

TYLER COUNTY COMMISSIONERS COURT
REGULAR MEETING
August 16, 2013

THE STATE OF TEXAS ON THIS THE 16th day of August, 2013 the
Commissioners' Court in and for Tyler County, Texas convened in a Regular Meeting at the
Commissioners' Courtroom in Woodville, Texas, the following members of the Court present, to
wit:

JACQUES L. BLANCHETTE	COUNTY JUDGE, Presiding
MARTIN NASH	COMMISSIONER, PCT. #1
RUSTY HUGHES	COMMISSIONER, PCT. #2
MIKE MARSHALL	COMMISSIONER, PCT. #3
JACK WALSTON	COMMISSIONER, PCT. #4
DONECE GREGORY	COUNTY CLERK, EX OFFICIO

The following were absent: none thereby constituting a quorum. In addition to the above were:

JACKIE SKINNER	COUNTY AUDITOR
DALE FREEMAN	EMERGENCY MANAGEMENT
LOU CLOY	ASST. CRIMINAL DISTRICT ATTORNEY

Commissioner Walston delivered the invocation and led in the Pledge of Allegiance to the Texas Flag.

Commissioner Walston made a motion to approve the minutes of the August 12, 2013 meeting. Commissioner Marshall seconded the motion. All voted yes and none no.

A motion was made by **Commissioner Walston** and seconded by **Commissioner Nash** to pay the **Tyler County bills**, as submitted by the County Auditor. All voted yes and none no. SEE ATTACHED

Line item transfers/budget amendments were not presented by the **County Auditor**.

Commissioner Walston motioned to approve the **County Extension monthly report**. **Commissioner Marshall** seconded the motion. All voted yes and none no. SEE ATTACHED REPORT

Commissioner Marshall motioned to approve a 60 month lease agreement with Texas Document Solutions for a new copier for **Justice of Peace, Pct. #1**. **Commissioner Nash** seconded the motion. All voted yes and none no. SEE ATTACHED

A motion was made by **Commissioner Walston** and seconded by **Commissioner Marshall** to approve the updates to the **Tyler County Employee handbook**, as reviewed by the **County Auditor**. All voted yes and none no. SEE ATTACHED LIST OF UPDATES

A motion was made by **Commissioner Hughes** and seconded by **Commissioner Marshall** to table consideration of the increase to the **Records Management fee and Archive fee**, per new legislation, as requested by the **County Clerk**. All voted yes and none no. SEE ATTACHED

Commissioner Nash motioned to subsidize the cost of food, due to hosting the September meeting of the **Deep East Texas Council of Governments (DETCOG)**. **Commissioner Walston** seconded the motion. An invitation will be extended to elected officials and department heads. All voted yes and none no.

A motion was made by **Commissioner Nash** and seconded by **Commissioner Hughes** to install a security door at the **DPS/Emergency Management Office at the Nutrition Center** in the amount of \$3700 from Romero Glass. All voted yes and no. SEE ATTACHED

Executive session was not held.

A motion was made by Commissioner Nash to adjourn. Commissioner Marshall seconded the motion. All voted yes.

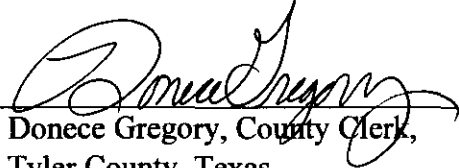
THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED: 8:55 a.m.

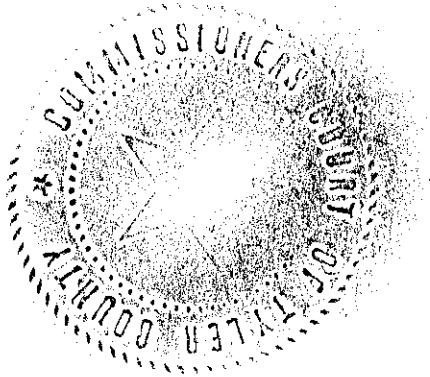
Commissioners Court
August 16, 2013

I, Donece Gregory, County Clerk and ex officio member of the Tyler County Commissioners Court, do hereby certify to the fact that the above is a true and correct record of the Tyler County Commissioners Court session held on August 16, 2013.

Witness my hand and seal of office on this the 8th day of September, 2013.

Attest:


Donece Gregory, County Clerk,
Tyler County, Texas





Tyler County, TX

Check Register

By Fund

Payable Dates 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Fund: 010 - GENERAL FUND							
Sirchie Fingerprint Laboratories	109401	08/16/2013	00-A75979/TCSO	010-426-42182		08/16/2013	477.26
Scott Merriman, INC.	109397	08/16/2013	TY02/CDA	010-419-42100		08/16/2013	385.00
COLVIN'S TRANSMISSION, INC.	109450	08/16/2013	INV. #0550/TCSO	010-426-42413		08/16/2013	1,485.00
Bear Graphics, Inc.	109321	08/16/2013	906165/COCLK	010-402-42100		08/16/2013	184.69
Xerox Corporation	109443	08/16/2013	711323717/DSCLK	010-440-42350		08/16/2013	119.56
Xerox Corporation	109443	08/16/2013	711323717/DSCLK	010-440-42350		08/16/2013	96.80
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	WHITE,DUSITN A/TCSO	010-401-42231		08/16/2013	2,006.02
Davidson Document Solutions, li	109343	08/16/2013	LK0124/COCLK	010-440-42423		08/16/2013	1,291.40
Dogwood EMS	109347	08/16/2013	LARSON,ROBERT E.JR./TCSO	010-401-42231		08/16/2013	508.22
Chem-Serv	109449	08/16/2013	INV. #092891/TCSO	010-427-42108		08/16/2013	103.85
TDCA/Texas District Court Allian	109414	08/16/2013	REGIS./NAGYPAL,KIM	010-407-42659		08/16/2013	30.00
Color Graphics Co.	109339	08/16/2013	INV.#104553/TAX	010-440-42101		08/16/2013	798.75
Lakeway Tire & Service-Jasper (#109374		08/16/2013	OIL CHANGE	010-426-42400		08/16/2013	50.10
Lakeway Tire & Service-Jasper (#109374		08/16/2013	TIRES	010-426-42401		08/16/2013	1,754.11
Direct Solutions	109346	08/16/2013	INV.#10896/TCSO	010-427-42108		08/16/2013	28.54
Walling Signs & Graphics/Paperl	109438	08/16/2013	10-9-12/COJUD	010-421-42100		08/16/2013	40.00
Direct Solutions	109346	08/16/2013	INV.#11138/TCSO	010-427-42108		08/16/2013	335.13
McDonough, Timothy R.	109453	08/16/2013	THOMPSON,KIMBERLY ZANE	010-415-42634		08/16/2013	300.00
SOUTHERN FOLGER DETENTION	109402	08/16/2013	INV.#11403/TCSO	010-442-42411		08/16/2013	1,148.45
Bythewood Legal Services, PLLC	109329	08/16/2013	PAGE, JENNIFER	010-415-42634		08/16/2013	200.00
Bythewood Legal Services, PLLC	109329	08/16/2013	BAILEY, JACQUILINE	010-415-42634		08/16/2013	200.00
Bythewood Legal Services, PLLC	109329	08/16/2013	BURCH, KENNETH	010-415-42634		08/16/2013	200.00
Pitney Bowes Global Financial Se	109456	08/16/2013	1242785/COAUD	010-440-42677		08/16/2013	202.00
Sparkletts & Sierra Springs	109406	08/16/2013	576115212504603/COJUD	010-440-42101		08/16/2013	197.17
Liquid Environmental Solutions c	109377	08/16/2013	381658/TCSO	010-442-42411		08/16/2013	159.08
CANON FINANCIAL SERVICES, IN	109332	08/16/2013	200-5028484-000/COAUD	010-440-42677		08/16/2013	218.00
Bergman, James G.	109444	08/16/2013	TOWER RENTAL/8-1-13 TO 8-1-10	1010-401-42697		08/16/2013	4,000.00
TCH Family Medical Clinic	109413	08/16/2013	JOHNSON,GERMANY/TCSO	010-401-42231		08/16/2013	172.00
Cypher Technologies	109451	08/16/2013	INV. #1476/TAX	010-440-42353		08/16/2013	60.00
Cypher Technologies	109451	08/16/2013	INV. #1477/COCLK	010-440-42353		08/16/2013	60.00
Cypher Technologies	109451	08/16/2013	INV. #1478/PCT. 4	010-440-42353		08/16/2013	60.00
Cypher Technologies	109451	08/16/2013	INV. #1479/COCLK	010-440-42353		08/16/2013	60.00
Cypher Technologies	109451	08/16/2013	SUPPLIES	010-440-42101		08/16/2013	50.00
Cypher Technologies	109451	08/16/2013	SERVICE	010-440-42353		08/16/2013	180.00
SYSTEM ACCESS	109412	08/16/2013	INV.#148/TCSO	010-440-42353		08/16/2013	180.00
Cypher Technologies	109451	08/16/2013	INV. #1481/PCT. 4	010-440-42353		08/16/2013	60.00
SYSTEM ACCESS	109412	08/16/2013	INV.#149/TCSO	010-440-42101		08/16/2013	44.88

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
SYSTEM ACCESS	109412	08/16/2013	INV.#149	010-440-42353		08/16/2013	60.00
SYSTEM ACCESS	109412	08/16/2013	INV.#150/TCSO	010-440-42353		08/16/2013	240.00
SYSTEM ACCESS	109412	08/16/2013	INV.#151/TCSO	010-440-42353		08/16/2013	120.00
SYSTEM ACCESS	109412	08/16/2013	INV.#152/TCSO	010-440-42353		08/16/2013	60.00
SYSTEM ACCESS	109412	08/16/2013	INV.#153/TCSO	010-440-42353		08/16/2013	300.00
Advanced Systems & Alarms Ser	109316	08/16/2013	INV.#153315/TCSO	010-442-42411		08/16/2013	315.00
CMA Communications	109337	08/16/2013	163030408/TCSO	010-427-42108		08/16/2013	105.08
Innovative Office Systems	109368	08/16/2013	TYLCOT/TAX	010-401-42111		08/16/2013	1,011.91
Tyler County Hospital	109429	08/16/2013	MITCHELL,TWAUN L./TCSO	010-401-48000		08/16/2013	42.00
The Printery	109421	08/16/2013	INV.#17757/TIME SHEETS	010-440-42101		08/16/2013	368.97
Texas Department of State Heal	109419	08/16/2013	17460025764003/COCLK	010-402-42500		08/16/2013	58.56
Story-Wright Printing & Office S	109409	08/16/2013	104983/J.P.1	010-411-42100		08/16/2013	45.99
Story-Wright Printing & Office S	109409	08/16/2013	104307/COAUD	010-422-42100		08/16/2013	37.98
Story-Wright Printing & Office S	109409	08/16/2013	104983/J.P.1	010-440-42101		08/16/2013	266.96
Story-Wright Printing & Office S	109409	08/16/2013	OFFICE SUPPLIES	010-422-42100		08/16/2013	17.49
Story-Wright Printing & Office S	109409	08/16/2013	104307/COAUD	010-440-42101		08/16/2013	137.98
Story-Wright Printing & Office S	109409	08/16/2013	104847/J.P.3	010-413-42100		08/16/2013	19.98
Story-Wright Printing & Office S	109409	08/16/2013	104847/J.P.3	010-413-42100		08/16/2013	123.44
Tyler County Hospital	109429	08/16/2013	GIUSTINIANO,TOBIE A./TCSO	010-401-48000		08/16/2013	42.00
Indoff Office Supplies	109365	08/16/2013	187474/DSCLK	010-407-42100		08/16/2013	87.01
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	RIDDICK, TRAIS W.	010-401-42231		08/16/2013	31.62
Indoff Office Supplies	109365	08/16/2013	183747/COAUD	010-440-42101		08/16/2013	661.20
Indoff Office Supplies	109365	08/16/2013	OFFICE SUPPLIES	010-419-42100		08/16/2013	47.54
Indoff Office Supplies	109365	08/16/2013	185596/CDA	010-440-42101		08/16/2013	671.93
Indoff Office Supplies	109365	08/16/2013	183747/COAUD	010-422-42100		08/16/2013	45.97
Indoff Office Supplies	109365	08/16/2013	183748/COJUD	010-440-42101		08/16/2013	543.97
Indoff Office Supplies	109365	08/16/2013	183749/TREAS.	010-423-42100		08/16/2013	81.96
Indoff Office Supplies	109365	08/16/2013	186597/VET.	010-405-42100		08/16/2013	114.23
Indoff Office Supplies	109365	08/16/2013	185084/TAX	010-420-42100		08/16/2013	184.53
Indoff Office Supplies	109365	08/16/2013	185596/CDA	010-419-42100		08/16/2013	22.99
Indoff Office Supplies	109365	08/16/2013	TONER	010-440-42101		08/16/2013	68.99
Indoff Office Supplies	109365	08/16/2013	FAX MACHINE	010-453-43210		08/16/2013	499.99
Indoff Office Supplies	109365	08/16/2013	186597/VET.	010-405-42100		08/16/2013	71.46
Indoff Office Supplies	109365	08/16/2013	183749/TREAS.	010-423-42100		08/16/2013	99.99
Indoff Office Supplies	109365	08/16/2013	185084/TAX	010-420-42100		08/16/2013	154.97
Indoff Office Supplies	109365	08/16/2013	187474/DSCLK	010-407-42100		08/16/2013	30.99
Indoff Office Supplies	109365	08/16/2013	185596/CDA	010-440-42101		08/16/2013	71.99
FedEx	109356	08/16/2013	2212-3061-2/COAUD	010-401-42111		08/16/2013	21.38
FedEx	109356	08/16/2013	1706-0613-2/TCSO	010-401-42111		08/16/2013	133.04
CIT	109336	08/16/2013	930-0039477-000	010-440-42677		08/16/2013	85.30
WATSON PLUMBING	109440	08/16/2013	INV.#24320/TCSO	010-442-42411		08/16/2013	212.50
FMMS Holdings of Texas, LLC	109357	08/16/2013	SHEFFIELD, TATUM	010-401-42643		08/16/2013	1,900.00
FMMS Holdings of Texas, LLC	109357	08/16/2013	CALICOTT, JOE	010-401-42643		08/16/2013	1,900.00
VOLZ & ASSOCIATES, INC	109437	08/16/2013	INV#2589/COJUD	010-453-43122		08/16/2013	10,810.99

