

Joann Gilbride

From: Amy L. Davis
Sent: Tuesday, February 06, 2018 3:58 PM
To: 'Felicia.Hays@dshs.texas.gov'
Cc: Joann Gilbride; Candy Blair; Samuel Grader; Eileen Prentice; Lynnette Hudson
Subject: FY19 CRI Grant Application
Attachments: FY19 CRI Budget Templates with Match - final 2 6 2018.xls; FY19 Contract Renewal Checklist.pdf; HEALTH CARE ORG CHART MASTER.pdf; PHEP Specialist Job Description - Davis.pdf; PHEP Specialist Job Description - Muth.pdf; 2018 Compensation Plan.pdf; Collin County FY16 Travel Policy Revised_10_2015.pdf

Ms. Hays,

I've attached the CRI budget template, checklist and supporting documentation for FY19 funding.

Please let me know if you have any questions.

Thank you,

Amy Davis

CRI Coordinator
Collin County Public Health Emergency Preparedness
825 N. McDonald #130
McKinney, Texas 75069
972-548-4473 Work
469-307-9853 Cell

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FY19 CONTRACT RENEWAL CHECKLIST

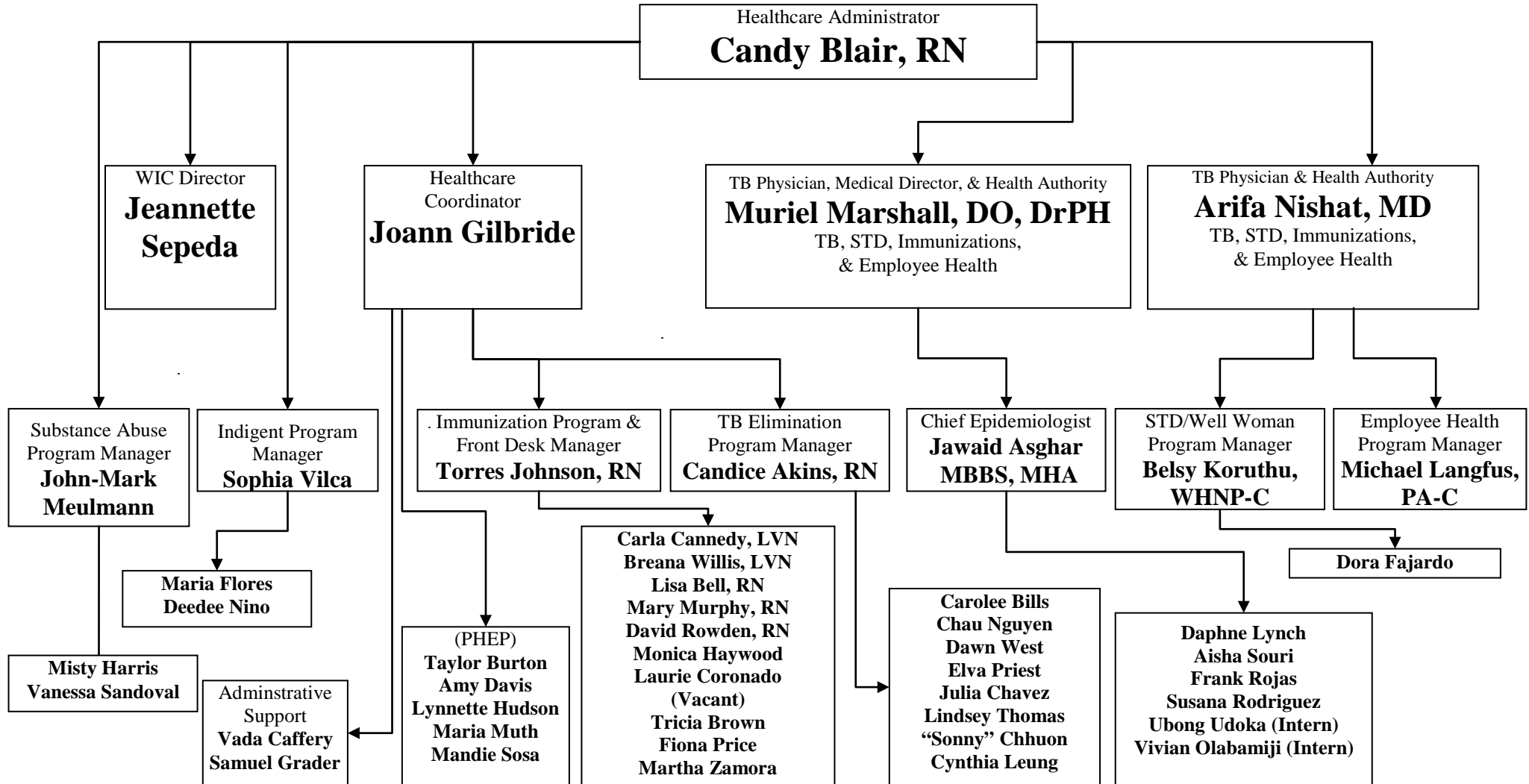
Include checklist with renewal submission. Renewals not including checklist and ALL required documents on checklist will not be processed and will be returned for completion.

CONTRACTOR NAME:
Collin County
COMPLETED BY:
Amy Davis

FORM	DESCRIPTION	X
1	Completed Checklist	x
2	Organizational Chart	x
3	Job Descriptions with salary ranges	x
4	Volunteer Job Descriptions, if applicable	
5	Budget Templates	x
6	Quotes and/or Technical Specifications for items listed on the Equipment page, if \$5,000 or above.	
7	Travel Policy that includes maximum limits for meal reimbursement, lodging, and mileage.	x
8	Indirect Rate Letter or Cost Allocation Plan, if applicable.	



COLLIN COUNTY HEALTH CARE SERVICES ORGANIZATIONAL CHART



Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Summary: Under general supervision of the Health Care Coordinator, participates in project planning and coordination with public and private sector organizations for emergency preparedness, specifically with management of Medical Reserve Corps (MRC) volunteers or performing City Readiness Initiative (CRI) grant activities. Provides logistical support and assistance in PHEP planning, workshops, meetings, trainings, and exercises. Assists in the training of staff and other response volunteers to maintain readiness.

Job Functions by Assignment – City Readiness Initiative		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Plans and coordinates open (public) and private (closed) Points of Dispensing (POD) in preparation for a public emergency. Recruits local businesses, churches, schools, and local governments to become PODs and provides assistance to organization by assisting with plan design, training, and providing volunteers to staff POD in the event of an emergency. Conducts quarterly POD drills and prepares reports identifying issues in emergency plans and areas of needed improvement.	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	25%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Identifies deliverables for grant funding and assists in the development of CRI grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
Other duties as assigned.		

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Job Functions by Assignment – Medical Reserve Corps		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Manages and coordinates Medical Reserve Corps (MRC) volunteers through recruitment, registration, credential verification, training, deployment and placement. Develops and manages volunteer policies, procedures, and standards for service. Tracks volunteer activity, maintains accurate records, and provides timely statistical and activity reports on volunteer participation to Collin County and National Medical Reserve Corps.	30%	Essential
Develops and prepares for Medical Reserve Corps (MRC) events such as CPR training, public health fairs, and orientation. Responsible for MRC volunteer preparedness training to include coordinating and scheduling outside vendor training and activities, conducting exercises and drills for volunteers and staff, and organizing volunteer staff meetings. Offers skill-building exercises to assure competency of volunteers.	25%	Essential
Collaborates with community organizations and other MRC programs to design, implement, and recruit for volunteer service opportunities. Promotes MRC to the community via flyers, brochures, and other promotional documents. Creates and publishes quarterly volunteer newsletter and training schedule. Organizes and participates in volunteer recognition programs and special events. Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	20%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	10%	Essential
Conducts research on local public health issues, including those related to training, assessment, planning, infrastructure and bioterrorism. Compiles and evaluates findings from research efforts and writes and revises materials based on the specific findings. Assists with writing and updating plans.	5%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	5%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
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Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Job Qualifications	
Education	High school diploma required. Bachelor's degree or higher education preferred or equivalent experience.
Licenses/Certifications	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
Experience	Must have at least two years of related experience in management and/or implementing policies and procedures; Public administration or emergency management highly desirable.
Reading	Work requires the ability to read, explain, and apply core program standards based on federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, and safety requirements.
Writing	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
Analytical Skills	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
Decision making	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
Job Complexity/ Judgment	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
Interpersonal Skills	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
Equipment & Software Skills	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
Supervision	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
Budget Responsibilities	Works in coordination with supervisor or designee to plan, submit, monitor, and manage the program's grant budget(s).
Other	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

