. That being said, there is no reason to rush and have this done. Network switches are very reliable and we usually upgrade them in order to move to a faster network not because they quit working. Depending on how much data is being sent at any given time would determine if you will even notice the difference in speed. One of the your functions that I think you will notice the difference would be when you upload photos to the server or access accounts that contain a lot of pictures. The faster network would also help when you are sending large print files across the network. Let me know if you have any other questions.

--

Thank you,


Scott McBride

Southwest Data Solutions

Director of Operations

972-937-2400

scott.mcbride@southwestdata.com



Hardware / Software Quote

Prepared For: Mills CAD

Quote #: 00598

Date: January 28, 2019

Phone: 325-648-2253

Fax:

MFG	Model and Description	Qty	Unit Price	Total
NG	NetGear 24 Port Gigabit Switch	1	\$201.60	\$201.60
SDS	Installation, Network Configuration and On-Site Setup	1	\$1,558.00	\$1,558.00
Total Quote				\$1,759.60

Compensation & Benefits

Compensation

Employees are paid twice per month; the 15th and the last day of each month. If payday falls on a holiday or weekend, the preceding workday will be the designated payday. The district compensation package includes a longevity component of \$300 per year added to base salary on January 1 each year and certification pay obtained upon reaching certain educational milestones (see Professional Registration & Education section for details).

Paid Time Off

Employees on paid time off will:

- ✓ Continue to participate in all benefit plans, and
- ✓ Will be paid for holidays occurring during the leave.

Holidays

Unless changed by MCAD's Board of Directors, the holiday schedule will be the same as that approved for the employees of Mills County by the Mills County Commissioners' Court. Full-time employees are entitled to paid holidays; part-time and temporary employees are not paid for holidays.

Inclement Weather Procedures

The MCAD office may open late or close in the event of hazardous weather or other emergencies which present threats to the safety of its employees. MCAD will follow suite with the county courthouse regarding late opening or closure.

Vacation

Paid vacation is a benefit available to full time employees only. Vacation is based on calendar year. Time is accrued during the current calendar year for use during the next calendar year.

Vacation is accrued based on the schedule listed below and credited to employees on January 1 of each year.

Accrual Year	Accrual Rate	Days Earned to be Taken in the Next Calendar Year
First Calendar Year of Employment	.8333 day per month beginning month after hire date	Accrual rate times number of months = number of days earned and credited at the beginning of the next calendar year
2 nd through 3 rd calendar years	.8333 day per month	10 days
4 th through 6 th calendar years	1.25 days per month	15 days
7 th calendar year and beyond	1.667 days per month	20 days

Vacation may be taken beginning in the second calendar year. However, upon approval by the Chief Appraiser, a new employee may borrow earned vacation days (up to a maximum of 5) after six months of employment. In no case may an employee take more than 10 days of paid vacation during the first 2 calendar years of employment.

Employees are encouraged to take their earned vacation. Employees will not be paid for vacation time not taken. In rare instances, the Chief Appraiser may approve carryover of up to 5 days if an employee is asked to forego allotted vacation due to unusual work circumstances.

Vacation may be taken in ½ day and full day increments. Employees should request approval from the Chief Appraiser at least two weeks in advance when requesting two or more consecutive days. Due to workload peaks, employees are not usually allowed to schedule vacation during certain times such as the last week of December, January, April or September.

Employees who resign or retire will be paid for earned vacation that has not been taken.

Sick Leave

MCAD allows 1 day per month for paid sick leave for all full-time employees. Sick leave may be accumulated to a maximum of 60 days and may be used while an employee is unable to work because of any bona fide illness, but no one will receive compensation for sick leave upon leaving/termination of service with MCAD. However, any employee who has accumulated, upon retirement, 60 days of sick leave shall be entitled to a one-time payment of an amount equal to 1/3 of one month's salary earned by the employee during the last full calendar month of the employee's employment.

Sick leave accumulation begins immediately upon employment; however, an employee must become a full-time employee in order to take paid sick leave. Temporary and part-time employees are not eligible to accrue or take paid sick leave.

Any illness in excess of 3 days must be verified by a doctor's statement or the reason for the absence. Abuse of sick leave shall constitute grounds for disciplinary action. Sick leave must not be used for personal business, travel, or any reason other than illness.

An employee who becomes ill and cannot report to work must notify the Chief Appraiser no later than one hour after regular reporting time. Failure to make proper notification without valid reason constitutes absence without pay.