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Eastman Kodak Company	109351	08/16/2013	9-1-13 TO 8-31-14/COCLK	010-440-42350		08/16/2013	128.00
DFW COMMUNICATIONS	109345	08/16/2013	INV. #31309360/TCSO	010-426-42415		08/16/2013	20.87
DotCom LTD./INU Powered	109348	08/16/2013	7328/COCLK	010-402-42500		08/16/2013	2.00
BJ Transport Service, Inc.	109324	08/16/2013	RICHARD,THEOGENE NOAH	010-401-42643		08/16/2013	225.00
BJ Transport Service, Inc.	109324	08/16/2013	TATUM, MICHAEL	010-401-42643		08/16/2013	225.00
BJ Transport Service, Inc.	109324	08/16/2013	CALIEOTT,JOE	010-401-42643		08/16/2013	225.00
BJ Transport Service, Inc.	109324	08/16/2013	COLE,MYRTLE	010-401-42643		08/16/2013	450.00
BJ Transport Service, Inc.	109324	08/16/2013	PERKINS,GRADY LEE	010-401-42643		08/16/2013	225.00
BJ Transport Service, Inc.	109324	08/16/2013	CALICOTT, JOE	010-401-42643		08/16/2013	225.00
BJ Transport Service, Inc.	109445	08/16/2013	FOSTER,AUTHUR HENRY	010-401-42643		08/16/2013	225.00
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	HAWKINS, KENNETH J.	010-401-42231		08/16/2013	628.42
Quill Corporation	109393	08/16/2013	C6076298/TAX	010-420-42100		08/16/2013	105.43
Sparkletts & Sierra Springs	109405	08/16/2013	21549393631084/TAX	010-440-42101		08/16/2013	8.80
Quill Corporation	109393	08/16/2013	C6076298/TAX	010-420-42100		08/16/2013	55.16
ACE Imagewear	109315	08/16/2013	3719/COJUD	010-442-42150		08/16/2013	95.72
Tyler County Hospital	109429	08/16/2013	FREEMAN,HAROLD/PCT.1	010-401-48000		08/16/2013	42.00
Quill Corporation	109393	08/16/2013	C7309806/EOC	010-440-42101		08/16/2013	61.66
Quill Corporation	109393	08/16/2013	C7309806/EOC	010-440-42101		08/16/2013	11.13
Pitney Bowes Inc.	109390	08/16/2013	0036-2612-88-9/TAX	010-401-42111		08/16/2013	77.00
Service by Scott	109398	08/16/2013	INV.#4167/COJUD	010-442-42412		08/16/2013	260.26
Quill Corporation	109393	08/16/2013	C6076298/TAX	010-420-42100		08/16/2013	55.16
Tolars Feed & Outdoor Supply	109424	08/16/2013	STMT. #16154/TCSO	010-426-42656		08/16/2013	72.00
LEAF	109375	08/16/2013	100-1360627-001/COAUD	010-440-42677		08/16/2013	79.61
West Bluff Emerg Physicians	109441	08/16/2013	LASKOSKIE,JAMES/DVI00626390	010-401-42231		08/16/2013	868.00
Texas Imaging Systems, Inc. (LEA	109420	08/16/2013	603-0097404-001/TCSO	010-440-42677		08/16/2013	188.40
Innovative Leasing	109367	08/16/2013	603-0034127-002	010-440-42677		08/16/2013	867.99
Innovative Leasing	109367	08/16/2013	603-0077472-001/CDA	010-440-42677		08/16/2013	165.00
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	CHAPMAN, WALTER	010-401-42231		08/16/2013	787.50
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	CHAPMAN, WALTER	010-401-42231		08/16/2013	693.00
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	CHAPMAN, WALTER	010-401-42231		08/16/2013	724.50
CANON SOLUTIONS AMERICA	109333	08/16/2013	SR2880/EXT.	010-439-42100		08/16/2013	2.08
E.F. JOHNSON COMPANY	109349	08/16/2013	11960/TCSO	010-401-42697		08/16/2013	600.62
Tyler County Hospital	109428	08/16/2013	2 SHARPS CONTAINERS/TCSO	010-427-42108		08/16/2013	6.68
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	BYRD, IAN	010-401-42231		08/16/2013	1,170.67
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	LARSON,ROBERT R.JR./TCSO	010-401-42231		08/16/2013	593.07
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	WEST,DUSTIN M./TCSO	010-401-42231		08/16/2013	50.00
TLC	109460	08/16/2013	LANDSCAPE MAINT./COJUD	010-442-42412		08/16/2013	190.00
Office Depot	109386	08/16/2013	62203117/COCLK	010-402-42100		08/16/2013	71.25
Office Depot	109386	08/16/2013	62203117/COCLK	010-402-42100		08/16/2013	14.99
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	SHIRD, ZACHARY B.	010-401-42231		08/16/2013	1,708.16
SIMPLEX GRINNELL	109400	08/16/2013	430-19461482/COJUD	010-442-42412		08/16/2013	237.00
Jasper County	109452	08/16/2013	JULY 2013 INMATE HOUSING/TC	010-401-42231		08/16/2013	14,920.00
SAN JACINTO COUNTY SHERIFF'S	109457	08/16/2013	JULY 2013 INMATE HOUSING/TC	010-401-42231		08/16/2013	6,327.62
Jarrots Pharmacy	109370	08/16/2013	JULY 2013/TCSO	010-401-42231		08/16/2013	1,280.37

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
O'Reilly Automotive, Inc.	109388	08/16/2013	596507/TCSO	010-426-42413		08/16/2013	355.57
Parker Lumber - Woodville	109389	08/16/2013	2ND,FLOOR	010-401-42178		08/16/2013	644.11
Tyler County Auto Parts/NAPA	109426	08/16/2013	7040/COJUD	010-442-42412		08/16/2013	11.12
Parker Lumber - Woodville	109389	08/16/2013	MAINTENANCE	010-442-42412		08/16/2013	50.93
Timberman's Supply	109423	08/16/2013	12032/COJUD	010-442-42412		08/16/2013	45.99
Stamps Office Supply "The Corn	109407	08/16/2013	JULY 2013/TCSO	010-426-42100		08/16/2013	390.55
Excel Car Wash, Inc.	109355	08/16/2013	JULY 2013/TCSO	010-426-42400		08/16/2013	552.90
Brookshire Bro. Food & Pharmac	109446	08/16/2013	18005/TCSO	010-427-42157		08/16/2013	304.99
Timberman's Supply	109423	08/16/2013	1234/TCSO	010-442-42411		08/16/2013	221.67
Direct Solutions	109346	08/16/2013	JULY 2013/COJUD	010-442-42106		08/16/2013	849.36
WalMart Community/GECRB	109439	08/16/2013	SUMMER WORK PROGRAM	010-440-42101		08/16/2013	9.28
Entergy	109354	08/16/2013	1727262/JUST.CTR.	010-442-42511		08/16/2013	147.81
Entergy	109354	08/16/2013	3738638/VENDORS	010-442-42515		08/16/2013	8.20
Modica Bros.	109381	08/16/2013	OIL CHANGE	010-426-42400		08/16/2013	106.90
Modica Bros.	109381	08/16/2013	TIRES	010-426-42401		08/16/2013	316.74
Tyler County Hospital	109429	08/16/2013	LOEHEL,BRANT H.	010-401-48000		08/16/2013	42.00
Mohawk Real Estate Repair	109454	08/16/2013	PAINT AND REPAIR COURTROOM	010-401-42178		08/16/2013	2,512.00
Sturrock, Stevan	109458	08/16/2013	REGIS./STURROCK,STEVAN	010-426-42659		08/16/2013	166.00
U Pump It - Gardner Oil	109432	08/16/2013	UP TYCO COURTHOUSE/COJUD	010-442-42412		08/16/2013	192.91
U Pump It - Gardner Oil	109432	08/16/2013	UP TYLERCOSH/TCSO	010-426-42400		08/16/2013	12,156.61
Walling Signs & Graphics/Paper\	109438	08/16/2013	8-6-13/CDA	010-419-42100		08/16/2013	403.12
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	DAVIS, DAVID W.	010-401-42231		08/16/2013	230.10
TYLER COUNTY HOSPITAL/INMA	109430	08/16/2013	DAVIS, DAVID W.	010-401-42231		08/16/2013	1,624.93
CDCAT REGION VII	109448	08/16/2013	REGIS./GREGORY,DONECE	010-402-42659		08/16/2013	35.00
Verizon Wireless	109433	08/16/2013	TCSO	010-426-42500		08/16/2013	1,452.26
Verizon Wireless	109433	08/16/2013	CONST.4	010-429-42500		08/16/2013	50.86
Verizon Wireless	109435	08/16/2013	DSJUD	010-410-42500		08/16/2013	68.00
Verizon Wireless	109435	08/16/2013	AUDITOR	010-422-42500		08/16/2013	160.06
Verizon Wireless	109435	08/16/2013	COJUD	010-442-42412		08/16/2013	95.57
Verizon Wireless	109436	08/16/2013	5066-00001/TCSO	010-426-42500		08/16/2013	235.34
Christus Hospital	109335	08/16/2013	GONZALEZ,ANGELO/CDA	010-419-42639		08/16/2013	889.00
Reliable Office Supplies	109395	08/16/2013	00077368/COCLK	010-402-42100		08/16/2013	127.76
Tyler County Booster	109427	08/16/2013	YEARLY SUBSCRIPTION/EXT.	010-439-42100		08/16/2013	20.00
Candy Cleaners	109331	08/16/2013	JULY2013/TCSO	010-426-42150		08/16/2013	177.67
Sullivan's Hardware	109410	08/16/2013	JULY2013/COJUD	010-442-42412		08/16/2013	150.96
Jasper County	109452	08/16/2013	JULY 2013 INMATE MEDICAL/TC	010-401-42231		08/16/2013	147.17
Sullivan's Hardware	109410	08/16/2013	JULY 2013/TCSO	010-427-42108		08/16/2013	65.78
Walling Signs & Graphics/Paper\	109438	08/16/2013	OFFICE SUPPLIES	010-426-42100		08/16/2013	102.20
Walling Signs & Graphics/Paper\	109438	08/16/2013	JAIL UNIFORMS	010-427-42150		08/16/2013	874.10
SYSTEM ACCESS	109412	08/16/2013	INV.#R105/TCSO	010-440-42101		08/16/2013	107.30
SYSTEM ACCESS	109412	08/16/2013	INV.#R106/TCSO	010-440-42101		08/16/2013	29.99
SYSTEM ACCESS	109412	08/16/2013	INV.#R107/TCSO	010-440-42101		08/16/2013	33.99
SYSTEM ACCESS	109412	08/16/2013	INV.#R108/TCSO	010-440-42353		08/16/2013	60.00
SYSTEM ACCESS	109412	08/16/2013	INV#R110/TCSO	010-440-42353		08/16/2013	20.00