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Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
Must meet deadlines	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
Make immediate decisions	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
Respond to emergency and/or crisis	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
Frequent shifts of attention	Ability to switch from one task to another, sometimes without notice.
Frequent interruptions	Perform with frequent interruptions or distractions.
Comprehend and follow instructions	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
Prioritization of tasks	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
Must speak in front of a group	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
Perform complex and varied tasks	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
Compose original documents	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
Complex work such as research, analysis, etc.	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
Handle sensitive and confidential information	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
Problem-solving	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

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Physical Demand Category

During typical work days:
Work: Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.

During Drills/Exercises/Events (a few times a year):
Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.

During Public Health or Other Emergencies (unpredictable):
Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.

Physical Activities

Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	
Standing	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

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Bending/twisting neck	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
Bending forwards/sideways at waist	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Squatting	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Climbing	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Kneeling	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Crawling	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Grasping	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
Foot controls	Frequently	Traveling to attend conferences, meetings, or trainings.
Fine hand movements - one hand	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
Fine hand movements - both hands	Frequently	Using keyboard.
Pushing/pulling with one hand	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Pushing/pulling with both hands	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Reaching above shoulder height	Frequently	Reaching files/supplies on top shelving.
Reaching below shoulder height	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
Lifting items above shoulder height	Frequently	Reaching files/supplies on top shelving.
Lifting/moving items weighing 0-10 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 11-25 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 26-50 pounds	Frequently	Lifting, carrying, or moving equipment for drills.
Lifting/moving items weighing 51-75 pounds	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
Lifting/moving items weighing 76-100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

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Lifting/moving items weighing over 100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
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Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.
Drill/training equipment	Totes with medical and office supplies, radios, CPR manikins.
Vehicle	County vehicle to travel to off-site locations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

Department Head Name: (Printed) _____

Department Head Signature: _____ **Date:** _____

Supervisor Name: (Printed) _____

Supervisor Signature: _____ **Date:** _____

Employee Name: (Printed) _____

Employee Signature: *Amy Davis* _____ **Date:** *2-6-18*

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Job Functions by Assignment – City Readiness Initiative		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Plans and coordinates open (public) and private (closed) Points of Dispensing (POD) in preparation for a public emergency. Recruits local businesses, churches, schools, and local governments to become PODs and provides assistance to organization by assisting with plan design, training, and providing volunteers to staff POD in the event of an emergency. Conducts quarterly POD drills and prepares reports identifying issues in emergency plans and areas of needed improvement.	30%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	25%	Essential
Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	25%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	10%	Essential
Responsible for completion of activities associated with public health preparedness including, but not limited to, coordinating and conducting drills and exercise, providing training to county and local officials, educating the public on what to do in the event of an emergency.	5%	Essential
Identifies deliverables for grant funding and assists in the development of CRI grant budget. Ensures deliverables are met to ensure continuation of grant funding.	5%	Essential
Assists in the deployment of health and medical resources in times of disaster and dispenses appropriate pharmaceuticals from the Strategic National Stockpile.	<1%	Essential
Other duties as assigned.		

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Job Functions by Assignment – Medical Reserve Corps		
<i>Percent of time is estimated and may vary depending on daily demands.</i>		
Function	Percent of Time	Essential / Non-Essential
Manages and coordinates Medical Reserve Corps (MRC) volunteers through recruitment, registration, credential verification, training, deployment and placement. Develops and manages volunteer policies, procedures, and standards for service. Tracks volunteer activity, maintains accurate records, and provides timely statistical and activity reports on volunteer participation to Collin County and National Medical Reserve Corps.	30%	Essential
Develops and prepares for Medical Reserve Corps (MRC) events such as CPR training, public health fairs, and orientation. Responsible for MRC volunteer preparedness training to include coordinating and scheduling outside vendor training and activities, conducting exercises and drills for volunteers and staff, and organizing volunteer staff meetings. Offers skill-building exercises to assure competency of volunteers.	25%	Essential
Collaborates with community organizations and other MRC programs to design, implement, and recruit for volunteer service opportunities. Promotes MRC to the community via flyers, brochures, and other promotional documents. Creates and publishes quarterly volunteer newsletter and training schedule. Organizes and participates in volunteer recognition programs and special events. Develops and maintains cooperative relationships with city leaders, emergency managers, environmental health managers, hospitals, volunteers, and other stakeholders throughout Collin County to ensure participation and coordination with public health emergency management plans in the event of an emergency.	20%	Essential
Produces and/or compiles documentation of program activities to ensure the program passes all financial, contract, and program audits.	10%	Essential
Conducts research on local public health issues, including those related to training, assessment, planning, infrastructure and bioterrorism. Compiles and evaluates findings from research efforts and writes and revises materials based on the specific findings. Assists with writing and updating plans.	5%	Essential
Participates in planning activities with local, regional, state, federal, and private partners and assists with analyzing and developing protocols. Attends seminars, meetings, and trainings to remain up to date on public health emergency information.	5%	Essential
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Job Qualifications	
Education	High school diploma required. Bachelor's degree or higher education preferred or equivalent experience.
Licenses/Certifications	Valid Texas Driver's License required. CPR Instructor preferred. Completion of National Incident Management System (NIMS) 100, 200, 300, 400, 700, courses expected within 60 days of hiring depending on availability of classes.
Experience	Must have at least two years of related experience in management and/or implementing policies and procedures; Public administration or emergency management highly desirable.
Reading	Work requires the ability to read, explain, and apply core program standards based on federal and state laws, Centers for Disease Control Capability guidelines, State of Texas Counter Measure guidance, the Collin County Emergency Operations plan, technical manuals, grant requirements, and safety requirements.
Writing	Work requires the ability to communicate professionally through the use of emails, letters, notes, reports, and memos to include general correspondence. Ability to produce high quality, formal and technical documents with minimal supervision.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division as well as basic algebra and statistics. Knowledge of MS Excel formula functions preferred.
Analytical Skills	Work requires in-depth analysis in order to gather and interpret data in situations where problems are somewhat complex. Must be able to critically think, identify root problems, and respond appropriately with limited time and resources.
Decision making	Decisions made by the incumbent could impact others in their group or unit or the public. An error in judgment might result in major confusion or inconvenience, especially in a public health emergency, and have significant cost in time or money to the organization. Must have sound judgment and be trusted to work with minimal supervision.
Job Complexity/ Judgment	Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of moderate judgment in applying policies and adapting standards in a non-emergency situation, and high levels of judgment in an emergency situation.
Interpersonal Skills	Ability to effectively and professionally interact with individuals and departments within the county as well as individuals outside the county who belong to a professional or peer organization. Collaborates with city and county fire and law enforcement personnel, local, state and federal officials; emergency medical services, local hospital personnel, public and private agencies, Medical Reserve Corps, Commissioners Court, vendors, and the public. Public speaking required.
Equipment & Software Skills	Work requires proficiency of using web browsers and intermediate to advance level of proficiency in Microsoft Office including Word, Excel, Adobe, PowerPoint, and Outlook. Experience with managing data, databases, data analysis, SharePoint, and Everbridge is highly desirable.
Supervision	Work involves instructing volunteers during drills and exercises and in the event of a public emergency. Work may be performed independently with only general direction; must keep supervisor and leadership informed of potential issues and is expected to follow chain of command.
Budget Responsibilities	Works in coordination with supervisor or designee to plan, submit, monitor, and manage the program's grant budget(s).
Other	The flexibility to work nights, weekends, and holidays as needed to meet training and outreach needs is required. Must be able to respond to public health emergencies on a 24/7/365 basis as needed.

