

HUMAN RESOURCES FREQUENTLY ASKED QUESTIONS & ANSWERS

Q. Where do I find open positions for Comal County?

A. Human Resources will post open positions on the Comal County application website located at: www.COMALJOBS.com. Applications are mandatory for all posted positions. Any position posted may be closed or extended at any particular time during the advertisement period, at the discretion of the Elected Officials or Department Heads of Comal County.

Q. What benefits are offered by Comal County to their employees?

A. Regular full-time employees (30 or more hours/week) are eligible for the following benefits:

- Medical and pharmacy benefits
- Retirement
- Deferred Compensation Plan(s)
- Basic Life with Accidental Death & Dismemberment
- Short-term Disability
- Employee Assistance Program (EAP)
- Supplemental Plans – Guardian (Dental, Vision, & Voluntary Term Life), Allstate (Accident, Cancer, Critical Illness, & Gap Insurance), Unum (Long-term Disability & Whole Life), Ameriflex (Health Care & Dependent Care FSA), Legal Shield (Basic Legal & Identity Theft), and MASA (Medical Transport Services)
- Family Medical Leave (FMLA)
- Workers' Compensation
- Military Leave
- Sick Leave Pool
- Bereavement Leave
- Sick Leave and Vacation Accrual
- Sick Leave Pool
- Paid Holidays
- Direct Deposit

For a full list of benefits and information visit: (website link)

Please note: Part-time employees (less than 30 hours/week) are not eligible for the county benefit package, but are still covered under workers' compensation and unemployment insurance. Part-time employees are required to participate in the county's retirement program. If the part-time employees' hours exceed 20 hours per week, they may be eligible to participate in some supplemental insurance benefits at the employees cost. For more details you can contact Human Resources at (830) 643-5859.

Q. What is Comal County's Family Medical Leave (FMLA) policy?

A. A family and/or medical leave of absence is available to eligible employees for up to twelve (12) weeks of unpaid leave in any 12-month period under certain circumstances that are related to the health of the employee or the employee's immediate family. FMLA is based on a rolling 12-month period, measured backward, from the date the employee uses any FMLA leave. Compensation time, sick leave, and vacation accruals will be exhausted with FMLA requests until it reaches an unpaid status.

Q. What holidays are paid by Comal County?

A. Paid holidays are established each year by Commissioners Court and are subject to change. Regular full-time employees are eligible for holiday pay. Current approved holidays are listed here: (website link).

Q. What kind of positions does Comal County have?

A. Most of the county's jobs fit into three categories: Law Enforcement, Administrative/Clerical, and Road & Bridge. A high school diploma or GED equivalent is required for all positions.

Q. Does Comal County perform background checks?

A. Yes. All positions being filled, require a criminal history and/or comprehensive background check (Law Enforcement & Juvenile Probation). Comal County verifies all information submitted on the employment application. Driving history is also required for any and all positions requiring the use of a county vehicle or use of your own privately owned vehicle in pursuit of county business.

Q. Does Comal County promote a "Drug-Free Workplace"?

A. Yes. It is the county's policy to provide a drug-free, healthful, and safe workplace. Employee's may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Violations of this policy will lead to disciplinary actions, up to and including immediate termination of employment. A pre-employment drug test is required as part of a conditional offer of employment for **ALL** positions. Random drug tests are also performed in accordance with the Department of Transportation (DOT) for all Commercial Driver's License (CDL) positions, as well as those that fall under reasonable suspicion criteria using the DOT limits as acceptable thresholds for drug/alcohol testing.

Q. Does Comal County have an active Safety Program?

A. Yes. The county has an active accident prevention plan with Safety Committee participation. The Safety Committee meets bi-monthly.

Q. Is Comal County an "At Will" employer?

A. Yes. This means that either the county or employee can sever the employment relationship at any time, with or without notice, for any legal reason, or for no reason at all. A two-week notification by either party is desired (exception: employees who are terminated for serious offenses).

Q. Is Comal County an Equal Employment Opportunity employer?

A. Employment decisions at the county are based upon merit, qualifications, and abilities. Comal County does not discriminate based on race, color, religion, creed, sex, disability, national origin, political affiliation, age, or any other legally protected status.