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
SYSTEM ACCESS	109412	08/16/2013	INV.#R111	010-440-42353		08/16/2013	60.00
Noble Industrial Supply Corp.	109385	08/16/2013	34557/TCSO	010-427-42108		08/16/2013	1,997.11
County Information Resourse Ag	109341	08/16/2013	INV.#SOP001000	010-440-42600		08/16/2013	132.00
THOMAS, DONALD H.	109422	08/16/2013	OVERPAYMENT/CASE#T16596	010-401-48000		08/16/2013	139.00
CASHIER	109334	08/16/2013	PO#04262013/DSCLK	010-453-43210		08/16/2013	1,699.08
BOB BARKER COMPANY, INC.	109328	08/16/2013	TYLTXO/TCSO	010-427-42150		08/16/2013	534.24
Dell Marketing L.P.	109344	08/16/2013	006789522/TCSO	010-440-42101		08/16/2013	83.51
Dell Marketing L.P.	109344	08/16/2013	006789522/TCSO	010-440-42101		08/16/2013	766.23
Dell Marketing L.P.	109344	08/16/2013	006789522/TCSO	010-440-42101		08/16/2013	210.88
OWENS, CHRISTY	109274	08/16/2013	UNIFORMS/COJUD	010-442-42150		08/16/2013	16.15
Fund 010 - GENERAL FUND Total:							106,229.01
Fund: 021 - ROAD & BRIDGE I							
Gardner Oil, Inc.	109358	08/16/2013	TYCO PCT.1/PCT.1	021-000-42400		08/16/2013	2,974.02
Jerry's Saw Shop	109371	08/16/2013	JULY 2013/PCT.2	021-000-42425		08/16/2013	5.00
Gempier's	109359	08/16/2013	6246690/PCT.1	021-000-42425		08/16/2013	113.00
Story-Wright Printing & Office S	109409	08/16/2013	105140/PCT.1	021-000-42998		08/16/2013	31.99
Staples Credit Plan	109408	08/16/2013	PCT.1	021-000-42998		08/16/2013	29.98
Calco Callens Company, Inc.	109330	08/16/2013	TYL/PCT.1	021-000-42425		08/16/2013	239.60
Lakes areas Septic & Sludge Ope	109373	08/16/2013	INV.#25398/PCT.1	021-000-42510		08/16/2013	25.00
Lakes areas Septic & Sludge Ope	109373	08/16/2013	INV.#25528/PCT.1	021-000-42510		08/16/2013	25.00
Lakes areas Septic & Sludge Ope	109373	08/16/2013	INV.#25559/PCT.1	021-000-42510		08/16/2013	25.00
Blue Tarp Financial/Northern To	109327	08/16/2013	123728/PCT.1	021-000-42425		08/16/2013	85.72
Lakeway Tire & Service-Jasper (#109374		08/16/2013	TYLERCOUNTY PCT.1/PCT.1	021-000-42401		08/16/2013	339.35
O'Reilly Automotive, Inc.	109388	08/16/2013	591681/PCT.1	021-000-42425		08/16/2013	68.47
Tyler County Auto Parts/NAPA	109426	08/16/2013	7050/PCT.1	021-000-42425		08/16/2013	83.46
Timberman's Supply	109423	08/16/2013	12023/PCT.1	021-000-42425		08/16/2013	191.65
Parker Lumber - Woodville	109389	08/16/2013	22700/PCT.1	021-000-42425		08/16/2013	167.50
Modica Bros.	109381	08/16/2013	JULY 2013/PCT.1	021-000-42401		08/16/2013	1,193.06
Beaumont Tractor Company, IN(109323		08/16/2013	TYLE00/PCT.1	021-000-42425		08/16/2013	650.64
Blue Tarp Financial/Northern To	109327	08/16/2013	123728/PCT.1	021-000-42425		08/16/2013	8.35
U Pump It - Gardner Oil	109432	08/16/2013	UP TYCOPCT.1	021-000-42400		08/16/2013	239.60
WalMart Community/GECRB	109439	08/16/2013	5371/PCT.1 & NUTR.CTR.	021-000-42998		08/16/2013	199.48
A-1 Johnny Portable Toilets	109314	08/16/2013	644/PCT.1	021-000-42510		08/16/2013	35.00
Fund 021 - ROAD & BRIDGE I Total:							6,730.87
Fund: 022 - ROAD & BRIDGE II							
Rural Pipe & Supply	109396	08/16/2013	TYLCO2/PCT.2	022-000-42161		08/16/2013	1,078.20
Gulf Welding Supply Co.	109361	08/16/2013	030133/PCT.2	022-000-42425		08/16/2013	51.00
Staples Credit Plan	109408	08/16/2013	PCT.2	022-000-42998		08/16/2013	29.98
Beaumont Tractor Company, IN(109323		08/16/2013	TYLE05/PCT.2	022-000-42425		08/16/2013	183.40
East Texas Machine	109350	08/16/2013	INV.#34832/PCT.2	022-000-42425		08/16/2013	2,635.00
Tolars Feed & Outdoor Supply	109424	08/16/2013	STMT.#16229/PCT.2	022-000-42425		08/16/2013	13.95
Horton's Automotive / Ken Hort:109363		08/16/2013	7-19-13/PCT.2	022-000-42425		08/16/2013	75.00
PowerPlan	109391	08/16/2013	87001-13258/PCT.2	022-000-42425		08/16/2013	140.29

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
O'Reilly Automotive, Inc.	109388	08/16/2013	591682/PCT.2	022-000-42425		08/16/2013	74.22
Timberman's Supply	109423	08/16/2013	12024/PCT.2	022-000-42425		08/16/2013	312.55
Horton's Automotive / Ken Hort	109363	08/16/2013	7-9-13/PCT.2	022-000-42425		08/16/2013	1,610.00
Modica Bros.	109381	08/16/2013	JULY 2013/PCT.2	022-000-42401		08/16/2013	1,275.87
Blue Tarp Financial/Northern To	109326	08/16/2013	145636/PCT.2	022-000-42425		08/16/2013	638.15
Mustang Machinery Company, L	109384	08/16/2013	0792910/PCT.2	022-000-42425		08/16/2013	629.45
U Pump It - Gardner Oil	109432	08/16/2013	UP TYLERCCP2/PCT. 2	022-000-42400		08/16/2013	761.06
Consolidated Communications	109340	08/16/2013	936-969-2645/0-PCT.2	022-000-42500		08/16/2013	8.94
Lakeway Tire & Service-Jasper (#109374		08/16/2013	916/PCT.2	022-000-42401		08/16/2013	905.60
Beaumont Tractor Company, IN(109322		08/16/2013	AUGUT 2013/PCT.2	022-000-43200		08/16/2013	1,899.00
Sullivan's Hardware	109410	08/16/2013	JULY 2013/PCT.2	022-000-42425		08/16/2013	46.40
Jerry's Saw Shop	109371	08/16/2013	JULY 2013/PCT.2	022-000-42425		08/16/2013	89.80
Gardner Oil, Inc.	109358	08/16/2013	TYCO PCT.2/PCT.2	022-000-42400		08/16/2013	5,736.99
Fund 022 - ROAD & BRIDGE II Total:							18,194.85
Fund: 023 - ROAD & BRIDGE III							
Martin's True Value Hardware	109378	08/16/2013	INV.#0015518/PCT.3	023-000-42998		08/16/2013	71.94
Bryan & Bryan Asphalt Road Oil,	109447	08/16/2013	TYLER 3/PCT.3	023-000-42160		08/16/2013	15,167.35
Southern Tire Mart, LLC	109403	08/16/2013	115736/PCT.3	023-000-42401		08/16/2013	3,723.26
Jerry's Saw Shop	109371	08/16/2013	INV.#029273/PCT3	023-000-42425		08/16/2013	24.00
Matheson Tri-Gas INC	109379	08/16/2013	E2314/PCT.3	023-000-42425		08/16/2013	51.47
MORGAN TRUCK AND TRAILER	109382	08/16/2013	INV.#1730/PCT.3	023-000-42425		08/16/2013	589.00
Tyler County Tractor	109431	08/16/2013	1502/PCT.3	023-000-42425		08/16/2013	46.73
MORGAN TRUCK AND TRAILER	109382	08/16/2013	INV.#1779/PCT.3	023-000-42425		08/16/2013	722.00
Story-Wright Printing & Office St	109409	08/16/2013	105830/PCT.3	023-000-42998		08/16/2013	9.58
Staples Credit Plan	109408	08/16/2013	PCT.3	023-000-42998		08/16/2013	122.51
Gulf Welding Supply Co.	109361	08/16/2013	030267/PCT.3	023-000-42425		08/16/2013	38.50
O'Reilly Automotive, Inc.	109388	08/16/2013	594754/PCT.3	023-000-42425		08/16/2013	196.65
Timberman's Supply	109423	08/16/2013	12025/PCT.3	023-000-42400		08/16/2013	67.24
Tyler County Auto Parts/NAPA	109426	08/16/2013	7052/PCT.3	023-000-42425		08/16/2013	34.84
Timberman's Supply	109423	08/16/2013	12025/PCT.3	023-000-42998		08/16/2013	1.39
Interstate Billing Service, INC.	109369	08/16/2013	120677/PCT.3	023-000-42425		08/16/2013	70.98
Modica Bros.	109381	08/16/2013	JULY 2013/PCT/3	023-000-42401		08/16/2013	65.00
Sexton, Mattie M.	109399	08/16/2013	7-19-13/PCT.3	023-000-42998		08/16/2013	35.00
U Pump It - Gardner Oil	109432	08/16/2013	UP TYCOPCT3/PCT.3	023-000-42400		08/16/2013	47.87
Sexton, Mattie M.	109399	08/16/2013	8-6-13/PCT.3	023-000-42998		08/16/2013	35.00
Lakeway Tire & Service-Jasper (#109374		08/16/2013	917/PCT.3	023-000-42401		08/16/2013	531.20
PowerPlan-Doggett Mach. Serv	109392	08/16/2013	0000283762/PCT.3	023-000-42425		08/16/2013	967.11
Sullivan's Hardware	109410	08/16/2013	JULY 2013/PCT.3	023-000-42998		08/16/2013	10.99
Mustang Machinery Company, L	109384	08/16/2013	0792920/PCT.3	023-000-42425		08/16/2013	110.95
Mustang Machinery Company, L	109384	08/16/2013	0792920/PCT.3	023-000-42425		08/16/2013	6.35
Gardner Oil, Inc.	109358	08/16/2013	TYCO PCT.3/PCT.3	023-000-42400		08/16/2013	8,381.78
Mustang Machinery Company, L	109384	08/16/2013	0792920/PCT.3	023-000-42425		08/16/2013	2,145.13
Fund 023 - ROAD & BRIDGE III Total:							33,273.82