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Working Conditions	
Mental/Emotional Demands	
Factor	Explanation
Must meet deadlines	Perform effectively in environments with frequent workload changes, regular interruptions, and competing demands. Must be able to perform well under the pressure of meeting multiple deadlines and/or deadlines with little notice to prepare and produce required documentation. Effective time management and ability to consistently meet grant contract, county wide, and departmental due dates is required.
Make immediate decisions	Ability to make sound and immediate decisions to respond quickly in specific situations in line with county, department, and program standards.
Respond to emergency and/or crisis	Ability to recognize an emergency situation and take appropriate action following standard policies and past precedents. Normal workdays should not involve emergency or crisis, however, by the very nature of the job it is expected that the incumbent will be activated and respond to a public health emergency.
Frequent shifts of attention	Ability to switch from one task to another, sometimes without notice.
Frequent interruptions	Perform with frequent interruptions or distractions.
Comprehend and follow instructions	Ability to understand and follow a set of clear oral and written instructions pertaining to the position. Sets a positive example for team members in carrying out directives.
Prioritization of tasks	Ability to set priorities which accurately reflect the relative importance of job responsibilities and prioritize to complete work in a timely manner.
Must speak in front of a group	Ability to comfortably and effectively present information in front of a group during trainings, meetings, and exercises.
Perform complex and varied tasks	Performs a wide range of complex tasks that may vary from day to day, sometimes with little predictability as to their occurrence.
Compose original documents	Memos, correspondence, training documents, technical reports, talking points, policies, procedures, reference materials, audit documentation, after action reports, etc.
Complex work such as research, analysis, etc.	Ability to perform complex professional-level work such as collecting and analyzing information and data, recognizing significant factors, relationships, and trends and the ability to make sound findings and recommendations based off analysis.
Handle sensitive and confidential information	Requires a commitment to privacy and the ability to handle confidential information. Experience with HIPAA and/or DSHS Confidentiality and Security standards a plus.
Problem-solving	Problems encountered are common, somewhat repetitive, and generally solved by following clear directions and procedures. Must have the ability to apply critical thinking and judgment to form an effective and acceptable solution as problems arise. Seeks information and resources to solve problems independently when possible and asks for guidance from supervisor or others when additional direction is needed.

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Physical Demand Category

During typical work days:
Work: Exerting up to 30 pounds of force or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Sedentary work involves sitting for extended periods of the time, but may involve walking or standing for long periods of time depending on the task. Sedentary work requires about 6 hours of sitting and may involve more than 2 hours of standing or walking in an 8-hour workday. Must be able to drive long distances to attend mandatory conferences and training.

During Drills/Exercises/Events (a few times a year):
Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat.

During Public Health or Other Emergencies (unpredictable):
Work: Exerting up to 60 lbs. of force frequently, or equivalent amount of force frequently to lift, carry, push, pull, or otherwise move objects and equipment, including the human body. Comfortable wearing N-95 mask or other personal protective equipment for periods of time. May require long periods of standing in extreme weather conditions such as cold, rain, dust, wind, or heat with little or no access to clean water supply, exposure to infectious diseases, and/or other hazardous conditions.

Physical Activities

Frequently <i>More than half of the work day, most work days</i>	Occasionally <i>A few hours a day, a few days per week</i>	Rarely <i>Less than one hour, one or fewer days per week</i>	Never <i>Never occurs</i>
Condition	Frequency	Examples (non-exhaustive list)	
Talking	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Hearing	Frequently	In regular day to day interactions with co-workers, county employees, volunteer groups, private and public entities, local, state, and federal agencies, schools, and other organizations over the phone and in person.	
Seeing	Frequently	Seeing the computer screen while performing job duties, reading paper documents, driving to and from off-site meetings and exercises, and while performing regular office duties. Includes peripheral vision, straight ahead vision, seeing short distance, seeing medium distance, seeing long distance, seeing small print, and seeing colors, seeing clearly at night.	
Sitting	Frequently	Requires physical ability to sit for long periods of time at a desk.	
Walking	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	
Standing	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercises.	

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Bending/twisting neck	Frequently	Retrieving files and making copies, conducting inventory of department's assets, while conducting drills and exercise, while reading documents and looking at computer monitors. Teaching CPR classes.
Bending forwards/sideways at waist	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Squatting	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Climbing	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Kneeling	Frequently	Conducting drills and exercises and picking up equipment for drills and events. Teaching CPR classes.
Crawling	Occasionally	Conducting drills and exercises and picking up equipment for drills or during an activation event.
Grasping	Frequently	Writing with a pen/pencil, holding papers/files, holding the phone, holding equipment for drills and events.
Foot controls	Frequently	Traveling to attend conferences, meetings, or trainings.
Fine hand movements - one hand	Frequently	Using keyboard, writing, entering numbers on calculator or phone.
Fine hand movements - both hands	Frequently	Using keyboard.
Pushing/pulling with one hand	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Pushing/pulling with both hands	Frequently	Opening and/or closing filing cabinets and office doors, pulling equipment for drills and events.
Reaching above shoulder height	Frequently	Reaching files/supplies on top shelving.
Reaching below shoulder height	Frequently	Reaching for or placing files or supplies on bottom shelf, refilling paper in copier.
Lifting items above shoulder height	Frequently	Reaching files/supplies on top shelving.
Lifting/moving items weighing 0-10 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 11-25 pounds	Frequently	Lifting, carrying, or moving papers, supplies, equipment, and files.
Lifting/moving items weighing 26-50 pounds	Frequently	Lifting, carrying, or moving equipment for drills.
Lifting/moving items weighing 51-75 pounds	Occasionally	Lifting, carrying, or moving equipment for drills or activation events.
Lifting/moving items weighing 76-100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.

Collin County Job Description PHEP Specialist

Department	Health Care Services	FLSA Status	Non-Exempt
Direct Supervisor	Health Care Coordinator	Grade	536
Supervises	n/a	Job Code	100091

Lifting/moving items weighing over 100 pounds	Occasionally with Assistance	Lifting, carrying, or moving equipment for drills or activation events.
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Environmental Factors	
Factor	Explanation
Noise	Moderate noise made by other co-workers, customers, phones, etc. Undetermined noise frequency associated with drills, events and emergencies. Undetermined weather conditions associated with activities could include extreme heat, dust, rain, wind, or cold

Equipment Used	
Description	Explanation
Office equipment	Computer, copier, printer, fax machine, scanner, and phone.
Drill/training equipment	Totes with medical and office supplies, radios, CPR manikins.
Vehicle	County vehicle to travel to off-site locations.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

I have reviewed this job description and find it to be an accurate reflection of the responsibilities and demands of this job.

