

Brazos County Human Resources Procedures for Personnel Actions

Effective FY 2026

1. Purpose

These procedures establish a consistent process for handling personnel actions across Brazos County departments, ensuring timely administration of new hires, separations, and changes to positions or compensation. They balance the need for efficiency in daily operations with the Commissioners Court's oversight role in matters affecting the County pay plan, staffing structure, and job descriptions

2. Applicability

Department Heads are required to follow these procedures. Elected officials are strongly encouraged to follow the same procedures for consistency, although they are not required to do so.

3. Personnel Actions Approved/Processed by Human Resources

The following personnel actions will be approved and processed by Human Resources directly:

- New Hires – placement into previously authorized/budgeted positions, at or below the budgeted pay rate amount.
- Separations – voluntary or involuntary terminations of employment.

An acknowledgement of these actions will still be put on the Court's agenda to ensure transparency.

Additional New Hire Requirements:

- Start Dates: New hires shall begin employment on the Monday at the start of a pay period, if a holiday falls on the first Monday of a pay period, hire date will default to the next business day (Elected Officials are strongly encouraged to follow the same procedures for consistency, although they are not required to do so.)
- Orientation: New hire orientation will be held on the first Monday of each pay period. Attendance is required for all new employees. Dates are subject to change, if this occurs affected Departments will be notified in advance.
- Benefits Elections: New employees have two weeks from their hire date to complete benefits elections.
- Form I-9 Compliance (Federal Requirement):
 - Section 1 of Form I-9 must be completed no later than the first day of employment.

- The employee must report to HR to complete their I-9 no later than the third day of employment (this will be completed during orientation).
- Failure to complete the I-9 within this timeframe will require termination of employment, in accordance with federal law.

4. Personnel Actions Requiring Court Approval

All Personnel Action Forms (PAFs) submitted by Department Heads, as well as all job descriptions for both Elected Officials and Department Heads, must be presented to and approved by Commissioners Court before they can take effect. This includes pay changes, position changes, new or revised job descriptions, and any other personnel changes not specifically exempted in Section 3.

For Department Heads, approved PAFs will not take effect until the first day of the next pay period following Commissioners Court approval.

For Elected Officials, PAFs will also be submitted through Commissioners Court. While it is recommended for consistency that these actions take effect on the first day of the next pay period, although they are not required to do so; however, changes may take effect no earlier than the current pay period in which Court approval occurs, as retroactive pay is not permitted.

For new fiscal year personnel budget actions that are required to be effective on October 1st, Human Resources will identify and coordinate these changes to ensure they take effect accordingly.

5. Submission Deadlines (PAFs)

- All Personnel Action Forms (PAFs) and job descriptions must be submitted to HR by Monday at 12:00pm the week prior to the scheduled Commissioners Court meeting (subject to change). Submission deadlines may be adjusted when a County holiday falls on or near the deadline. HR will publish revised deadlines in advance.
- PAFs submitted after the deadline will be placed on the agenda for the next available Court meeting and the effective date will be adjusted accordingly.