When an employee exceeds the amount of accrued sick leave, he/she will be allowed to take accrued vacation time in order to remain on the payroll. When vacation time is exhausted, the employee is then removed from the payroll and may, if qualified, be placed on unpaid leave pursuant to other provisions of these policies.

Any full-time employee, who during the calendar year does not use any sick leave, shall receive two extra days of vacation leave the following calendar year.

Funeral Leave

An allowance of up to 5 working days with pay may be extended to an employee if there is a death in the immediate family. At the discretion of the Chief Appraiser and/or the Board of Directors, additional days may be allowed. Immediate family is defined as an employee's spouse, child, parent, mother- or father-in-law, brother, sister, grandfather, grandmother, grand-child, brother- or sister-in-law.

The Chief Appraiser may grant an employee paid leave to attend a funeral of someone other than immediate family or to serve as a pallbearer. Funeral leave is not dependent upon the job status of an employee or length of employment.

Jury Duty

Jury duty and trial witness duty will be considered eligible for paid leave. Employees serving on juries will retain any fees paid for their services.

Military Leave

Enlisted Reserve Corps Officers, Reserve Corps Reservists, or National Guardsmen that are regular MCAD employees are entitled to an annual leave of absence for a period of two weeks without affecting their benefits. Vacation and sick time will continue to accrue. A copy of military orders and a request for leave of absence must be filed with the Chief Appraiser prior to taking military leave. If the employee's military base pay is less than his/her MCAD salary, MCAD will reimburse the difference.

Unpaid Leave

Family & Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), it is the policy of MCAD to grant up to 12 weeks of family medical leave during any 12 month period to eligible employees. To qualify as FMLA, the employee must take the leave for one of these reasons:

- ✓ To care for the employee's child after birth or placement for adoption or foster care. (For this category, intermittent leave will only be granted with prior approval.)
- ✓ To care for the employee's spouse, child or parent who has a serious health condition.
- ✓ For a serious health condition that makes the employee unable to perform his/her job. A serious health condition is defined as an illness, injury, and impairment or physical or mental condition that requires inpatient care at a hospital, hospice, or residential medical care facility including any period of incapacity or any subsequent treatment in connection with such inpatient care, or that requires continuing care by a licensed health care provider.

FMLA is designed to cover illnesses of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which, if left untreated, would result in a period of incapacity or more than three days, would be considered a serious health condition. Common colds, flu, or other symptoms that do not require care by a health care provider are not covered under FMLA. Medically unnecessary treatments (such as voluntary treatment or cosmetic treatment) are not considered serious health conditions unless hospitalization is required. In addition, routine preventive physical exams are not considered serious health conditions. Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Chief Appraiser.

An eligible employee may take up to 12 weeks of leave under this policy during any 12 month period. MCAD will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave; MCAD will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave. The remaining balance is the amount the employee is entitled to take at that time.

Scope: The provisions of this policy shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the 12 weeks of leave to which the employee may be entitled under this policy. In other words, if an employee is entitled to paid leave under another benefit plan or policy, the employee must take the paid leave first.

Eligibility: To be eligible for leave under this policy, an employee must have been employed for at least 12 months in total, and must have worked at least 1,250 hours during the 12 month period preceding the commencement of the leave.

Exception: If the employee on leave is a salaried employee and is among the highest paid 10% of MCAD employees within 75 miles, and keeping the job open for the employee would result in substantial economic injury to MCAD, reinstatement of the employee on leave can be denied. In this situation, however, the employee will be given an opportunity to return to work.

Basic Regulations & Conditions of FMLA: MCAD will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his/her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. In its discretion, MCAD may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, MCAD, at its own expense, may require the binding opinion of a third health care provider, approved jointly by MCAD and the employee.

If medically necessary for a serious health condition of the employee or his/her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, MCAD may require the employee to transfer temporarily to an alternative position, which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits.

Notification and Reporting Requirements: When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt MCAD operations. In cases of illness, the employee will be required to report periodically on his/her leave status and intention to return to work.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, MCAD may recover from the employee the cost of any payments made to maintain the employee's health insurance coverage, unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlement based upon length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

Procedures: The employee must sign a request for FMLA form in duplicate. This form should be completed in detail, signed by the employee, and submitted to the Chief Appraiser. If possible, the form should be submitted 30 days in advance of the effective date of the leave.