Department Head Name: (Printed) _____

Department Head Signature: _____ **Date:** _____

Supervisor Name: (Printed) _____

Supervisor Signature: _____ **Date:** _____

Employee Name: (Printed) Maria Muth

Employee Signature: Maria Muth **Date:** 2/6/2018

**Collin County Compensation Plan
2018**

Exempt Positions				
Job Title	Grade	Minimum	Midpoint	Maximum
Court Administrator	518	81,307	105,879	130,451
Development Services Manager	518	81,307	105,879	130,451
IT Security Officer	518	81,307	105,879	130,451
IT Senior Manager	518	81,307	105,879	130,451
Master Architect	518	81,307	105,879	130,451
System Programming Supervisor	518	81,307	105,879	130,451
Application Administrator	517	74,808	97,411	120,014
Chief Deputy Clerk	517	74,808	97,411	120,014
Emergency Manager	517	74,808	97,411	120,014
Nurse Practitioner	517	74,808	97,411	120,014
Physician Assistant	517	74,808	97,411	120,014
Senior Project Manager	517	74,808	97,411	120,014
Database Administrator	516	68,915	89,723	110,531
Equipment Services Manager	516	68,915	89,723	110,531
HR Manager	516	68,915	89,723	110,531
HRIS/Systems Manager	516	68,915	89,723	110,531
Infrastructure Supervisor	516	68,915	89,723	110,531
Network Engineer	516	68,915	89,723	110,531
Parks And Projects Manager	516	68,915	89,723	110,531
Project Manager	516	68,915	89,723	110,531
Risk Manager	516	68,915	89,723	110,531
SQL Database Analyst	516	68,915	89,723	110,531
Senior Network Administrator	516	68,915	89,723	110,531
Senior System Analyst/Programmer	516	68,915	89,723	110,531
Superintendent Facilities	516	68,915	89,723	110,531
Superintendent Road & Bridge	516	68,915	89,723	110,531
Business Analyst	515	63,494	82,674	101,853
GIS Supervisor	515	63,494	82,674	101,853
IT Security Administrator	515	63,494	82,674	101,853
Network/Systems Administrator	515	63,494	82,674	101,853
Operation Supervisor	515	63,494	82,674	101,853
PHEP Coordinator	515	63,494	82,674	101,853
Parks Manager	515	63,494	82,674	101,853
Public Information Officer	515	63,494	82,674	101,853
System Analyst/Programmer	515	63,494	82,674	101,853
Web Development Programmer	515	63,494	82,674	101,853

**Collin County Compensation Plan
2018**

Exempt Positions				
Job Title	Grade	Minimum	Midpoint	Maximum
Asst Emergency Mgmt Specialist	514	58,552	76,264	93,975
Building Projects Coordinator	514	58,552	76,264	93,975
Deputy Elections Administrator	514	58,552	76,264	93,975
Epidemiologist	514	58,552	76,264	93,975
Financial Analyst II	514	58,552	76,264	93,975
GIS Analyst	514	58,552	76,264	93,975
Program Administrator	514	58,552	76,264	93,975
Senior Administrator	514	58,552	76,264	93,975
Audio/Visual Administrator	513	54,088	70,431	86,773
Law Librarian	513	54,088	70,431	86,773
Records Management Officer	513	54,088	70,431	86,773
Unified Communication Admin	513	54,088	70,431	86,773
WIC Supervisor	513	54,088	70,431	86,773
Administrative Manager (D.A.)	512	49,996	65,100	80,203
Counselor (Substance Abuse)	512	49,996	65,100	80,203
Court Coordinator	512	49,996	65,100	80,203

**Collin County Compensation Plan
2018**

Non-Exempt Positions				
Job Title	Grade	Minimum	Midpoint	Maximum
Chief Field Agent	539	60,901	72,593	84,286
Financial Operations Supervisor	539	60,901	72,593	84,286
Health Care Coordinator	539	60,901	72,593	84,286
Nurse (RN)	539	60,901	72,593	84,286
Program Coordinator	539	60,901	72,593	84,286
Financial Analyst	538	55,424	66,069	76,714
Functional Analyst	538	55,424	66,069	76,714
PHEP Planner	538	55,424	66,069	76,714
Probate Administrator	538	55,424	66,069	76,714
Senior Benefits Representative	538	55,424	66,069	76,714
Treasury Administrator	538	55,424	66,069	76,714
Assistant WIC Program Supervisor	537	50,539	60,267	69,993
CAD Operator	537	50,539	60,267	69,993
Criminalist	537	50,539	60,267	69,993
Environmental Construction Specialist	537	50,539	60,267	69,993
Facilities Tech Coordinator	537	50,539	60,267	69,993
Field Agent	537	50,539	60,267	69,993
Fleet Analyst	537	50,539	60,267	69,993
Food Service Supervisor	537	50,539	60,267	69,993
Foreman	537	50,539	60,267	69,993
Human Resources Generalist	537	50,539	60,267	69,993
Indigent Eligibility Specialist	537	50,539	60,267	69,993
Office Coordinator	537	50,539	60,267	69,993
Shop Coordinator	537	50,539	60,267	69,993
Veterans Service Officer	537	50,539	60,267	69,993
Animal Control Supervisor	536	46,251	55,140	64,027
Budget Technician	536	46,251	55,140	64,027
Building Maintenance Technician II	536	46,251	55,140	64,027
Election Supply Coordinator	536	46,251	55,140	64,027
Equipment Technician	536	46,251	55,140	64,027
Events Coordinator	536	46,251	55,140	64,027
Farm Museum Coordinator	536	46,251	55,140	64,027
GIS Coordinator	536	46,251	55,140	64,027
Health Care Analyst	536	46,251	55,140	64,027
Inspector	536	46,251	55,140	64,027
JP Court Administrator	536	46,251	55,140	64,027
Network Support Specialist	536	46,251	55,140	64,027
Parts Specialist	536	46,251	55,140	64,027
Parts Warehouse Supervisor	536	46,251	55,140	64,027
Payroll Coordinator	536	46,251	55,140	64,027
PHEP Specialist	536	46,251	55,140	64,027

**Collin County Compensation Plan
2018**

Non-Exempt Positions				
<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Probate Auditor	536	46,251	55,140	64,027
Public Works Representative	536	46,251	55,140	64,027
Right of Way Coordinator	536	46,251	55,140	64,027
Senior Nutritionist	536	46,251	55,140	64,027
Utilities Manager	536	46,251	55,140	64,027
Assistant Law Librarian	535	42,426	50,578	58,730
Auxiliary Court Liaison	535	42,426	50,578	58,730
Benefits Representative	535	42,426	50,578	58,730
Early Voting Coordinator	535	42,426	50,578	58,730
Guardianship Coordinator	535	42,426	50,578	58,730
Help Desk Support Specialist	535	42,426	50,578	58,730
Lead Clerk	535	42,426	50,578	58,730
Lead Operator	535	42,426	50,578	58,730
Nutritionist	535	42,426	50,578	58,730
Office Administrator	535	42,426	50,578	58,730
Property Tax Liaison	535	42,426	50,578	58,730
Teen Court Coordinator	535	42,426	50,578	58,730
Victim Assistance Coordinator	535	42,426	50,578	58,730
Voter Registration Coordinator	535	42,426	50,578	58,730
Administrative Secretary	534	39,042	46,561	54,078
Animal Control Lead	534	39,042	46,561	54,078
Asset Management Technician	534	39,042	46,561	54,078
Building Maintenance Technician I	534	39,042	46,561	54,078
Case Coordinator	534	39,042	46,561	54,078
ERMS Specialist	534	39,042	46,561	54,078
Geocode Tech Coordinator	534	39,042	46,561	54,078
Housekeeping Coordinator	534	39,042	46,561	54,078
Indigent Care Coordinator	534	39,042	46,561	54,078
Legal Secretary II	534	39,042	46,561	54,078
Mail/Supply Supervisor	534	39,042	46,561	54,078
Nurse (LVN)	534	39,042	46,561	54,078
TB Outreach	534	39,042	46,561	54,078
Voter Registration Analyst	534	39,042	46,561	54,078
A.F.I.S. Technician	533	36,020	42,944	49,869
Accounting Tech	533	36,020	42,944	49,869
Assistant Event Coordinator	533	36,020	42,944	49,869
Control Room Operator	533	36,020	42,944	49,869
Deputy County Clerk II	533	36,020	42,944	49,869
Deputy District Clerk II	533	36,020	42,944	49,869
Deputy Tax Clerk II	533	36,020	42,944	49,869
Equipment Operator	533	36,020	42,944	49,869