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Fund: 024 - ROAD & BRIDGE IV							
Telstar Specialty Products	109417	08/16/2013	INV.#10254/PCT.4	024-000-42998		08/16/2013	39.95
Story-Wright Printing & Office S	109409	08/16/2013	105830/PCT.4	024-000-42998		08/16/2013	24.29
Staples Credit Plan	109408	08/16/2013	PCT.4	024-000-42998		08/16/2013	29.98
Blue Tarp Financial/Northern To	109325	08/16/2013	123729/PCT.4	024-000-42425		08/16/2013	474.99
East Texas Machine	109350	08/16/2013	INV.#34830/PCT.4	024-000-42425		08/16/2013	1,435.00
Southern Tire Mart, LLC	109403	08/16/2013	115736/PCT.4	024-000-42401		08/16/2013	2,234.70
Hollis Tire Co., Inc.	109362	08/16/2013	T122/PCT.4	024-000-42401		08/16/2013	132.63
Ellis Truck & Trailer Parts	109352	08/16/2013	JULY 2013/PCT.4	024-000-42998		08/16/2013	59.94
Mott Wholesale, Inc.	109383	08/16/2013	JULY 2013/PCT.4	024-000-42425		08/16/2013	473.86
U Pump It - Gardner Oil	109432	08/16/2013	UP TYCOPCT.4/PCT.4	024-000-42400		08/16/2013	301.02
Grainger	109360	08/16/2013	848103362/PCT.4	024-000-42998		08/16/2013	113.80
Verizon Wireless	109434	08/16/2013	5093-00001/PCT.4	024-000-42500		08/16/2013	188.09
Sullivan's Hardware	109410	08/16/2013	JULY 2013/PCT.4	024-000-42998		08/16/2013	23.96
Texas Association of Counties/T	109418	08/16/2013	ACCT.#200544/WALSTON,JULIU	024-000-42659		08/16/2013	225.00
Mott Supply	109455	08/16/2013	RECEIPT #161110/PCT.4	024-000-42998		08/16/2013	7.68
Gardner Oil, Inc.	109358	08/16/2013	TYCO PCT.4/PCT.4	024-000-42400		08/16/2013	8,734.47
Fund 024 - ROAD & BRIDGE IV Total:							14,499.36
Fund: 026 - TYLER CO. RODEO ARENA/FAIRGRND							
Sullivan's Hardware	109410	08/16/2013	JULY 2013/RODEO ARENA	026-000-42410		08/16/2013	30.85
Fund 026 - TYLER CO. RODEO ARENA/FAIRGRND Total:							30.85
Fund: 034 - DISTRICT CLERK RMP							
Southwestern Financial	109404	08/16/2013	INV.#15415/DSCLK	034-000-48010		08/16/2013	654.90
Fund 034 - DISTRICT CLERK RMP Total:							654.90
Fund: 036 - LIBRARY FUND							
Jones McClure Publishing	109372	08/16/2013	43173/CDA	036-000-48007		08/16/2013	8.00
Lexis Nexis	109376	08/16/2013	1134N6/CDA	036-000-48007		08/16/2013	89.00
Lexis Nexis	109376	08/16/2013	1134N6/CDA	036-000-48007		08/16/2013	89.00
Lexis Nexis	109376	08/16/2013	1396TR/DSJUD	036-000-48007		08/16/2013	46.00
TDCAA Now Trust Fund	109416	08/16/2013	INV.#35522/CDA	036-000-48007		08/16/2013	540.00
Appriss, Inc.	109319	08/16/2013	INV.#396-13-4907/CDA	036-000-48007		08/16/2013	60.00
MATTHEW BENDER & CO.	109380	08/16/2013	1100053744/COJUD	036-000-48007		08/16/2013	80.29
West Group Payment Center (Th	109442	08/16/2013	1000705398/CDA	036-000-48007		08/16/2013	284.00
Fund 036 - LIBRARY FUND Total:							1,196.29
Fund: 037 - T C COLLECTION CENTER							
IESI Hardin County Landfill	109364	08/16/2013	052032696/COLL.CTR.	037-000-42177		08/16/2013	2,876.00
IESI Hardin County Landfill	109364	08/16/2013	052032698/COLL.CTR.	037-000-42177		08/16/2013	2,091.20
Timberman's Supply	109423	08/16/2013	12028/COLL.CTR.	037-000-42425		08/16/2013	14.11
Walling Signs & Graphics/Paper	109438	08/16/2013	7-22-13/COLL.CTR.	037-000-42425		08/16/2013	445.50
Gardner Oil, Inc.	109358	08/16/2013	TYCO COLLECTION/COLL.CTR.	037-000-42400		08/16/2013	1,106.63
Mott Wholesale, Inc.	109383	08/16/2013	JULY 2013/COLL.CTR.	037-000-42425		08/16/2013	75.54
Fund 037 - T C COLLECTION CENTER Total:							6,608.98

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount	
Fund: 043 - JAIL INTEREST & SINKING								
Parker Lumber - Woodville	128	08/16/2013	22700/JP.1	043-000-42410		08/16/2013	154.89	
							Fund 043 - JAIL INTEREST & SINKING Total:	154.89
Fund: 050 - C D A FEES								
TDCAA	109415	08/16/2013	MEMBER DUES/HUNT,DANIEL A	050-000-48000		08/16/2013	60.00	
TDCAA	109415	08/16/2013	MEMBER DUES/BROOM,DANA	050-000-48000		08/16/2013	50.00	
							Fund 050 - C D A FEES Total:	110.00
Fund: 053 - ADULT PROBATION								
O'Neal, Matt	109387	08/16/2013	REIMB.DATA USE AUG.2013/CSC	053-000-42510		08/16/2013	30.39	
Tyler County	109425	08/16/2013	AUGUST 2013/CSCD	053-434-42629		08/16/2013	2,000.00	
REDWOOD TOXICOLOGY LABOR	109394	08/16/2013	85/CSCD	053-000-42104		08/16/2013	266.34	
LEAF	109375	08/16/2013	100-1539477-001/CSCD	053-000-42104		08/16/2013	100.00	
CANON SOLUTIONS AMERICA	109333	08/16/2013	SR3409/CSCD	053-000-42104		08/16/2013	25.00	
LEAF	109375	08/16/2013	100-1539477-001/CSCD	053-000-42104		08/16/2013	100.00	
Alere Toxicology Services, Inc.	109317	08/16/2013	125517/CSCD	053-000-42647		08/16/2013	15.00	
							Fund 053 - ADULT PROBATION Total:	2,536.73
Fund: 054 - JUVENILE PROBATION								
CNA Surety	109338	08/16/2013	BOND#060118278935/JUPRO	054-451-42100		08/16/2013	52.50	
Barlow, Ne'Tia	109320	08/16/2013	REIMB.MILEAGE/SUMMER YTH.	054-456-42212		08/16/2013	6.50	
WalMart Community/GECRB	109439	08/16/2013	0824/JUPRO	054-456-42105		08/16/2013	146.90	
							Fund 054 - JUVENILE PROBATION Total:	205.90
Fund: 076 - EMERGENCY OPERATIONS CENTER								
Emergency Power Service - Silsb	109353	08/16/2013	INV.#007104/EOC	076-000-43901		08/16/2013	1,002.34	
Emergency Power Service - Silsb	109353	08/16/2013	INV.#007114/EOC	076-000-43901		08/16/2013	2,006.82	
Sword Co.	109411	08/16/2013	INV.#225682/EOC	076-000-42100		08/16/2013	23.26	
Quill Corporation	109393	08/16/2013	SUPPLIES	076-000-42100		08/16/2013	8.21	
Quill Corporation	109393	08/16/2013	C7309806/EOC	076-000-42100		08/16/2013	8.50	
Parker Lumber - Woodville	109389	08/16/2013	22735/EOC	076-000-42102		08/16/2013	35.96	
U Pump It - Gardner Oil	109432	08/16/2013	UP TYCO EMER MGT2/EOC	076-000-42416		08/16/2013	327.31	
TECH RADIUM, INC.	109459	08/16/2013	INV.#8262/EOC	076-000-42178		08/16/2013	6,075.00	
							Fund 076 - EMERGENCY OPERATIONS CENTER Total:	9,487.40
Fund: 089 - TYLER COUNTY NUTRITION CENTER								
Entergy	109354	08/16/2013	451093/SHELTER W/SHOP	089-000-42510		08/16/2013	724.96	
D & D Plumbing - DK	109342	08/16/2013	INV.#799983/NUTR.CTR.	089-000-42410		08/16/2013	225.00	
D & D Plumbing - DK	109342	08/16/2013	INV.#799984/NUTR.CTR.	089-000-42410		08/16/2013	175.00	
WalMart Community/GECRB	109439	08/16/2013	SUPPLIES	089-000-42410		08/16/2013	35.59	
Sullivan's Hardware	109410	08/16/2013	JULY 2013/NUTR.CTR.	089-000-42410		08/16/2013	11.47	
							Fund 089 - TYLER COUNTY NUTRITION CENTER Total:	1,172.02
Fund: 097 - CHILD SAFETY FUND								
Allen, Terry	109318	08/16/2013	MILEAGE/POST LEGIS.CONF. &	097-000-42655		08/16/2013	322.05	
							Fund 097 - CHILD SAFETY FUND Total:	322.05

Check Register

Payable Dates: 8/13/2013 - 8/17/2013

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Fund: 106 - TXCDBG DRS 010191 IKE RECOVERY							
LONGVIEW BRIDGE & ROAD, LTT1045		08/13/2013	DRAWDOWN #27/STREET IMPR	106-000-42431		08/13/2013	93,773.56
Fund 106 - TXCDBG DRS 010191 IKE RECOVERY Total:							93,773.56
Fund: 111 - COURTHOUSE RESTORATION							
Whelan, Robert William	109461	08/16/2013	WINDOWS/COJUD	111-000-48011		08/16/2013	300.00
Parker Lumber - Woodville	109389	08/16/2013	WINDOWS	111-000-48011		08/16/2013	9.16
Fund 111 - COURTHOUSE RESTORATION Total:							309.16
Grand Total:							295,490.64

Report Summary

Fund Summary

Fund	Payment Amount
010 - GENERAL FUND	106,229.01
021 - ROAD & BRIDGE I	6,730.87
022 - ROAD & BRIDGE II	18,194.85
023 - ROAD & BRIDGE III	33,273.82
024 - ROAD & BRIDGE IV	14,499.36
026 - TYLER CO. RODEO ARENA/FAIRGRND	30.85
034 - DISTRICT CLERK RMP	654.90
036 - LIBRARY FUND	1,196.29
037 - T C COLLECTION CENTER	6,608.98
043 - JAIL INTEREST & SINKING	154.89
050 - C D A FEES	110.00
053 - ADULT PROBATION	2,536.73
054 - JUVENILE PROBATION	205.90
076 - EMERGENCY OPERATIONS CENTER	9,487.40
089 - TYLER COUNTY NUTRITION CENTER	1,172.02
097 - CHILD SAFETY FUND	322.05
106 - TXCDBG DRS 010191 IKE RECOVERY	93,773.56
111 - COURTHOUSE RESTORATION	309.16
Grand Total:	295,490.64

Account Summary

Account Number	Account Name	Payment Amount
010-401-42111	POSTAGE FOR POSTAGE ME	1,243.33
010-401-42178	CONTINGENCY FOR MISCEL	3,156.11
010-401-42231	HOUSING OF TCSO INMATE	34,471.37
010-401-42643	AUTOPSIES	5,600.00
010-401-42697	RADIO TOWER RENTAL	4,600.62
010-401-48000	MISCELLANEOUS EXPENSE	307.00
010-402-42100	OFFICE SUPPLIES	398.69
010-402-42500	TELEPHONE	60.56
010-402-42659	TRAVEL & EDUCATION	35.00
010-405-42100	OFFICE SUPPLIES	185.69
010-407-42100	OFFICE SUPPLIES	118.00
010-407-42659	TRAVEL & EDUCATION	30.00
010-410-42500	TELEPHONE	68.00
010-411-42100	OFFICE SUPPLIES	45.99
010-413-42100	OFFICE SUPPLIES	143.42
010-415-42634	COURT APPOINTED ATTORN	900.00
010-419-42100	OFFICE SUPPLIES	858.65
010-419-42639	DNA LAB FEES	889.00

Account Number	Account Name	Payment Amount
010-420-42100	OFFICE SUPPLIES	555.25
010-421-42100	OFFICE SUPPLIES	40.00
010-422-42100	OFFICE SUPPLIES	101.44
010-422-42500	TELEPHONE	160.06
010-423-42100	OFFICE SUPPLIES	181.95
010-426-42100	OFFICE SUPPLIES	492.75
010-426-42150	UNIFORMS	177.67
010-426-42182	DEPUTIES SUPPLIES	477.26
010-426-42400	GAS, OIL, GREASE	12,866.51
010-426-42401	TIRES, TUBES	2,070.85
010-426-42413	REPAIRS TO VEHICLES	1,840.57
010-426-42415	RADIO MAINTENANCE	20.87
010-426-42500	TELEPHONE	1,687.60
010-426-42656	ANIMAL CONTROL	72.00
010-426-42659	TRAVEL & EDUCATION	166.00
010-427-42108	JAIL SUPPLIES	2,642.17
010-427-42150	UNIFORMS	1,408.34
010-427-42157	PRISONER MEALS	304.99
010-429-42500	TELEPHONE	50.86
010-439-42100	OFFICE SUPPLIES	22.08
010-440-42101	SUPPLIES	5,205.56
010-440-42350	SERVICE CONTRACTS	344.36
010-440-42353	SUPPORT SERVICES	1,580.00
010-440-42423	EQUIPMENT REPAIRS	1,291.40
010-440-42600	PROFESSIONAL SERVICES	132.00
010-440-42677	EQUIPMENT LEASE	1,806.30
010-442-42106	JANITORS SUPPLIES	849.36
010-442-42150	UNIFORMS	111.87
010-442-42411	REPAIRS AT JUSTICE CENTER	2,056.70
010-442-42412	REPAIRS TO COURTHOUSE	1,234.74
010-442-42511	UTILITIES-JUSTICE CENTER	147.81
010-442-42515	UTILITIES-COURTHOUSE	8.20
010-453-43122	COURTHOUSE RESTORATIO	10,810.99
010-453-43210	OFFICE EQUIPMENT	2,199.07
021-000-42400	GAS, OIL, GREASE	3,213.62
021-000-42401	TIRES, TUBES	1,532.41
021-000-42425	MACHINERY MAINTENANCE	1,613.39
021-000-42510	UTILITIES	110.00
021-000-42998	MISCELLANEOUS SUPPLIES	261.45
022-000-42161	CULVERTS	1,078.20
022-000-42400	GAS, OIL, GREASE	6,498.05
022-000-42401	TIRES, TUBES	2,181.47

