

State of Texas	§	Court Order
Collin County	§	2025-1257-11-17
Commissioners Court	§	

A resolution of the Collin County Commissioners Court regarding Human Resources Department Policies and Procedures.

Whereas, the Collin County Commissioners Court (herein, “Court”) is the governing body of Collin County and is responsible for conducting the business of the County (Texas Constitution, Art. V, Sec. 18);

Whereas, the Commissioners Court has broad authority to set and regulate policies for county elected and non-elected employees, including but not limited to: setting compensation and benefits, creating and enforcing personnel policies, HR department oversight, and statutory compliance and legal oversight (e.g., Texas Labor Code, Fair Labor Standards Act, Family and Medical Leave Act);

Whereas, the Court adopts the county budget, which includes salaries, benefits, and personnel/equipment costs and has the authority to set pay grades, starting pay, and benefits packages (health insurance, retirement contributions, etc.) and approves pay raises or market movement adjustments;

Whereas, the Court adopts and enforces personnel policies which sets rules on work hours, leave policies (vacation, PTO, comp, FMLA, etc.), disciplinary procedures, grievance processes, hiring practices, and workplace conduct;

Whereas, the Court has adopted the Collin County Employee Handbook, Civil Service Rules for the Collin County Sheriff's Office, pay-for-performance structure, compensation philosophy, annual pay rates, and benefits;

Whereas, the Court has invested in the Collin County Human Resources Department (herein, “the Department”) the responsibility for implementing and enforcing its policies throughout the county;

Now therefore, be it resolved by the Collin County Commissioners Court:

That the Court affirms the Department as being the responsible department for implementing its policies and rules through the Department’s procedures and practices;

That the Court expects the Department to enforce its policies and rules with elected officials, appointed officers, department heads, and employees;

That the Court expects all elected and appointed officers, department heads, and employees to comply with all of the Department’s procedures and practices;

That if an elected official, appointed officer, or department head does not comply with the Department's recommendations, the elected official, appointed officer, or department head's subsequent County budget(s) may be subject to reductions in an amount to recoup any monies expended by the Court on a liability created by an elected official, appointed officer, or department head's not complying with the Department's recommendations;

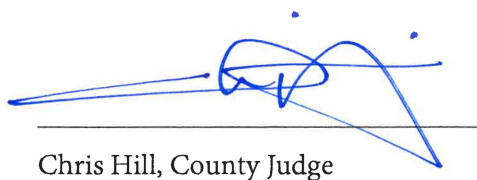
That officers and departments are expected to comply with all pay-for-performance requirements, including grading all employees as not satisfactory (score of 1), meets expectations (score of 2), or exceeds expectations (score of 3) during the Department's annual pay-for-performance process;

That HR can approve a starting salary up to 5% over the minimum of the pay grade;

That any employee who is overpaid must agree to a repayment plan with the County within fourteen (14) days of the employee being notified; an employee is not eligible for any increase in pay, including market movement and pay for performance, until the overpaid funds are repaid;

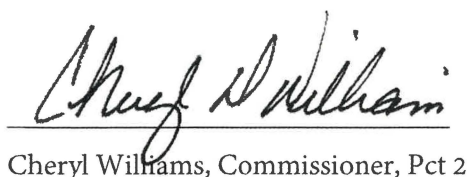
That the Court will not entertain exceptions to the Department's procedures and practices without the Department thoroughly vetting the requested exception and receiving a recommendation from the Department.

A motion was duly made, seconded, and carried by a majority of the court members in attendance during a regular session on Monday, November 17, 2025.


Chris Hill, County Judge

Not Present

Susan Fletcher, Commissioner, Pct 1


Cheryl Wilhams, Commissioner, Pct 2




Darrell Hale, Commissioner, Pct 3


Duncan Webb, Commissioner, Pct 4


ATTEST: Stacey Kemp, County Clerk