

Employment Information

The Appraisal District's primary responsibility is to develop an annual appraisal roll for use by taxing units in imposing ad valorem taxes on property in the district. TCAD is governed by the Board of Directors, who is primarily responsible for the hiring of the Chief Appraiser as well as approving the annual budget.

The following data is provided for informational purposes only, and is subject to change without notice:

Working Hours

The regular working hours for the district are 7:45 a. m. to 4:45 p. m. Monday through Friday. Some divisions offer flex time which is based upon the division needs and at the discretion of the supervisor. A 9/80 work week (9 hours Monday thru Thursday, an 8 hour Friday, with every other Friday off) is available in some divisions. This schedule is not available to new employees until after six (6) months of employment.

Group Coverage

TCAD provides the full cost of full-time employee group medical, dental, disability, life and accident insurance coverage. Group insurance is effective the 1st of the month following a 90-day waiting period.

Medical

The District offers a Health Maintenance Organization Plan and a Point of Service Plan. The employees select the plan which best suits their needs.

Dental

The District offers a Dental Maintenance Organization Plan along with a Traditional Plan. The employees select the plan which best suits their needs.

Life and AD & D Insurance

The District covers its employees for \$10,000 Life and \$10,000 AD&D insurance coverage. The employee may purchase additional optional life & AD&D coverage at their own expense.

Dependent Coverage

Employees may purchase dependent coverage for medical, dental and life insurance at their own expense.

Disability Insurance

Disability insurance is paid in full by District with a 90-day elimination period. The Plan will pay up to 60% of employees' salary.

Medicare Coverage

TCAD does not participate in the Full Social Security Program. All employees employed after March 31, 1986, participate in the Medicare Portion of the Federal Insurance Contribution Act (Social Security). Employees are required to contribute to this program at the rate of 1.45% of wages. This contribution is then matched by the District as required by federal law.

Retirement Contributions

TCAD participates in the Texas County and District Retirement system, contributing 7% to match a mandatory 7% deduction from employees' salary. Employees are fully vested in the program after ten (10) years service. These contributions are pre-taxed and are withheld immediately from a new employee's paycheck.

Deferred Compensation Program

Participation in a deferred compensation program is offered to all employees of the district. Deferred compensation is a program that permits an individual through payroll deduction to defer some of their salary on a regular basis. Taxes on earnings are deferred until they are withdrawn, usually at retirement or termination.

Workers' Compensation

The District provides coverage to its employees through Texas Association of School Boards.

Pay Period

The TCAD payroll weeks are from noon Friday until noon the following Friday. Employees are paid on a bi-weekly payroll every other Friday.

Direct Deposit/Payroll Deductions

The TCAD payroll system has the capabilities to provide direct deposit to all banking institutions. An employee may have two partial deductions in addition to direct deposit.

Holidays

Employees of the District are entitled to eleven (11) paid holidays per year and one (1) personal holiday.

Vacation

Vacation accrual is based on years of service ranging from eight(8) hours per month after one year employment to twelve(12) hours per month after fifteen(15) years of service. Vacation time may be taken after employee's six month probation period.

Sick Leave

Sick leave is provided in the amount of four(4) hours bi-weekly not to exceed 8 hours per month. This may be taken immediately upon employment and may be accrued without limit.

Credit Unions

District employees are eligible to join and have payroll deductions in Velocity Credit Union and Travis County Employees Credit Union.

If you have any questions concerning the TCAD employee benefits or work schedule, you may contact the Human Resources Director at (512)834-9317 ext. 313 or you may send an e-mail to:

lcwilliams@tcadcentral.org

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