All requests for leave under FMLA must include a form entitled Certification of Physician or Practitioner and will contain the following information:

- ✓ The date on which the serious health condition commenced;
- ✓ The probable duration of the condition, and
- ✓ The appropriate medical facts within knowledge of the health care provider regarding the condition.

In addition, for purposes of leave to care for a child, spouse, or parent, the employee requesting leave should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of leave for an employee's illness, the completed form must state that the employee is unable to perform the functions of his/her position. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

Employees on unpaid leaves of absence:

- ✓ Will pay his/her normal share of group insurance premiums, excluding those who are under the FMLA;
- ✓ Will not be paid for holidays occurring during the leave;
- ✓ Do not accrue sick leave or vacation time during the leave; and
- ✓ Upon reinstatement, will have his/her continuous service date revert to the last day worked prior to the start of the leave.

Absence without Authorization

Any employee failing to report to work or failing to remain at work as scheduled, without proper notification, authorization, or excuse, shall be considered absent without leave, and shall not be paid for the period involved. Such absence will also be grounds for disciplinary action up to and including termination.

Appraisal District	Vacation	Sick	YEARS EXPERIENCE / TIME EARNED
#1 FORT BEND CAD	CAN ACCUMULATE UP TO TWO TIMES WHAT EMPLOYEE CAN EARN EXAMPLE: CAN EARN 15 DAYS & ACCUMULATE 30 VACATION IS PAID WHEN EMPLOYEE LEAVES DISTRICT	NO ACCUMULATION LIMIT NOT PAID WHEN EMPLOYEE LEAVES DISTRICT	1 - 4 YEARS 10 DAYS 5-14 YEARS 15 DAYS 15 + YEARS 20 DAYS
#2 CORYELL CAD	PAID FOR ACCRUED TIME EARNED WHEN EMPLOYEE LEAVES DISTRICT	MAX 60 DAYS AFTER 15YRS EXPERIENCE PAID AT 50% OF CURRENT PAY - EXAMPLE: 60 DAYS ACCUMULATED = 30 DAYS OF PAY @ CURRENT WAGES	1-5 YEARS 10 DAYS 6-10 YEARS 15DAYS 11-20 YEARS 17 DAYS 21+ YEARS 20 DAYS
#3 FAYETTE CAD	CAN CARRY OVER AND ACCRUE NO MORE THAN 10 DAYS	MAX 60 DAY ACCRUAL - PAID FOR MAX OF 30 DAYS WHEN EMPLOYEE LEAVES	0-4 YEARS 12 DAYS 5-18 YEARS 18 DAYS 19+ YEARS 24 DAYS
#4 WHARTON CAD	MAX 3 DAY CARRY OVER PAD FOR ALL UNUSED VACATION WHEN EMPLOYEE LEAVES	MAX 60 DAYS - PAID FOR 1/2 OF ACCRUED TIME WHEN EMPLOYEE LEAVES	1-5 YEARS 10 DAYS 6-14 YEARS 15 DAYS 15+ YEARS 20 DAYS
#5 HANSFORD CAD	NO INFO	6 DAYS / YR	1-9 YEARS 14 DAYS 10+ YEARS 15 DAYS
#6 KLEBERG CAD	CAN CARRY OVER UP TO 80 HOURS - NOT PAID WHEN EMPLOYEE LEAVES	12 DAYS / YR - MAX 30 DAY - NOT PAID WHEN EMPLOYEE LEAVES	1-5 YEARS 10 DAYS 6-10 YEARS 15 DAYS 11-15 YEARS 20 DAYS 16+YEARS 25 DAYS
#7 CALDWELL CAD	CAN CARRY OVER MAX 60 DAYS - 20 DAYS PAID WHEN EMPLOYEE LEAVES	12 DAYS / YR - MAX 20 DAYS - SHARED SICK LEAVE POOL	6MO - 6 DAYS 1-5 YEARS 12 DAYS 6-10 YEARS 15 DAYS 11 YEARS 16 DAYS 12 YEARS 17 DAYS 13 YEARS 18 DAYS 14 YEARS 19 DAYS 15+ YEARS 20 DAYS