**Collin County Compensation Plan
2018**

Non-Exempt Positions				
Job Title	Grade	Minimum	Midpoint	Maximum
Food Service Tech	533	36,020	42,944	49,869
Fuel Transport Agent	533	36,020	42,944	49,869
Human Resources Assistant	533	36,020	42,944	49,869
IT Assistant	533	36,020	42,944	49,869
Inventory Control Clerk	533	36,020	42,944	49,869
Legal Secretary I	533	36,020	42,944	49,869
Payroll Specialist	533	36,020	42,944	49,869
Senior Eligibility Clerk	533	36,020	42,944	49,869
Senior Passport Clerk	533	36,020	42,944	49,869
Shop Technician	533	36,020	42,944	49,869
Title Specialist II	533	36,020	42,944	49,869
Traffic Maintenance Tech	533	36,020	42,944	49,869
Account/Office Clerk	532	33,305	39,713	46,120
Animal Control Officer	532	33,305	39,713	46,120
Assistant Veterans Service Officer	532	33,305	39,713	46,120
Autopsy Technician	532	33,305	39,713	46,120
Collections Clerk	532	33,305	39,713	46,120
Criminal Justice Information Specialist	532	33,305	39,713	46,120
Deputy County Clerk I	532	33,305	39,713	46,120
Deputy District Clerk I	532	33,305	39,713	46,120
Grounds Maintenance Tech	532	33,305	39,713	46,120
Lead Worker	532	33,305	39,713	46,120
Legal Clerk II	532	33,305	39,713	46,120
Medical Assistant	532	33,305	39,713	46,120
Public Services Officer	532	33,305	39,713	46,120
Research Specialist	532	33,305	39,713	46,120
Secretary	532	33,305	39,713	46,120
Title Specialist	532	33,305	39,713	46,120
Truck Driver	532	33,305	39,713	46,120
Veterinary Technician	532	33,305	39,713	46,120
Voter Registration/Elections Clerk II	532	33,305	39,713	46,120
Deputy Tax Clerk I	531	30,903	36,860	42,815
Eligibility Clerk	531	30,903	36,860	42,815
Grounds Keeper	531	30,903	36,860	42,815
Information Clerk/Receptionist	531	30,903	36,860	42,815
Lead Security Guard	531	30,903	36,860	42,815
Legal Clerk I	531	30,903	36,860	42,815
Maintenance Specialist	531	30,903	36,860	42,815
Tech II	531	30,903	36,860	42,815
Vehicle Registration Clerk II	531	30,903	36,860	42,815

**Collin County Compensation Plan
2018**

Non-Exempt Positions				
<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Immunization Service Aid	530	28,785	34,288	39,790
Mail Technician	530	28,785	34,288	39,790
Outreach Specialist	530	28,785	34,288	39,790
Passport Clerk	530	28,785	34,288	39,790
Security Guard	530	28,785	34,288	39,790
Tech I	530	28,785	34,288	39,790
Vehicle Registration Clerk	530	28,785	34,288	39,790
Voter Registration/Elections Clerk	530	28,785	34,288	39,790

**Collin County Compensation Plan
2018**

Legal Positions				
<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1st Assistant District Attorney	591	136,603	162,819	189,036
2nd Assistant District Attorney	588	112,054	133,568	155,083
Chief Appellate Attorney	588	112,054	133,568	155,083
Chief MHMC Attorney	588	112,054	133,568	155,083
Chief Felony Prosecutor	587	103,045	122,856	142,666
Legal Advisor	587	103,045	122,856	142,666
Felony Appellate Attorney	584	80,716	96,217	111,718
Felony Prosecutor	584	80,716	96,217	111,718
Chief Misdemeanor Prosecutor	583	74,523	88,828	103,132
Misdemeanor Prosecutor	580	58,957	70,317	81,677

**Collin County Compensation Plan
2018**

Law Enforcement Exempt Positions

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Deputy	575	100,923	118,080	135,235
Fusion Center Director	574	93,445	109,336	125,226
Jail Administrator	574	93,445	109,336	125,226
Chief Criminal Investigator (DA)	573	86,509	101,232	115,954
Commander	573	86,509	101,232	115,954
Captain	572	79,743	93,310	106,877
Deputy Chief Investigator (DA)	572	79,743	93,310	106,877
Fire Marshal	572	79,743	93,310	106,877
Chief Deputy Constable	570	68,651	80,337	92,021
Lieutenant	570	68,651	80,337	92,021

Law Enforcement Non-Exempt Positions

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Sergeant	558	64,648	75,652	86,655
Criminal Investigator	557	60,574	70,883	81,192
Deputy Fire Marshal	557	60,574	70,883	81,192
Felony Investigator (DA)	557	60,574	70,883	81,192
Inmate Program Coordinator	557	60,574	70,883	81,192
Jail Case Coordinator	557	60,574	70,883	81,192
Public Safety Comm Manager	557	60,574	70,883	81,192
Research Analyst	557	60,574	70,883	81,192
Deputy Constable II	556	56,800	66,450	76,099
Deputy Sheriff	556	56,800	66,450	76,099
Investigator	556	56,800	66,450	76,099
Jail Sergeant	556	56,800	66,450	76,099
Misdemeanor Investigator (DA)	556	56,800	66,450	76,099
Deputy Constable	555	52,999	62,016	71,032
Deputy Sheriff - Recruit	555	52,999	62,016	71,032
Court Officer	554	49,225	57,571	65,918
Courthouse Deputy	554	49,225	57,571	65,918
Assistant Communications Supervisor	553	46,394	54,294	62,192
Community Corrections Officer	553	46,394	54,294	62,192
Crim Justice Info Supervisor	553	46,394	54,294	62,192
Jail Case Officer	553	46,394	54,294	62,192
Transfer Officer	552	43,190	50,530	57,871
Dispatcher	551	40,358	47,227	54,096
Detention Officer	550	37,701	45,377	53,052

**Collin County Compensation Plan
2018**

Legal Entities Outside Commissioner Court - Exempt Positions				
CSCD, Purchasing, Auditor, Juvenile				

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Assistant Director CSCD	615	63,494	82,674	101,853
Audit Manager	516	68,915	89,723	110,531
Juvenile Detention Superintendent	516	68,915	89,723	110,531
Assistant Detention Superintendent	515	63,494	82,674	101,853
Assistant Purchasing Agent	514	58,552	76,264	93,975
Clinical Services Coordinator	514	58,552	76,264	93,975
Adolescent Counselor	512	49,996	65,100	80,203

**Collin County Compensation Plan
2018**

Legal Entities Outside Commissioner Court - Non-Exempt Positions CSCD, Purchasing, Auditor, Juvenile

<u>Job Title</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Unit Supervisor (CSCD)	640	67,102	79,996	92,888
Supervisor (CSCD)	639	60,901	72,593	84,286
Functional Analyst (CSCD)	638	55,424	66,069	76,714
Community Supervision Resource Officer (CSCD)	637	50,539	60,267	69,993
Office Coordinator (CSCD)	637	50,539	60,267	69,993
Lead Clerk (CSCD)	635	42,426	50,578	58,730
Administrative Secretary (CSCD)	634	39,042	46,561	54,078
Accounting Tech (CSCD)	633	36,020	42,944	49,869
Caseworker (CSCD)	633	36,020	42,944	49,869
IT Assistant (CSCD)	633	36,020	42,944	49,869
Secretary (CSCD)	632	33,305	39,713	46,120
Clerk (CSCD)	630	28,785	34,288	39,790
Section Leader/Compliance Audit	540	67,102	79,996	92,888
Accountant/Auditor	539	60,901	72,593	84,286
Grant Resource Administrator	539	60,901	72,593	84,286
Accounts Payable Supervisor	538	55,424	66,069	76,714
Functional Analyst	538	55,424	66,069	76,714
Juvenile Alt Educ Prog Coord	538	55,424	66,069	76,714
Juvenile Detention Unit Supervisor	538	55,424	66,069	76,714
Juvenile Probation Unit Supervisor	538	55,424	66,069	76,714
Juvenile Services Compliance Officer	538	55,424	66,069	76,714
Juvenile Court Liaison	537	50,539	60,267	69,993
Juvenile Resource/Special Prog Ofcr	537	50,539	60,267	69,993
Lead Juvenile Probation Officer	537	50,539	60,267	69,993
Senior Buyer	537	50,539	60,267	69,993
Accounting/Audit Specialist	536	46,251	55,140	64,027
Buyer II	536	46,251	55,140	64,027
Buyer I	535	42,426	50,578	58,730
Juvenile Probation Officer	535	42,426	50,578	58,730
Juvenile Supervision Officer	535	42,426	50,578	58,730
Purchasing Administrator	535	42,426	50,578	58,730
Accounts Payable Technician	533	36,020	42,944	49,869
Supervision Officer (CSCD)	435	42,426	51,443	60,457

