

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
2. EMPLOYMENT PRACTICES**

2.3 DATE OF HIRE/DATE OF TERMINATION

- PURPOSE** 2.3-1 It is important that Montgomery County be consistent in the manner in which an employee's date of hire and date of termination are determined.
- EFFECTIVE DATE OF HIRE** 2.3-2 A person's date of hire is the first day he is required to be physically present at the job site to perform the duties of the job. No one may begin working until after the department has been notified by Human Resources that the prospective new employee has received a negative result on a pre-employment, post-offer drug screen and, if applicable, he/she has passed a job-related physical agility test.
- EFFECTIVE DATE OF TERMINATION** 2.3-3 An employee's date of termination shall be his last day physically present at the job site. The only exception to this policy shall be when an existing employee is not hired or retained by a newly-elected official, in which case his termination date shall be the date the newly-elected official takes the oath of office (normally January 1), allowing him to be eligible for benefits under the Montgomery County Employee Benefit Plan through the end of that month if otherwise entitled to same. The employee who is not hired or retained will receive payment for the number of hours he would have been paid for that day had his employment continued. (Example: An employee who normally works an 8-hour day would receive payment for 8 hours for January 1.)
- PAPERWORK NEEDED** 2.3-4 As soon as the decision is made to hire a particular individual, the department must contact Human Resources to schedule a drug screen and, for some positions, a physical agility test. A completed Payroll Change Request Form (HR-001) must be received by the Budget Office by 8:00 a.m. on the Tuesday before the Monday's Commissioners Court session at which it is to be approved.
- RESIGNATIONS** 2.3-5 As soon as an employee gives notice that he plans to resign the elected official or department head should complete a Payroll Change Request Form, showing the last day the employee will physically work as the effective date, and forward it to the Budget Office. The employee will receive payment for accrued time as defined in other policies in this manual. Payment for accrued leave, if any, will be delayed if forms are not sent to the Budget Office in a timely manner.
- DISCHARGE** 2.3-6 When an individual is discharged, a completed Payroll Change Request Form must be forwarded to the Budget Office. The date of termination is the last day the employee was physically present at the job site unless the employee had been suspended, in which case the effective date would be the date of the decision to discharge. The employee will receive payment for accrued time as defined in other policies in this manual.