Account Summary

Account Number	Account Name	Payment Amount
022-000-42425	MACHINERY MAINTENANCE	6,499.21
022-000-42500	TELEPHONE	8.94
022-000-42998	MISCELLANEOUS SUPPLIES	29.98
022-000-43200	PURCHASE OF EQUIPMENT	1,899.00
023-000-42160	ROAD MATERIAL	15,167.35
023-000-42400	GAS, OIL, GREASE	8,496.89
023-000-42401	TIRES, TUBES	4,319.46
023-000-42425	MACHINERY MAINTENANCE	5,003.71
023-000-42998	MISCELLANEOUS SUPPLIES	286.41
024-000-42400	GAS, OIL, GREASE	9,035.49
024-000-42401	TIRES, TUBES	2,367.33
024-000-42425	MACHINERY MAINTENANCE	2,383.85
024-000-42500	TELEPHONE	188.09
024-000-42659	TRAVEL & EDUCATION	225.00
024-000-42998	MISCELLANEOUS SUPPLIES	299.60
026-000-42410	REPAIRS & MAINTENANCE	30.85
034-000-48010	RECORDS PRESERVATION	654.90
036-000-48007	LIBRARY BOOKS & SUPPLIES	1,196.29
037-000-42177	CONTAINER HAULS	4,967.20
037-000-42400	GAS, OIL, GREASE	1,106.63
037-000-42425	MACHINERY MAINTENANCE	535.15
043-000-42410	REPAIRS & MAINTENANCE	154.89
050-000-48000	MISCELLANEOUS EXPENSE	110.00
053-000-42104	SUPPLIES & OPERATING EXP	491.34
053-000-42510	UTILITIES	30.39
053-000-42647	CONTRACT SERVICES FOR O	15.00
053-434-42629	CCP CONTRACT SERV FOR C	2,000.00
054-451-42100	OFFICE SUPPLIES	52.50
054-456-42105	INSTRUCTIONAL EDUCATIO	146.90
054-456-42212	SUMMER YOUTH TRAVEL	6.50
076-000-42100	OFFICE SUPPLIES	39.97
076-000-42102	EMERGENCY SUPPLIES/SIGN	35.96
076-000-42178	I.R.I.S. LICENSE	6,075.00
076-000-42416	VEHICLE OPERATIONS/MAI	327.31
076-000-43901	STANDBY MAINTENANCE	3,009.16
089-000-42410	REPAIRS & MAINTENANCE	447.06
089-000-42510	UTILITIES	724.96
097-000-42655	CHILD SAFETY PROGRAMS	322.05
106-000-42431	STREET IMPROVEMENTS/BI	93,773.56
111-000-48011	COURTHOUSE REPAIRS	309.16
	Grand Total:	295,490.64

Project Account Summary

Project Account Key
None

Payment Amount

295,490.64

Grand Total:

295,490.64

Making a
Difference *Name of County*

Extension Newsletter for Commissioners Court

Overview of major programming efforts of County Agent Doug Weir for July 2013:

- 5, Site visit for fly count on flies.
- 9, District 4-H Record book judging Nacogdoches.
- 10, Mid-Year Review with District office.
- 11, Site visit for fly count on flies.
- 12, Beef and Forage work shop in Corrigan.
- 14, Camp Corral in Brownwood.
- 15, Camp Corral in Brownwood.
- 16, Camp Corral in Brownwood.
- 17, Camp Corral in Brownwood.
- 18, Camp Corral in Brownwood.
- 19, Camp Corral in Brownwood.
- 20, Site visit for fly count on flies.
- 26, Site visit for fly count on flies.
- 29, 4-H Skit Practice.
- 30, Meeting with TAHC.

Overview of major programming planned by Doug Weir for July 2013:

Educational Programs:

Programs Presented.....1
Program Participants35

Educational Contacts:

Telephone.....66
E-mail Blast273
Site/Office Visits.....5
Mail85



Representative James White speaking on Legislative Updates Affecting East Texas Agriculture Producers.

DAVIDSON DOCUMENT SOLUTIONS, INC.DIGITAL DOCUMENT SOLUTIONS *You're In Charge!*TEXAS DOCUMENT SOLUTIONS
ARIZONA DOCUMENT SOLUTIONS
NEW MEXICO DOCUMENT SOLUTIONS**Flex Rental Program**

Application No.

Contract No.

2600 Longhorn Blvd. #102 • Austin, TX 78758 • Phone: 512.835.1000 • Fax: 512.832.8255

The words you and your refer to the customer. The words Owner, we, us and our refer to Davidson Document Solutions, Inc.. Every attempt has been made to eliminate confusing language and create a simple, easy-to-read document.

CUSTOMER INFORMATION

FULL LEGAL NAME Tyler County Precinct 1 Justice of the Peace			STREET ADDRESS 702 N. Magnolia Rm. #101	
CITY Woodville	STATE TX	ZIP 75979	PHONE 936-283-3631	FAX
BILLING NAME (IF DIFFERENT FROM ABOVE) Tyler County Auditor			BILLING STREET ADDRESS 100 West Bluff Rm. #110	
CITY Woodville	STATE Texas	ZIP 75979	E-MAIL	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE) 702 N. Magnolia Rm. #101 Woodville, Texas 75979				

MAKE/MODEL NO./ACCESSORIES	SERIAL NO.	STARTING
Sharp MX-M354N		

RENTAL TERMS	RENTAL PAYMENT AMOUNT	SECURITY DEPOSIT
Term in Months 60 (mos.)	60 Payments of \$ 80.52 (Plus Applicable Taxes) Rental Payment Period is Monthly Unless Otherwise Indicated.	\$ 0 (Plus Applicable Taxes)
Payment includes 0 B&W images per month	Excess Usage Charge monthly at \$ 0 per B&W image	
Payment includes 0 Color images per month	Excess Usage Charge monthly at \$ 0 per Color image	

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT, THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.**OWNER ACCEPTANCE**

Davidson Document Solutions, Inc.			
DATED	OWNER	SIGNATURE	TITLE

CUSTOMER ACCEPTANCE

By providing a telephone number for a cellular phone or other wireless device, you are expressly consenting to receiving communications (for NON-marketing or solicitation purposes) at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system from Owner and its affiliates and agents. This Express Consent applies to each such telephone number that you provide to us now or in the future and permits such calls. These calls and messages may incur access fees from your cellular provider.

Tyler County Precinct 1 Justice of the Peace		X	
DATED	CUSTOMER	SIGNATURE	TITLE

FEDERAL TAX I.D. # PRINT NAME

CONTINUING GUARANTY

As additional inducement for us to enter into the Agreement, the undersigned ("you") unconditionally, jointly and severally, personally guarantees that the customer will make all payments and meet all obligations required under this Agreement and any supplements fully and promptly. You agree that we may make other arrangements including compromise or settlement with the customer and you waive all defenses and notice of those changes and will remain responsible for the payment and obligations of this Agreement. We do not have to notify you if the customer is in default. If the customer defaults, you will immediately pay in accordance with the default provision of this Agreement all sums due under the terms of the Agreement and will perform all the obligations of the Agreement. If it is necessary for us to proceed legally to enforce this guaranty, you expressly consent to the jurisdiction of the court set out in paragraph 14 and agree to pay all costs, including attorneys fees incurred in enforcement of this guaranty. You waive trial by jury in any action between us and waive transfer of venue. It is not necessary for us to proceed first against customer before enforcing this guaranty. By signing this guaranty, you authorize us to obtain credit bureau reports for credit and collection purposes.

	X	
PRINT NAME OF GUARANTOR	SIGNATURE	DATED

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been furnished, that delivery and installation has been fully completed and satisfactory. Further, all conditions and terms of this Agreement have been reviewed and acknowledged. Upon your signing below, your promises herein will be irrevocable and unconditional in all respects.

Tyler County Precinct 1 Justice of the Peace		X	
DATE OF DELIVERY	CUSTOMER	SIGNATURE	TITLE

Account No.

Contact No.

2600 Longhorn Blvd. #102 • Austin, TX 78758 • Phone: 512.835.1000 • Fax: 512.832.8255

The words you and your refer to the customer. The words Owner, we, us and our refer to Davidson Document Solutions, Inc.. Every attempt has been made to eliminate confusing language and create a simple, easy-to-read document.

CUSTOMER INFORMATION

FULL LEGAL NAME Tyler County Precinct 1 Justice of the Peace			STREET ADDRESS 702 N. Magnolia Rm. #101		
CITY Woodville	STATE TX	ZIP 75979	PHONE 936-283-3631	FAX	
BILLING NAME (IF DIFFERENT FROM ABOVE) Tyler County Auditor			BILLING STREET ADDRESS 100 West Bluff Rm. #110		
CITY Woodville	STATE Texas	ZIP 75979	E-MAIL		
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE) 702 N. Magnolia Rm. #101 Woodville, Texas 75979					

MAKE/MODEL NO./ACCESSORIES	SERIAL NO.	STARTING
Sharp MX-M354N		

RENTAL TERMS	RENTAL PAYMENT AMOUNT	SECURITY DEPOSIT
Term in Months <u>60</u> (mos.)	60 Payments of \$ <u>80.52</u> (Plus Applicable Taxes) Rental Payment Period is Monthly Unless Otherwise Indicated.	\$ <u>0</u> (Plus Applicable Taxes)
Payment includes <u>0</u> B&W images per month	Excess Usage Charge monthly at \$ <u>0</u> per B&W image	
Payment includes <u>0</u> Color images per month	Excess Usage Charge monthly at \$ <u>0</u> per Color image	

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT, THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.

OWNER ACCEPTANCE

Davidson Document Solutions, Inc.		
DATED OWNER	SIGNATURE	TITLE

CUSTOMER ACCEPTANCE

By providing a telephone number for a cellular phone or other wireless device, you are expressly consenting to receiving communications (for NON-marketing or solicitation purposes) at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system from Owner and its affiliates and agents. This Express Consent applies to each such telephone number that you provide to us now or in the future and permits such calls. These calls and messages may incur access fees from your cellular provider.

Tyler County Precinct 1 Justice of the Peace	X	
DATED CUSTOMER	SIGNATURE	TITLE

FEDERAL TAX I.D. # PRINT NAME

CONTINUING GUARANTY

As additional inducement for us to enter into the Agreement, the undersigned ("you") unconditionally, jointly and severally, personally guarantees that the customer will make all payments and meet all obligations required under this Agreement and any supplements fully and promptly. You agree that we may make other arrangements including compromise or settlement with the customer and you waive all defenses and notice of those changes and will remain responsible for the payment and obligations of this Agreement. We do not have to notify you if the customer is in default. If the customer defaults, you will immediately pay in accordance with the default provision of the Agreement all sums due under the terms of the Agreement and will perform all the obligations of the Agreement. If it is necessary for us to proceed legally to enforce this guaranty, you expressly consent to the jurisdiction of the court set out in paragraph 14 and agree to pay all costs, including attorney's fees incurred in enforcement of this guaranty. You waive trial by jury in any action between us and waive transfer of venue. It is not necessary for us to proceed first against customer before enforcing this guaranty. By signing this guaranty, you authorize us to obtain credit bureau reports for credit and collection purposes.

Jacques L. Blanchette	X Jacques L. Blanchette	8/16/13
PRINT NAME OF GUARANTOR	SIGNATURE	DATED

ACCEPTANCE OF DELIVERY

You certify that all the Equipment listed above has been furnished, that delivery and installation has been fully completed and satisfactory. Further, all conditions and terms of this Agreement have been reviewed and acknowledged. Upon your signing below, your promises herein will be irrevocable and unconditional in all respects.

