

## **19.00 MISCELLANEOUS POLICIES**

**19.01 SMOKING.** Smoking is prohibited in all County Buildings by order of the Commissioners Court. A violation of this order is a Class C Misdemeanor.

*(Legal Reference Health & Safety Code 121.003)*

**19.02 CHAIN OF COMMAND.** Individual county employees are responsible to the appropriate elected or appointed department head or to a supervisor designated by the elected official or department head. Elected officials are responsible to county voters. Directions regarding work to be done, expected results, the adequacy of work performance, and grievances will follow the chain of command.

**19.03 SERVICE AWARD PROGRAM.** All active County & District Employees, Officials and Department heads, regardless of employment category (i.e., regular full-time, part-time, temporary, labor pool), are eligible for the County Service Award Program. Awards levels are based upon five year increments of cumulative active employment, which may or may not include employment in more than one county department and/or a break in service. Service Awards are earned and awarded on the anniversary date of employment for the current position held. When combining separate periods of employment for the purpose of the Service Award Program, each length of service shall be calculated from the record date of hire (which may be adjusted for leave without pay) to the record date of termination and the total of all terms of employment shall be combined to determine the service level earned.