

# MONTGOMERY COUNTY, TEXAS

## EMPLOYEE POLICY MANUAL

### 1. INTRODUCTION

#### 1.3 APPLICABILITY

**APPLICATION OF POLICIES** 1.3-1 These policies apply equally to all employees of the County unless a class of employees is specifically exempted. In cases where federal or state laws or regulations supercede local policy for specific groups of employees, such laws or regulations will substitute to the extent necessary to comply.

**CIVIL SERVICE** 1.3-2 Since most County positions are covered by Civil Service, the persons holding them are also governed by Civil Service Regulations approved by the Montgomery County Civil Service Commission. These employees have the right to file a grievance with the Civil Service Commission if they are (1) suspended for more than three days, (2) demoted, or (3) discharged.

**VIOLATION OF POLICY** 1.3-3 Reasons for disciplinary action for positions covered by and excluded from Civil Service may include violation of the policies contained in this manual.