Tyler County Precinct 1 Justice of the Peace	X	
DATE OF DELIVERY CUSTOMER	SIGNATURE	TITLE

Changes to Employee Handbook

Page 3 – Added Safety to Table of Contents

Page 4 – Added Internet Use to Technology

Page 5 – Added “pre” in front of employee physical & drug screen

Page 15 – Added Tyler County Policy of Safety

Page 18 – Removed benefits & privileges after introductory period

Page 19 – Added Abandonment of Position

Page 22 – Added Benefits subject to C/Court & Budget

) Page 23 – Added TCDRS participation requirements

Page 27 – Amount of pay for holiday – removed hours

Page 41 – Changed 7 day work week to match payroll

Page 45 – Changed from probation to introductory period

Page 51 – Internet usage

The State of Texas

**TYLER
COUNTY**



**EMPLOYEE'S HANDBOOK OF COUNTY
POLICY**

Updated & Amended DRAFT August 2013

Presented by the
COMMISSIONERS COURT
of
Tyler County

ACKNOWLEDGMENT

I have received my copy of the Tyler County Personnel Manual, which outlines my privileges and obligations as an employee and also includes a summary of my benefits. I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and that I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the county. If I need clarification on any of the information in this manual, I will contact my supervisor (or county personnel representative.)

Since this information is necessarily subject to change, it is understood that any changes will be communicated to me by supervisor or through official notices or bulletin boards.

I further understand that my employment is terminable at will so that both the county and its employees remain free to choose to end their relationship at any time for any or no reason.

I also acknowledge that as a county employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers and for myself, to continually make suggestions for improvement and to demonstrate a spirit of team work and cooperation.

I further understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law.

PRINTED NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE SIGNED

TYLER COUNTY PERSONNEL POLICY MANUAL

Table of Contents

INTRODUCTION	
An Equal Opportunity Employer	4
Tyler County Officials	6
2002 Policies Adoption and 2010 Revision	7
Tyler County Personnel Policy Manual	9
Part 1 PERSONNEL POLICIES	
Applicability	10
Implementation	10
Dissemination	11
Part 2 EMPLOYMENT AND EMPLOYEE STANDARDS AND PRACTICES	
Equal Employment Opportunity	12
Employee Status.....	12
Nepotism	14
Safety	15
Americans with Disabilities Act and ADA Act.....	16
Introductory Period	17
Promotions	18
Attendance and Timeliness	19
Outside Employment and Activities	20
Responsibility for County Property	20
Phone use.....	20
Conflict of Interest	21
Political Activity	21
Part 3 BENEFITS AND LEAVE	
Group Medical and Life Insurance	22
Longevity	22
Retirement	23
Social Security	23
Workers' Compensation	24
Meal and Break Periods	25
Emergency Closing	26
Holidays	27
Vacation	28
Sick Leave	31
Bereavement	34
Civil Leave	34
Family and Medical and Military Leave	34
Part 4 WAGES AND SALARY ADMINISTRATION	
Hours of Work, Workday and Workweek	41
Pay period	41

Minimum Wage, Overtime Pay and Compensatory time	41
Payroll Records	44
Pay Reductions	44
Termination Pay	44
Part 5 SEPARATION	
Separation	45
Layoffs	46
Part 6 DISCIPLINE	
Discipline	47
Part 7 TRAVEL	
Transportation Expense Reimbursement	49
Part 8 POST – RETIREMENT EMPLOYMENT	
Post – Retirement Employment	50
Part 9 TECHNOLOGY / INTERNET USE	
Technology	51
Part 10 ALCOHOL AND DRUG ABUSE	
Alcohol and Drug Abuse	53
Administration Guide to Personnel	54
Appendix A. Alcohol And Drug Effects	62
Appendix B. Employee Notification Letter	67
Appendix C. Test Notification	69
Appendix D. Observed Behavior Reasonable Suspicion	70
Appendix E. Certified Receipt	71
Part 11 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE	
Anti-harassment Policy and Complaint Procedure	72
Sexual Harassment	74

TYLER COUNTY POLICIES AND PROCEDURES

(An Equal Opportunity Employer)

Welcome to the family of Tyler County Employees. As an employee of Tyler County, you will be eligible for various benefits which will be outlined later in this manual.

You will also be responsible for projecting the proper image of our County Government and its various functions to the people of Tyler County. Always remember your reputation and degree of proficiency and courtesy in your particular position reflects the county's reputation and vice versa.

In many instances, you may be the only contact a Tyler County resident has with his/her County Government. We want you to be proud to be an employee of the County and we want to be proud of you as an employee.

The governing body of the County is the Commissioners Court which is comprised of the County Judge and the four Commissioners.

Officials elected on a County-Wide basis are the County Judge, District Judges, District Attorney, Sheriff, District Clerk, County Clerk, County Tax Assessor-Collector and County Treasurer. Officials elected on a Precinct level are Commissioners, Justice of the Peace, and Constables.

Employment opportunities with the County vary a great deal. There are positions available for accountants, clerks, heavy equipment operators, etc. We hope you will be happy in the area of employment you have chosen. We welcome your comments and suggestions about your employment with the County.

The purpose of this manual is to inform you, and all employees of Tyler County, of our procedures and policies, rules and regulations. There is no intention on the County's part, by the publication of this manual, to create a contract, and you should know that while Tyler County believes in the benefits, rules and procedures contained herein, it may be necessary from time to time when in the County's opinion circumstances warrant, to modify or change the policies and procedures set forth.

You have the right as an employee of Tyler County to terminate your employment at any time. Tyler County retains the same right to terminate your employment, regardless of any other documents, oral or written statements issued by the County of its representatives. All new employees will be required to take a pre-employment physical and drug screen, by a county appointed physician, at the expense of the county. As a new employee of the County, you will be in an introductory period for 90 days. At any time during this period, your job performance may be evaluated by the supervisor. At the end of the 90 day period, you may be given regular county employment status, your introductory period may be extended if your performance was unsatisfactory, or you may be terminated.

Again, we welcome you as an employee of the County to a working TEAM who is committed to the excellence of our County.

TYLER COUNTY OFFICIAL

COMMISSIONERS' COURT

Jacques L. Blanchette	County Judge
Martin Nash	Commissioner, Pct. 1
James H. "Rusty" Hughes	Commissioner, Pct. 2
Mike Marshall	Commissioner, Pct. 3
Jack A. Walston	Commissioner, Pct. 4

OFFICIALS OF THE COUNTY

Sharon Fuller	County Treasurer
Lynnette Cruse	Tax Assessor-Collector
Donece Gregory	County Clerk
Bryan Weatherford	Sheriff
Jackie Skinner	County Auditor

OFFICIALS OF THE DISTRICT COURT

Earl Stover, III Sr. Administrative Judge	Judge, Judicial District
Jerome P. Owens, Jr.	Judge, 1-A Judicial District 88 th
Joe R. Smith	Criminal District Attorney
Kim Nagypal	District Clerk
Matt O'Neal	Adult Probation Chief
Terry Allen	Juvenile Probation Chief

OFFICIALS OF THE PRECINCT

Trisher Ford	Justice of the Peace, Pct. 1
Judith Haney	Justice of the Peace, Pct. 2
Donald Milton Powers	Justice of the Peace, Pct. 3
James Moore	Justice of the Peace, Pct. 4
Dale Freeman	Constable, Pct. 1
David Davis	Constable, Pct. 2
Wade Skinner	Constable, Pct. 3
Jim Zachary	Constable, Pct. 4

2002 POLICIES ADOPTION

Each of these policies and parts of policies are intended to stand independently. Therefore, if any policy or part of a policy becomes invalid because of Federal or State law or other authority, it shall not affect the validity or application of other policies or parts of policies. From time to time, it may be necessary to make changes in these policies as a result of changes in the county or its programs. When this occurs, all county employees shall be notified of the changes and the date the changes are to be effective.

The purpose of these policies is to serve the needs of both the employees and the county to the mutual benefit of both. Any employee who has a question concerning any of Tyler County's personnel policies is encouraged to discuss it with his or her supervisor. Adopted by the Commissioners' Court of Tyler County on the 9th day of December, 2002, and effective the 10th day of December, 2002.

Jerome Owens	County Judge
C. D. Woodrome	Commissioner, Pct. 1
Rusty Hughes	Commissioner, Pct. 2
Joe Marshall	Commissioner, Pct. 3
Jack Walston	Commissioner, Pct. 4

REVISED 2010

Revised by Commissioners' Court of Tyler County on this the 18TH day of June 2010, and effective the 21st day of June 2010.

Jacques L. Blanchette	County Judge
Martin Nash	Commissioner, Pct. 1
Rusty Hughes	Commissioner, Pct. 2
Mike Marshall	Commissioner, Pct. 3
Jack Walston	Commissioner, Pct. 4

REVISED 2012

Revised by Commissioners' Court of Tyler County on this the 17TH day of August 2012, and effective the 1st day of September 2012.

Jacques L. Blanchette	County Judge
Martin Nash	Commissioner, Pct. 1
Rusty Hughes	Commissioner, Pct. 2
Mike Marshall	Commissioner, Pct. 3
Jack Walston	Commissioner, Pct. 4

THE COUNTY OF TYLER EMPLOYEE INFORMATIONAL MANUAL

The purpose of this manual is to outline and explain all policies, regulations, rules, and benefits concerning the employees of Tyler County. These policies are subject to change at any time by direction and approval of the Commissioners' Court and replace all other policies that have been previously passed and adopted.

APPROVED BY THE
TYLER COUNTY COMMISSIONERS' COURT

December 9th, 2002

Revised: December 9th, 2002

Revised: June 18, 2011
Revised: May 13, 2011
Revised: July 15, 2011
Revised: August 12, 2011
Revised: February 17, 2012
Revised: August 17, 2012

INTRODUCTON
TO THE
TYLER COUNTY PERSONNEL POLICY MANUAL

These Personnel Policies for Tyler County have been developed to provide a better understanding of the relationship between the county and the citizens who serve the county as employees.

This is done by:

1. Defining the rights and privileges enjoyed by county employees;
2. Stating the rules and regulations that apply to county employees;
3. Outlining the expectations the county has of its employees;
4. Providing a system of fair and consistent treatment for all employees; and
5. Providing information and systems to increase the efficiency of the personnel management program of the county.

Part 1

PERSONNEL POLICY

TYLER COUNTY POLICY ON APPLICABILITY

Application of policies

The personnel policies shall apply consistently and uniformly to all county employees.

Violation of policies

Any employee who knowingly and intentionally violates any personnel policy of the county shall be subject to disciplinary measures.

TYLER COUNTY COMMISSIONERS' COURT APPROVED THIS POLICY ON DECEMBER 9, 2002.

AMENDED JUNE 18, 2010.

TYLER COUNTY POLICY ON IMPLEMENTATION & ADMINISTRATION OF PERSONNEL POLICIES

Implementation

Each elected/appointed official of Tyler County shall be responsible for the administration and implementation of these personnel policies in all departments for which he/she has administrative, managerial or supervisory responsibility.

Deviation from Policy

There will be no deviation except by prior consent of the Commissioners' Court.

If unique or unusual circumstances make it necessary to deviate from any of these personnel policies, the elected/appointed official responsible for overseeing the department involved shall see that the following written documentation is prepared and presented to the Commissioners' Court:

1. Details of the action to be taken which deviates from the existing policy;
2. A statement of why the deviation would be in the best interest of the county and other parties involved.

POLICY ON DISSEMINATION OF PERSONNEL POLICIES

Master Personnel Policy Manual

1. A master personnel policy manual, which contains the original of all personnel policies in effect for Tyler County, shall be maintained in the County Auditor's office.
2. Copies of the complete personnel policy manual shall be maintained in each department.

Personnel Policy Coordinator

1. The County Auditor shall serve as the County's Personnel Policy Coordinator.
2. The duties of the Personnel Policy Coordinator shall include:
 - A. Maintaining the master personnel policy manual and updating the manual when a change, addition or deletion is made in the county's personnel policies as adopted by the Commissioners' Court;
 - B. Providing each department head with copies of new or changed policies and information when policies are deleted so that the department head will be able to update the department's copy of the personnel policy manual when a change, addition or deletion is made;
 - C. Coordinating recommendations for additions, deletions and changes in personnel policies;
 - D. Developing and implementing a system for notifying all county employees whenever a change, addition or deletion is made in the county's personnel policies.
3. The duties of the personnel policy coordinator shall include:
 - A. Providing new employees with copies of the personnel manual;
 - B. Retaining acknowledgment forms, signed by employees, to be kept in the personnel files maintained by the County Treasurer.

Dissemination

1. Each department head shall be responsible for:
 - A. Informing each employee in his/her department of the personnel policy system in the County;
 - B. Informing each employee of his/her responsibilities for being familiar with the policies; and
 - C. Taking action steps to see that each employee becomes knowledgeable of the policies.
 - D. Developing and implementing a system for notifying all county employees whenever a change, addition or deletion is made in the county's personnel policies.
 - E. Conducting an annual review of all personnel policies to determine if they are consistent with actual practices and in compliance with all legislation relating to the personnel function and the relationship between the employer and employee.
 - F. Insuring that the acknowledgement form for the county policy manual has been read and signed by employees and filed accordingly in their personnel file.