Appraisal District	Vacation	Sick	YEARS EXPERIENCE / TIME EARNED
#8 FRIO CAD	CAN CARRY OVER UP TO 10 DAYS	12 DAYS / YR - MAX 30 DAY	1-9 YEARS 10 DAYS 10+ YEARS 15 DAYS
#9 COMANCHE CAD	CAN CARRY OVER 48 HRS	6 DAYS / YR	1 YEAR 6 DAYS 1-5 YEARS 11 DAYS 6-19 YEARS 16 DAYS 20+ YEARS 21 DAYS
#10 CALHOUN CAD	CAN CARRY OVER 80 HRS	12 DAYS / YR - UNLIMITED	
#11 PECOS CAD	CAN CARRY OVER 30 DAYS - MAX 30 DAYS PAID WHEN EMPLOYEE LEAVES DISTRICT	12 DAYS / YR - CAN CARRY OVER 45 DAYS - PAID WHEN EMPLOYEE LEAVES	1-5 YEARS 10 DAYS 6-10 YEARS 15 DAYS 11+ YEARS 20 DAYS
#12 HAYS CAD	CAN CARRY OVER MAX 120 DAYS - PAID WHEN EMPLOYEE LEAVES	12 DAYS / YR - NOT PAID WHEN EMPLOYEE LEAVES	1-2 YEARS 10 DAYS 3-5 YEARS 11 DAYS 6-9 YEARS 12 DAYS 10-14 YEARS 15 DAYS 15-19 YEARS 17 DAYS 19+ YEARS 20 DAYS
#13 LIMESTONE CAD	NO INFO	12 DAYS / YR	6 MO - 5 DAYS 1-5 YEARS 10 DAYS 6-14 YEARS 15 DAYS 15+ YEARS 20 DAYS
#14 WICHITA CAD	NOT PAID WHEN EMPLOYEE LEAVES	12 DAYS / YR - MAX 90 DAYS	1-2 YEARS 12 DAYS 3 YEARS 13 DAYS 4 YEARS 14 DAYS 5-10 YEARS 15 DAYS 11+ YEARS 20 DAYS
#15 HARRISON CAD			1-2 YEARS 10 DAYS 3-14 YEARS 15 DAYS 15-19 YEARS 20 DAYS 20+ YEARS 25 DAYS

Appraisal District	Vacation	Sick	YEARS EXPERIENCE / TIME EARNED
#16	COMAL CAD	PTO- VAC/SICK/PERSONAL CAN CARRY OVER MAX OF 95 DAYS - UPON LEAVING IN GOOD STANDING EMPLOYEE WILL BE PAID FOR 30 DAYS	PTO- VAC/SICK/PERSONAL CAN CARRY OVER MAX OF 95 DAYS - UPON LEAVING IN GOOD STANDING EMPLOYEE WILL BE PAID FOR 30 DAYS 0-4 YEARS 25 DAYS 5-9 YEARS 27 DAYS 10-19 YEARS 30 DAYS 20+ YEARS 35 DAYS
#17	EL PASO CAD	NO ACCUMULATION - PAID UPON LEAVING	10 DAYS / YR - MAX 120 DAYS - NOT PAID WHEN EMPLOYEE LEAVES 1-5 YEARS 10 DAYS 6-15 YEARS 15 DAYS 16+ YEARS 20 DAYS
#18	MITCHELL CAD		10 DAYS / YR - MAX 90 DAYS 1-9 YEARS 12 DAYS 10-15 YEARS 15 DAYS 16-20 YEARS 15 DAYS + 1DAY FOR EACH MAX 30 DAYS
#19	ERATH CAD	20 DAY MAX CARRY OVER	12 DAYS / YEAR 1-4 YEARS 10 DAYS 5-9 YEARS 15 DAYS 10+ YEARS 20 DAYS
#20	LLANO CAD	PAID FOR EARNED VACATION WHEN EMPLOYEE LEAVES IN GOOD STANDING	12 DAYS / YEAR - MAX 60 DAY - NOT PAID WHEN EMPLOYEE LEAVES - EMPLOYEE MAY DONATE UNUSED TIME TO ANOTHER EMPLOYEE 0-1 YEAR 5 DAYS 2-4 YEARS 10 DAYS 5-14 YEARS 15 DAYS 15+ YEARS 20 DAYS
#21	MILLS COUNTY (COURT HOUSE)	PAID FOR EARNED VACATION WHEN EMPLOYEE LEAVES IN GOOD STANDING	10 DAYS/ YEAR - MAX 40 DAY - SICK LEAVE POOL - NOT PAID WHEN EMPLOYEE LEAVES - 44 FULL TIME EMPLOYEES - 1-10 YEARS 10 DAYS 11+ YEARS 15 DAYS