Collin County Travel Policy

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FY2019

Cities Readiness Initiative

Applicant Information

Legal Name of Applicant Agency:
Mailing Address:

Collin County

Street / PO Box: 825 N. McDonald Street, Suite #130
City: McKinney
Zip: 75069

Payee Name:

Collin County

Payee Mailing Address:

Street / PO Box: 825 N. McDonald Street, Suite #130
City: McKinney
Zip: 75069

State of Texas Comptroller Vendor ID # (9 digit + 3 digit mail code):

DUNS # (9 digits required for subrecipient contractors):

74873449

Type of Entity (Choose one)

City: Click on appropriate box
County:
Other Political Subdivision:

Project Period

Start Date: 7/1/2018
End Date: 6/30/2019

Counties Served

County(ies) Served:

Collin County

Amount of Funding Allocated:

\$128,650.00

CONTACT PERSON INFORMATION

Legal Business Name:

This form provides information about the appropriate contacts in the contractor's organization in addition to those on the FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the Contract Management Unit.

Health Director/CEO:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

B-13/FSR Rep:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

PHEP (HAZARDS) Program Leader:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

SNS (CRI) Coordinator:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

Authorized Signatory:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

Emergency Contact:
Cell Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

Collin County

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding (Match) (5)	Other Funds (6)
A. Personnel	\$88,257	\$84,306			\$3,951	
B. Fringe Benefits	\$36,249	\$34,962			\$1,287	
C. Travel	\$4,405	\$4,405			\$0	
D. Equipment	\$0	\$0			\$0	
E. Supplies	\$867	\$867			\$0	
F. Contractual	\$0	\$0			\$0	
G. Other	\$11,730	\$4,110			\$7,620	
H. Total Direct Costs	\$141,509	\$128,650	\$0	\$0	\$12,859	\$0
I. Indirect Costs	\$0	\$0				
J. Total (Sum of H and I)	\$141,509	\$128,650	\$0	\$0	\$12,859	\$0
				Match Percentage	10.00%	

If the Contractor is using Indirect Costs as Match, then enter the amount in Line 16, Column H.

TRAVEL Budget Category Detail Form

Legal Name of Respondent:

Collin County

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days & Employees		
Preparedness Coalition Symposium	Conference for public health and emergency preparedness professionals	Galveston, TX	4 days, 1 employee	Mileage	\$100
				Airfare	\$350
				Meals	\$200
				Lodging	\$600
				Other Costs	\$20
				Total	\$1,270
Region VI Talon MRC Meeting	Regional MRC Annual Meeting	TBD	4 days/1 Employee	Mileage	\$100
				Airfare	\$350
				Meals	\$200
				Lodging	\$600
				Other Costs	\$20
				Total	\$1,270
Texas Emergency Management Conference	Conference for public health and emergency preparedness professionals	San Antonio, TX	5 days/1 employee	Mileage	\$100
				Airfare	\$350
				Meals	\$250
				Lodging	\$600
				Other Costs	\$20
				Total	\$1,320
				Mileage	\$0
				Airfare	\$0
				Meals	\$0
				Lodging	\$0
				Other Costs	\$0
				Total	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

Total for Conference / Workshop Travel

\$3,860

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Out of office meetings, seminars, exercises, trainings, including day travel within DFW metroplex. Will be utilized by all PHEP funded staff	750	\$0.545	\$409		\$409
Short seminars, conferences, meetings within the state of Texas. Will be utilized by all PHEP funded staff.	250	\$0.545	\$136		\$136
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel \$545

Other / Local Travel Costs: \$545

Conference / Workshop Travel Costs: \$3,860

Total Travel Costs: \$4,405

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

Collin County

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.)

Description of Item <small>Provide estimated quantity and cost</small>	Purpose & Justification	Total Cost
Office supplies	Clipboards, paper, writing utensils, labels, folders, binders, etc...to produce reports, documentation, and support grant functions.	\$200
POD Supplies	Various medical and non-medical supplies for deployable POD kits. These include additional POD signage inside the POD, external signage and drive-thru items (such as cones, safety lights, and small barriers), replacement or existing expired POD supplies (such as hand sanitizer, hand held radios, batteries, bandages, scales, masks, PPE, storage containers and bags, training assets for drills, etc...), administrative supplies for drive-thru PODs (such as enclosed clipboards), and POD inventory supplies (such as inventory marking tools and supplies).	\$200
Alternate Dispensing Supplies	Gloves, masks, crowd control posts, signs, etc., as needed to support various deliverables, including Mass Prophylaxis operations and dispensing models other than open PODs. Also includes alpha or first responder POD planning not covered by POD supplies. Medical supplies and non-medical office-type supplies, specific quantities or items are not finalized at this time.	\$200
MRC Deployment Supplies	Deployment supplies are for the MRC members to be prepared for activation to an incident, event or POD site; these supplies include preparedness items and the necessary supplies to sustain activities (i.e. preparedness supplies, "go bag" supplies, blankets, first aid kits, totes, portable chargers, etc....)	\$267

OTHER COSTS Budget Category Detail Form

Legal Name of Respondent:

Collin County

Description of Item Include quantity and cost/quantity	Purpose & Justification	Total Cost
ATT Wireless Cell Phone	Phone/data service (2 users, \$70/month, 12 months)	\$1,680
Facility Rental Fee	Facility rental fees associated with training classes/events (2 events at \$150 each event as one-time payment)	\$100
Printing and Communication Materials	Printing for additional grant related activities, events and public education or other outreach brochures, flyers, postcards, coloring books, posters and other materials to educate the public about SNS and mass prophylaxis; printing of employee business cards, as needed.	\$100
Conference/Workshop Registration Fees	Registration fees for; registration for Texas Emergency Management Conference; registration for Preparedness Coalition and other conference/workshop fees relevant to the program	\$500
CPR Training Costs	Training for grant employees and MRC members to obtain essential CPR skills. This training will ensure responder safety and health at PODs, alternate dispensing locations, and other locations that may utilize the MRC volunteers. Training will prepare public health agency staff and MRC volunteers responding to an incident.	\$500

Collin County Travel Policy

1. Purpose

Commissioners Court recognizes expenditure of public funds for travel is necessary to conduct County business. This policy establishes appropriate requirements, limitations, and guidelines for county employee business travel. The purpose of this policy is to:

- Establish the appropriate use of, and limitations on use of, public funds for travel by employees
- Ensure travel expenses of employees are for legitimate, reasonable business travel
- Provide an expectation to employees to be conscientious in their use of public funds for travel
- Require accountability for the use of public funds by County employees and officials

The County Auditor shall have the discretion to approve departures from this policy if such departure fulfills the purposes set out in this Section.

2. Scope

This policy applies to all employees whose travel expenses are paid from public funds controlled by the County or by County Officials. Travel expenses for non-county employees are not covered by this policy and travel parameters should be established before the expense is incurred on a case by case basis.