Access to Policy Manuals

All employees shall have the right to review the master personnel policy manual or the copy of the personnel policy manual found in their department.

Part 2

EMPLOYMENT AND EMPLOYEE STANDARD PRACTICES

TYLER COUNTY POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity

Elected and appointed officials, department heads, supervisors, and employees of Tyler County shall not discriminate on the basis of race, color, religion, political affiliation, handicapping condition, national origin, sex or age in recruiting, selection, training, raises, promotions, terminations, discipline, layoff, use of employee facilities or programs, or any other condition or privilege of employment except where age or sex is a bona fide occupational qualification or where it is required by state or federal law.

Reasonable Accommodation

1. Reasonable accommodation shall be made for otherwise qualified handicapped individuals to afford them the same opportunities for selection and all conditions and privileges of employment as non-handicapped applicants and employees.
2. Determination of reasonable accommodation shall be made through consultation with the handicapped employee or applicant.

TYLER COUNTY POLICY ON EMPLOYEE STATUS

Full-Time

An employee who has a normal work schedule of forty (40) hours per week shall be classified as a full-time employee.

Part-time

An employee who has a normal work schedule of less than thirty (30) hours per week shall be classified as a part-time employee.

Regular

An employee who is not considered to be a **temporary** employee as defined in this policy shall be considered to be a regular employee. Regular employees may either be full-time or part-time.

Temporary

Whether **full or part-time**, an employee in a position that is established for a specific period of time (usually less than one year) or until a specific project is completed shall be considered a temporary employee.

Employment Contract

No employee shall have an "employment contract" for a specific or indefinite period of time unless the contract is approved in writing by the Commissioners' Court.

Benefits

1. Regular *full-time* employees shall be eligible for benefits in accordance with the eligibility requirements stated with each policy describing a benefit.
2. Temporary employees and part-time employees shall *not* be eligible for any benefits except those required by law.
3. An employee who has worked *full-time* for the county for six consecutive (6) months shall be eligible for benefits.

TYLER COUNTY POLICY ON NEPOTISM

Hiring of Relatives and Contract Employees

An elected or appointed official of the county shall not hire a person that falls within the nepotism laws of the state of Texas. (See attached Charts.)

Chart 1: Affinity Kinship Chart (Relationship by Marriage)

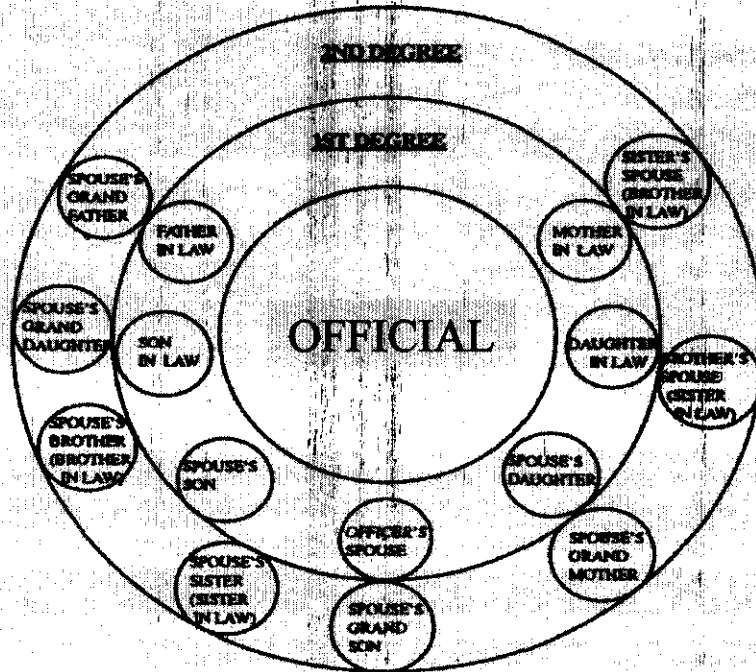
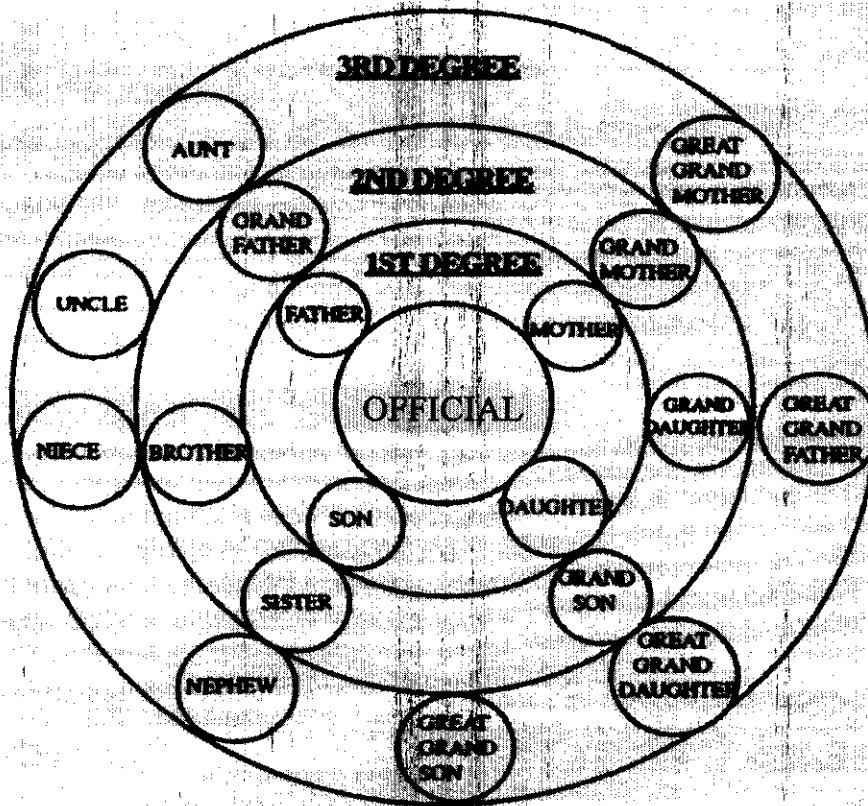


Chart 2: Consanguinity Kinship Chart (Relationship by blood)



**TYLER COUNTY
POLICY ON SAFETY**

**SAFETY
STANDARDS**

1. Each County employee shall be required to adhere to all general safety standards established for all employees and to all additional safety standards for their job or the department in which he/she works.

VIOLATIONS

2. Failure to follow the safety standards set by the County shall make an employee subject to disciplinary action, up to and including termination.

3. An employee causing an accident resulting in major injury or death because of failure to follow safety standards shall be terminated.

REPORTING

4. Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to the department head.

POLICY ON Americans with Disabilities Act & the ADA AMENDMENTS ACT

The Americans with Disabilities Act (ADA) and ADA Amendment Act requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County to comply with all Federal and State laws and applicable amendments there to concerning the employment of person with disabilities.

It is the County policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The County will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The County Auditor's "Office" is responsible for implementing this policy in coordination with department heads, including resolution of reasonable accommodation, safety, and undue hardship issues.

DEFINITIONS

As used in the policy, the following terms have the indicated meaning and will be adhered to in relation to this policy.

1. **Disability** refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual who has such an impairment, has record of such and impairment, or is regarded as having such an impairment is a "disabled individual." Employees living with or affected by HIV infection and AIDS will be treated in the same manner as employees with other disabling conditions.
2. **Direct threat to safety** means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
3. A **qualified individual with a disability** means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
4. **Reasonable accommodation** means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training material, adjustment or modification of polices, and similar activities.
5. **Undue hardship** means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other

impact upon that facility; (5) the overall financial resources of the County; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire County; and (8) the relationship of the particular facility to the County. These are not all the factors but merely examples.

6. **Essential job function** refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

Attachment #1:

The County will comply with The Genetic Information Nondiscriminatory Act (GINA, effective 11/21/09). The County will not discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The County will not retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Attachment # 2:

The County will comply with Title II of the Genetic Information Nondiscrimination Act of 2008 which protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The county will comply with GINA's provisions which also restrict the county's acquisition of genetic information and strictly limit disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Retention of Applications

1. Applications of individuals applying for employment with the County shall be kept in the County Auditor's office for a minimum of two years *after* the initial date of the application.
2. When a vacancy is filled, the applications of individuals *not* selected shall remain in that office to be placed in the application files for a minimum of two years after the initial date of the application.
3. The applications kept in the County Auditor's office may be reviewed during normal working hours by any supervisor having an opening in his/her department.

COUNTY POLICY ON INTRODUCTORY PERIOD

New Employees

Effective November 1, 2010, each new employee shall have an Introductory Period of 90 days after being employed.

Employment Processing

Applicants who have been accepted for employment will be directed to the County Auditor's office to complete necessary employment and payroll records.

Evaluation During Introductory Period

An evaluation as to performance shall be made at a minimum of twice during the Introductory Period.

"No Fault" Separation

1. During the Introductory Period, if the supervisor decides, *for any reason*, that the new employee is *not* suited for the job or that the employee's continued employment may *not* be in the best interest of the county, the supervisor may initiate an immediate "No Fault" separation which will not reflect negatively in the employee's records.
2. During the Introductory Period, if the new employee, for any reason, feels that his/her employment with the county may not be in his/her best interest; the employee may initiate an immediate "No Fault" resignation which will not reflect negatively in the employee's personnel records.

Salary During Introductory Period

During the Introductory Period, a new employee's salary shall be determined by the department head as to experience and qualifications for the position in which employed. However, the salary shall not be more than the salaries of regular full-time employees.

Right of Appeal

1. A new employee who receives a "No Fault" separation under the provisions of this policy shall have *no right* to appeal the separation except on the grounds of discrimination prohibited by law.
2. In cases of appeal on the basis of discrimination, the employee must submit his/her appeal to the Commissioners' Court through the County Judge.
3. The Commissioners' Court will review the facts of the situation and make recommendations to the supervisor involved if the court feels that further action or consideration is necessary.

Completion of Introductory Period – New Employees

When a new employee successfully completes Introductory Period, he/she shall be removed from Introductory Status.

~~receive the increase in salary up to the base for his/her position, and be eligible for all benefits and privileges of employment enjoyed by other regular county employees.~~

Promoted Employees

1. Effective November 1, 2010, all promoted employees, having successfully completed the required 90 day Introductory Period are considered to be fully approved.
2. If a promoted employee cannot meet the required standards of the new position, the employee *may* be restored to the position from which he/she was promoted or to a comparable position.
3. Demoted employees shall be subject to an Introductory Period in their new capacities.
4. If a demoted employee is *not* able to meet the required standards for the job during the Introductory Period, the employee shall be dismissed.

TYLER COUNTY POLICY ON PROMOTIONS

Promotions

1. It shall be the policy of the County to provide promotional opportunities for current employees whenever reasonably possible.

2. Employees wishing to apply for a promotion into an available position shall make application for that position in accordance with the provisions of the policy on recruitment and selection.
3. While the county's policy is to fill each position with the best qualified applicant, preference shall be given to current county employees where all other qualifications are equal.

Introductory Period

County employees who are promoted *shall* be subject to the applicable provisions of the policy on Introductory Period.

Pay Increase

When a county employee is promoted, he/she *shall* have his/her salary increased to the salary for the new position.

TYLER COUNTY POLICY ON EMPLOYEE ATTENDANCE AND TIMELINESS**Attendance**

Each employee shall report for work on each day he/she is scheduled to work unless prior approval is given by the employee's supervisor or the employee is unable to report for work due to circumstances beyond the control of the employee.

Tardiness

1. Each employee shall be at his/her place of work in accordance with the starting time established for his/her position unless prior approval is given by the supervisor or the employee is unable to be at work on time for reasons beyond the control of the employee.
2. Each employee shall remain on the job until the normal quitting time for his/her job unless permission to leave early is given by the employee's supervisor.

Notification

If an employee is tardy or absent without prior approval, the employee shall be responsible for notifying his/her supervisor as soon as is practical as to the circumstances causing the tardiness or absence.

Excused and Unexcused

In deciding whether a tardiness or absence without prior approval is to be classified as approved or unapproved, the supervisor shall be responsible for determining if the employee was tardy or absent due to circumstances beyond the reasonable control of the employee.

Excessive Absence or Tardiness

Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures.

Abandonment of Position

An employee who does not report for work for three consecutive scheduled work days, and who fails to notify his or her supervisor, shall be considered to have resigned his/her position by abandonment.