3. Definitions

As used in the policy, travel for **County business** shall pertain to either of the following:

- Business travel for the purpose of conducting official authorized County business.
- Professional/Educational Travel to attend meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the County.

For purposes of this policy, **employee** includes elected officials, appointed officials and paid employees of Collin County. This policy does not cover travel for volunteers, consultants, or other person representing the County on a business trip. Parameters for travel for others not covered by this policy must be established in advance of the travel on a case by case basis.

A **business meal** is a meal expense incurred by an employee for the employee and another person. The other person may be another employee or an outside person. The meal has to be incurred in conjunction with a business purpose related to County business. The business meal is not considered a travel meal under this policy.

A **travel meal** is a meal expense incurred by an employee for travel purposes. There are two types of travel meals:

- Day Travel Meal – a meal expense for any travel that does not include an overnight stay. The cost of day travel meals are normally paid through payroll and require employment taxes and withholdings to be taken from the reimbursement.
- Overnight Travel Meal – a meal expense for any travel that does include an overnight stay.

Collin County Travel Policy

4. General Policy Provisions

Qualifying travel expenses will be paid or reimbursed for an employee traveling on County business, provided the employee keeps and submits invoices, receipts, and all other required documentation for those expenses. Meals during travel are paid on a per diem basis (fixed amount per day) and do not require receipts.

All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

The policy covers items normally encountered as business or travel expense.

Travel expenses are not allowed for two or more county employees on the same receipt and travel voucher. Each employee must pay for their individual travel expenses. Exceptions can be made by the County Auditor if necessary.

Duplicate travel expense payments or reimbursements to an employee are prohibited. This includes payment or reimbursement for the trip by both the County and outside party.

If travel expenses of an employee are being paid by another source, the employee may claim reimbursement for travel expenses from the County for any expenses allowed under this policy that are not reimbursed by the other source, with proper documentation.

If travel expenses are paid from grant funds, the grantor may have specific requirements for travel expenses. The employee should check with the County Auditor's Office prior to travel. If the travel expenses allowed by this policy are greater than the expense reimbursement from the grant, the employee may submit the additional expenses separately for reimbursement if funds are available and budgeted in a budget that is available for use by the employee.

Travel outside of the continental United States requires prior approval of the Commissioners Court at least 30 days before the departure date of the trip.

Employees may, on occasion, combine personal and County travel on the same trip provided there is no additional cost to the County; personal travel is not reimbursed. An exception is allowed when a family member is formally representing Collin County and has been expressly invited for that purpose such as when an elected official is receiving an award from another organization or government; the invitation must be submitted to the County Auditor with the travel documentation.

If an employee is combining personal and business travel, the County will only pay for or reimburse expenses for the business travel portion of the trip. There should be no additional cost to the County for the personal travel. The County Auditor shall determine the cut off between personal and business travel. If there is any personal travel involved in a business trip, the employee, before they complete their travel plans, shall seek the opinion of the County Auditor as to the estimated cut off between personal and business expenses.

If a county vehicle is used for transportation, the employee must follow all other applicable County policies and procedures.

Collin County Travel Policy

5. General Travel Guidelines

An estimate of the expected travel expenses must be completed in a format approved by the County Auditor and submitted to the Auditor's Office prior to travel. Travel estimates related to inmate transport are not required to be submitted to the Auditor's Office. The County Auditor shall determine if there are sufficient budgeted funds available for the trip; if there is not sufficient funding, the County Auditor will notify the department. Any travel without sufficient budgeted funding may only be reimbursed to the amount of available budget.

If an advance of estimated expenses for the trip is required, the request for an advance must be submitted in sufficient time to permit processing and approval of the advance. Sufficient time is determined by the County Auditor. An advance is dependent upon availability of budgeted funds. The County Auditor has the authority to refuse to issue an advance, in accordance with the Local Government Code.

The County Auditor shall establish deadlines for submitting travel documentation. Employees submitting travel documents after the established deadline risk being held personally liable for the expenses.

Travel should be scheduled well in advance when possible in order to take advantage of lower rates.

All records for travel and training using public funds are open to inspection under the Texas Open Records Act, unless otherwise prohibited by law.

Requisitions/Purchase orders are not required for any travel related expenses including registration.

6. County Auditor Responsibility

The County Auditor shall be responsible for implementation and interpretation of this policy, as well as enforcement of the policy, in accordance with Local Government Code 112.002, 112.006, and 112.007.

The County Auditor shall issue, maintain, and update any accounting procedure, control, and form needed to ensure compliance with this policy.

The County Auditor shall notify the Commissioners Court whenever there is a change in the optional standard mileage rate set by the IRS; the rate will be used to reimburse employees for use of their personal vehicle as of the effective date of the IRS implementation.

7. County Official and Department Head Responsibility

County officials and department heads are responsible for ensuring travel expenditures are valid and appropriate.

County officials and department heads should ensure budgeted travel funds are available before authorizing travel for their employees. If travel is authorized without budgeted funds available, the County official or department head may be held responsible for reimbursing the County for any amount not budgeted.

County officials and department heads are expected to send the fewest number of individuals required to a seminar, conference, or meeting, taking into consideration the objectives or needs of the department.

Collin County Travel Policy

If there are any questions regarding this policy, the County official or department head should seek County Auditor opinion prior to travel if unusual circumstances are involved or the policy does not provide clear guidance.

Any exceptions to this Policy must be approved by Commissioners Court prior to expenditure of public funds for travel.

8. Employee Responsibility

Employees should use good judgment and be aware they are spending public funds. An employee on official county business should exercise the same care in incurring expenses and accomplishing official business that a prudent person would exercise if traveling for personal business. Excess costs, indirect routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business are not considered as exercising prudence.

In accordance with this Policy and procedures established by the County Auditor, employees traveling on County business will be paid or reimbursed for reasonable expenses incurred if travel funds have been budgeted.

Employees traveling on official county business must submit all required receipts for audit and reimbursement or risk being held personally liable for their travel expenses.

Employees are personally responsible for any expense not allowed under this policy. If the disallowed expense has been charged on a County procurement card, the employee shall promptly reimburse the County for that charge in accordance with the Procurement Card Policy.

Any employee found to be submitting false travel claims is subject to disciplinary action, up to and including termination and possible prosecution.

When making travel arrangements, the employee must submit appropriate documentation to the County Auditor of any reasonable accommodations needed under the Americans with Disabilities Act. Reasonable accommodation requests should be coordinated with travel, transportation, lodging, meals, and conference officials, as necessary, to comply with the needs of the employee.

If a death, serious injury or grave illness occurs in an employee's immediate family, the employee is authorized to immediately return at county expense. When, during a period of official travel, an employee dies due to illness or injury not induced by personal misconduct, the county will pay all transportation expenses to return the employee. The employees' next of kin may travel at county expense to make necessary arrangements. Expenses will be reimbursed according to this County policy. If injured while traveling, the injury must be reported to the County Risk Manager.

Collin County Travel Policy

9. Transportation

9.1 Air Fare

Employees must use discretion to obtain the best airfare deal for the County. Employees may not incur higher airfare to obtain a personal benefit such as frequent flyer miles or other incentives.

Employees are required to travel by economy class or coach class, unless there are documented extenuating circumstances. The documentation must be submitted to the County Auditor with their travel documents.

The County will pay reasonable fees for luggage or other expenses when traveling by air.

9.2 Auto Rental

Rental vehicles may be an authorized expense if determined by the department head or County official as necessary.

Employees are not permitted to purchase insurance in connection to rental car agreements. Collin County insurance policy provides vehicle insurance for all employees on travel status; employees will be held responsible for any purchase of rental car insurance.

Only County employees may be permitted to drive or be listed as drivers on a rental car paid by the County.

The employee should minimize the cost of fuel when renting a vehicle, taking into account the rental car company policy.

Receipts for the auto rental, fuel and other related expenses must be submitted.

9.3 Use of Personal Vehicle for Travel or Business Purposes

The County will pay, when an employee provides their own transportation, the optional standard mileage rate used by the IRS to calculate the costs of operating a vehicle for business purposes, including travel for business purposes.

Miles claimed must be reasonable in relation to the location visited.

No other automobile expense will be paid for use of a personal vehicle other than the current mileage rate established by the IRS for business mileage. County officials and department heads may, only for use of their personal vehicle, choose to be paid less than the IRS optional mileage rate. All other employees must be reimbursed at the IRS optional mileage rate.

Mileage is paid based on IRS rules as detailed in the Travel Expenses and Transportation Expenses in IRS Publication 17. Mileage should be calculated on an exact mileage basis or using Google travel maps. If the employee is receiving an auto allowance no mileage is permitted within Collin County and travel outside the County must begin and end at the Collin County border. Details are summarized below with definitions of each of these locations. If an employee uses a personal vehicle for overnight travel for County business, the rules on the following table apply:

Collin County Travel Policy

	From Your Home	From Your Primary Work Location	From A Temporary Work Location
To Your Home		No mileage allowed	Mileage allowed
To Your Primary Work Location	No mileage allowed		Mileage allowed
To A Temporary Work Location	Mileage allowed	Mileage allowed	Mileage allowed to a second temporary location

Home Location: The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses and are not reimbursed.

Primary Work Location: This is your principal place you work.

Temporary Work Location: This is for personal vehicle miles driven going from home or one work location to another in the course of your business day, when your job requires you to work in another location. It could be for business meetings or business luncheons in another location away from your primary work location; training or seminar away from your primary work location; or travel to the airport or parking at the airport for a business trip.

If traveling, incidental miles driven at the destination are submitted for payment with other travel expenses upon return. Incidental miles should be reasonable.

Personal vehicle travel exceeding 350 miles one-way (700 miles total) on official county business will be reimbursed at the lower of 1) the most appropriate airline rate plus the cost of a rental car, or 2) the calculated cost for total business miles driven.

A motor pool vehicle may be available for employees who prefer not to use their personal vehicle. Please refer to the Vehicle Usage and Take Home Vehicle Policy before utilizing a motor pool vehicle.

If two or more employees are traveling in the same private vehicle, only one mileage allowance will be paid or reimbursed.

Tolls from toll roads may be reimbursed if a receipt is provided or a printout of the NTTA statement identifying which tolls were for County business.

9.4 Taxi and Other Transportation

Taxi, shuttle, or other transportation may be an authorized expense when necessary as determined by the department head or elected official.

Receipts for taxi, shuttle, or other transportation are required.

Tips for transportation are not part of the per diem and are reimbursable.

10. Lodging

The actual cost of lodging, including hotel taxes, will be paid or reimbursed for a traveling employee on official county business.

Collin County Travel Policy

Accommodations should be the most reasonable available at the time of the stay.

The employee should always seek any discounts available.

The traveler must submit an itemized, detailed statement/receipt for lodging.

An employee may stay at the home of a friend or family, but there will be no payment or reimbursement for lodging.

The County will only pay or reimburse the single person cost of the lodging for the employee if there is only one employee staying in the room. If there are two or more employees staying in the room, the cost of the room should be paid by one employee and not allocated. If the expenses need to be allocated, the County Auditor will perform the allocation. If there is a cost for a non-employee lodger staying in the room with an employee, the County will only reimburse or pay the single room rate.

The County will not pay or reimburse the employee for additional lodging not considered a part of the business trip (i.e., personal trip or vacation).

If an employee has an emergency requiring a change in the length of the stay, resulting in additional charges, the additional charges, within reason, are allowable for payment or reimbursement.

11. Travel Meals and Incidentals

Travel meals and incidentals will be paid or reimbursed based on per diem bases for overnight travel and an actual basis for day travel.

Travel meals may be paid or reimbursed for each day the employee is on travel status.

Travel meals purchased within Collin County borders for day travel meals (non-overnight) will not be paid or reimbursed except as needed for inmate transport.

The County will pay or reimburse travel meals for the employee only with the exception of Inmate Transport. A meal may be provided to an employee if the inmate requires a meal while being transported, even if the employee is in Collin County. The inmate transport employee's meal will not be subject to payroll taxation. Both meals will be reimbursed or paid.

A travel meal purchased by the employee for friends, family, other employees, or county officials will not be paid or reimbursed.

Meals provided by a third party may not be paid or reimbursed.

Meals for business meetings are not considered travel expenses and are not covered by this policy.

Overnight Travel: Employees will be paid or reimbursements on a per diem basis for meals and incidentals related to overnight travel. Incidentals include all taxes and tips related to travel. The per diem rate is **80%** of the rate established by the Governmental Services Administration (GSA) with the federal government and will vary by city or county and state. Per diem meals will not be paid or reimbursed to employees when meals are provided by a third party or conference. Meal payments for the first and last day of travel will be reduced to 75% of a full day meal reimbursement in accordance

Collin County Travel Policy

with GSA standards. Per diem will not be paid for the first day of a trip when an employee departs after 7:00pm. The County Auditor shall publish the GSA per diem allowable rate each year by January 1 on the intranet website.

Under very limited circumstances the County Auditor may reimburse an employee for amounts in excess of the meal and incidental amount if the employee provides written justification and detailed receipts to the County Auditor.

Day Travel Meals: An itemized receipt must be submitted to be reimbursed for a day travel meal. Incidentals should be itemized and submitted to the Auditor. Only one employee per receipt can be submitted. Per IRS regulations, the cost for meals incurred while attending an event not requiring an overnight stay is considered taxable income. Employees will be reimbursed through payroll for the exact cost of their meal in gross pay before payroll taxes and withholdings are deducted. Tips will generally be paid or reimbursed at 15%, with a maximum of 20% allowable; tips at fast food establishments are not reimbursed.

12. Travel Advances

The County may provide advances for travel based on the estimated cost of the travel as provided by the department or employee.

An affidavit requesting a travel advance must be completed for each advance of funds and must be approved by the elected official or department head, or designee. The affidavit must be submitted according to the deadlines established by the County Auditor.

Travel advance limitations:

- Advances will not be provided for estimated expenditures less than \$100.
- Advances will not be provided for non-overnight travel expenses.
- Advances will not be provided after the travel is completed.
- Advances will not be disbursed when a traveler has a travel reimbursement request that is more than 30 days past due.
- Only one advance of funds shall be authorized for each scheduled travel.
- Advance must be returned within 10 business days if trip is cancelled.
- The employee is personally responsible for funds advanced. Any loss must be repaid.
- An advance may only be used for employee travel and not for travel of another person.

13. Miscellaneous

Reimbursable miscellaneous expenses include:

- Internet connectivity charges for County-provided equipment.
- Charges for business-related telephone calls.
- Excess baggage charges will be paid or reimbursed only when transporting County materials.
- Charges for reasonable and actual expenses will be paid or reimbursed for laundry services necessary due to travel that exceeds one week.
- Tolls and parking fees.

Parking expense is permitted and reimbursable with proper documentation. If the parking cost is \$6 or less for the entire trip no receipt is required. If more than \$6 a receipt will be required for

Collin County Travel Policy

reimbursement; however, if a receipt is not given such as a parking meter a written explanation as to such must be provided.

14. Not Reimbursable

Miscellaneous expenses while traveling that will not be reimbursed or paid include:

- Alcoholic drinks
- Pet care expenses
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Personal expenses, such as barbers, hairdressers, toiletry items, health club fees, prescriptions, and non-prescription medications
- Hotel pay-per-view video and mini-bar expenses
- Expenses related to lost or stolen items
- ATM fees
- Entertainment expenses, even if provided by the conference unless it involves a meal
- Use of a personal cell phone to make calls
- In general, personal expenses are not reimbursable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of the County
- Between meal snacks, gum, candy bars, etc., will not be paid or reimbursed by the county.