TYLER COUNTY POLICY ON OUTSIDE EMPLOYMENT AND ACTIVITIES

Outside Employment and Activities

1. An employee of the County shall *not* engage in any activities or other employment which will adversely affect his/her ability to effectively carry out the duties and responsibilities of his/her job.
2. An employee accepting *other* employment while still being employed by the County shall notify his/her supervisor before beginning such work.

TYLER COUNTY POLICY ON RESPONSIBILITY FOR COUNTY PROPERTY

Assigned Property

All county employees shall be responsible for the proper use and maintenance of all tools, equipment or vehicles assigned to them by the county.

Driver's License

1. All county employees who operate county vehicles or equipment *shall* have a valid state of Texas Driver's License necessary for that vehicle or equipment.
2. Each county employee who is required to have a driver's license to operate county vehicles or equipment *shall* immediately notify his/her supervisor of any change in the status of that license.
3. Suspension or revocation of the driver's license of an employee who is required to operate a vehicle or equipment as a normal part of his/her job may result in a job change, demotion or discharge.

Personal Use

Personal use of any county property, materials, supplies, tools, equipment or vehicles shall not be permitted.

Accident Reporting

1. Any employee operating county equipment or vehicles *must* report all accidents and property damage to his/her supervisor and to the proper law enforcement or other authority immediately.
2. The employee shall fill out a county incident form for all accidents in which involved.
3. A copy of all accident and incident reports completed by any employee of the county shall be sent to the supervisor, County Auditor, County Auditor and to the County Judge.

TYLER COUNTY POLICY ON TELEPHONE USE

County Telephones

County telephones shall be used for conducting the business of the County.

Personal Use

1. Personal use of county telephones by county employees shall be limited to situations where it is necessary for the employee to make a personal call.
2. Excessive personal use of county telephones may make an employee subject to disciplinary measures.

Long Distance

Long distance calls on county phones shall be made only by county employees authorized to make long distance calls and only for official business.

Cell Phone Use

A cell phone shall not be used while operating heavy equipment. Personal cell phones shall only be used on breaks for personal business.

TYLER COUNTY POLICY ON CONFLICT OF INTEREST**Conflict of Interest**

An employee of the County shall not engage in any employment, relationship, or activity which would affect his/her job efficiency or which would reduce his/her ability to make objective decisions in regard to his/ her work and responsibility as a county employee.

Prohibited Activities

Activities which constitute a conflict of interest under this policy shall include but not be limited to:

- A. Soliciting, accepting or agreeing to accept a financial benefit, gift or favor, other than from the county, that might reasonably tend to influence the employee's performance of duties for the county or that the employee knows or should know is offered with intent to influence the employee's performance.
- B. Accepting employment, compensation, gifts or favors that might reasonably tend to induce the employee to disclose confidential information acquired in the performance of official duties;
- C. Accepting outside employment, compensation, gifts or favors that might reasonably tend to impair independence of judgment in performance of duties for the county;
- D. Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the county; or
- E. Soliciting, accepting or agreeing to accept a financial benefit from another person in exchange for having performed duties as a county employee in favor of that person.

TYLER COUNTY POLICY ON POLITICAL ACTIVITY**Political Activity**

Employees of Tyler County shall not:

- A. Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
- B. Directly or indirectly coerce, attempt to coerce, command or advise a state or local official or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political reason; or
- C. Be a candidate for elective office in a partisan election without taking a leave of absence, unless the incumbent of that office does not seek re-election. For definition purposes, an elected official, serving in office, is not considered an employee for the purpose of this specific provision.

Part 3

BENEFITS AND LEAVE

TYLER COUNTY POLICY ON GROUP MEDICAL AND LIFE INSURANCE

Eligibility

1. All regular full-time employees of the County shall be eligible for coverage under the group hospitalization program provided by the county, 60 days after employment begins, and will be provided life insurance 180 days after employment begins.
2. The county shall pay the premium for coverage of eligible employees.

Benefits

1. The benefits for this program shall be in accordance with the provisions of the master contract.
2. A copy of the master contract shall be kept in the County Auditor's office, and may be reviewed by employees during normal working hours.
3. When an employee retires from the county at age (62) sixty two, and has (8) continuous (unbroken) years of service to Tyler County, Tyler County will pay 100% of the health insurance premium until they reach the age of sixty five (65) and four (4) months. Or for the employee who retires before the age of sixty-two (62), the employee has twenty-five (25) years of continuous (unbroken) service with Tyler County and meets the seventy five (75) points rule, the County will pay eighty (80%) of the health insurance premium and the other twenty (20%) will be paid by the Retiree.

Life Insurance

Effective August 1, 2006, Retirees will have a flat \$10,000 life benefit with no age reduction. Retirees will not be eligible for waiver of premium or AD&D coverage.

These benefits are subject to review each Budget Cycle and will be determined by Commissioner's Court.

Approved by the Tyler County Commissioners' Court July 15, 2011

TYLER COUNTY POLICY ON LONGEVITY

A Reward for all Employees for Loyalty to the County

Eligibility

All full-time employees of Tyler County shall be eligible for longevity pay.

Longevity pay is based on the number of years of *unbroken* service to the county. Longevity pay is in addition to normal merit raises and other compensation that may be provided for by this policy.

Amount

Longevity pay will be equal to \$10.00 per month for each full year of *unbroken* employment starting at the completion of three (3) years' service. After 3 years of unbroken service to the County starting at the beginning of the next fiscal year following the completion of three years. (Amended by Commissioners Court Effective 02/17/12)

Waiting Period

Policy Approved and Adopted December 14, 1990 Effective January 1, 1991
At that time employees shall be credited with a maximum of five years of longevity pay regardless of length of prior service and to increase for each calendar year of service thereafter for a period of twenty five (25) years.

TYLER COUNTY POLICY ON RETIREMENT BENEFITS

Texas County and District Retirement System

Tyler County shall participate in the Texas County and District Retirement System.

Program Details

Details of eligibility for and benefits provided by the program shall be available for review at the County Auditor's "Office" during normal work hours.

Employee Participation

All employees **must** be enrolled in TCDRS. Only temporary employees (established for a specific period of time - usually less than one year) may be excluded.

Payroll Deductions

The employee's share of the retirement contribution shall be deducted from each paycheck.

Benefit Provisions

Employee Deposit Rate	7%
Employer Matching Rate	190%

Vesting and Retirement Eligibility

Years of Service for Vesting and for Retirement at Age 60	8
Sum of Age Plus Years of Service for Retirement at Any Age	75
Years of Service for Retirement at Any Age	30

UPON TERMINATION, EMPLOYEES ARE URGED TO CONTACT THE COUNTY AUDITOR'S OFFICE FOR INFORMATION ON REFUND OF DEPOSITS.

TYLER COUNTY POLICY ON SOCIAL SECURITY

Participation

All county employees *shall* participate in the Federal Social Security Program which provides certain retirement and disability income benefits.

Deductions

Deductions shall be made from each employee's paycheck in accordance with the requirements of the Social Security Program.

County Contributions

The county shall pay an amount equal to the employee's social security deduction to each employee's social security account in accordance with the regulations of the program.

TYLER COUNTY POLICY ON WORKERS' COMPENSATION

Applicability

All employees of the County *shall* be covered by the county's workers' compensation program while on duty for the county.

Benefits

Under the workers' compensation program, an employee who suffers a job related injury or job related illness shall be eligible to have medical expenses paid for such injury or illness as provided by workers' compensation laws and, if unable to work for more than seven (7) calendar days, shall be eligible to receive partial salary continuation benefits which begin on the eighth day of disability.

Responsibility for reporting

1. An employee who suffers an on the job injury or job related illness shall notify his/her supervisor as soon as is reasonably possible and will fill out the appropriate reporting forms.
2. Failure to report job related injuries or illnesses in a timely manner may affect an employee's eligibility to receive workers' compensation benefits or may delay benefit payments.

Physicians Release

An employee who has been receiving workers' compensation benefits shall be required to provide a release from the attending physician before being allowed to return to work.

Occupational Disability Leave

1. An employee who must miss work as the result of a job related injury or illness shall automatically be granted occupational disability leave for the duration of the disability or for a period up to ninety (90) days, whichever is less, in any one year period.
2. Extension of an employee's occupational disability leave may be granted with the approval of the commissioners' court.
3. An employee on occupational disability leave shall continue to accrue vacation and sick leave.

Wage Continuation payments

1. Subject to the provisions set forth later in this policy, full-time regular employees who must miss work because of job related injuries or illnesses shall receive wage continuation payments *until* payments begin under workers' compensation benefits. However, the employee shall not receive compensation during the period of injury or illness that exceeds worker's compensation benefits. Any excess compensation payment received by the employee shall be reimbursed to the county by the employee. If workers' compensation is denied, then benefits shall be provided under sick leave policy. It is the intent of this paragraph that once the employee receives workers' compensation that salary under the county will stop.
2. Wage continuation benefits shall continue for the period of job related disability or for one hundred and eighty (180) days, whichever is less. For purpose of clarification, the county will continue to pay the premium for medical and life insurance of eligible employees for a period not to exceed 180 days.

3. The wage continuation benefits shall *not* be charged against vacation, sick leave or other leave.
4. The total amount paid an employee while absent from work due to a job related injury or illness, which includes any combination of workers' compensation payments or any other income paid by the county, shall not exceed ninety percent (90%) of the employee's normal gross pay.
5. The wage continuation benefit shall be subject to the following provisions:
 - A. The injury or illness must be a direct result of the employee performing his/her job. Injuries or illnesses that occur while traveling to and from work, while engaging in horseplay or while attending to personal matters shall not be deemed injuries or illnesses so as to qualify for the wage continuation benefit.
 - B. An employee with a physical injury who is able, as determined by the attending physician, to perform light duty may be required to do so for his/her original department or for another department.
 - C. An employee who does not qualify for wage continuation benefits or has used up benefits before being released to duty by the attending physician may use his/her sick leave and/or vacation to supplement his/her income.
 - D. An employee who has used all wage continuation benefits, sick leave and vacation as the result of a job related injury or illness before being released to return to work by the attending physicians may be granted leave of absence, without pay, for a reasonable period if so recommended by his/her supervisor.

Claims

All on-the-job injuries must be reported to the Auditor's office.

Employees have (30) thirty days in which to inform their supervisor of an on-the-job injury.

Supervisors have (8) eight days, from the time an employee informs their supervisor that they may have been hurt on the job, to file a first report of the injury (E-1). It is imperative that loss-time injuries be reported as soon as possible. If they are filed late, the county will be fined \$5000 per day for everyday that the report is late.

TYLER COUNTY POLICY ON MEAL AND BREAK PERIODS

Scheduling

The scheduling of employee meal and break periods shall be determined by the department head or his/her designee to facilitate the serving of the public and permitting efficient department operations.

Length

The "normal" length of the meal period shall be thirty minutes, unless otherwise specified by the department head. The "normal" length of the break period shall be fifteen (15) minutes in the morning and afternoon.

Duty Status

For compensation of hours worked, employees *shall be* considered to be **off duty** during meal periods unless circumstances require them to remain in and on duty status during the meal period as defined by the Fair Labor Standards Act.

All social visits are prohibited during office hours other than breaks and lunch hours as provided.

EMERGENCY CLOSING POLICY

Whenever a County Commissioner, the County Judge or Emergency Management Coordinator has reason to believe that an emergency situation exists (or is imminent) necessitating closure of County facilities, if time permits, an emergency meeting (requiring a 2.5 hour posting) of the County Commissioners' Court shall be held to consider official action.

If, in the opinion of the County Judge, or, in his absence, of the available senior County Commissioner, insufficient time exists to hold an emergency meeting of the Commissioners' Court, then that individual shall, based on concern over the safety of County employees and other citizens as well as interest in the availability of governmental services, determine whether to close buildings in whole or in part.

Once a decision has been made to close any governmental building, the County Judge or County Commissioner making the decision or his staff shall make every attempt to notify local media to inform citizens of such closure. Affected County department heads will also be notified of the closure.

In the event that an emergency closing is ordered by Commissioner's Court, regular full-time employees will be paid their regular wage as the day will be recorded as an official closed day. This time off is not considered time worked and will not be used to determine eligibility for overtime.

Any employee who is off or scheduled to be off on sick leave, vacation, holiday, compensatory time, personal leave, FMLA or leave without pay during a period of emergency closure shall have their leave recorded as such.

An elected official may choose to close his or her office at any time; however, until the County Judge or Commissioners' Court has officially closed County operation(s), employees shall use accrued leave (vacation, compensatory time, and personal leave) or time without pay.

Full-time regular employees who have no available accrued leave and would otherwise be required to use time without pay as a result of inclement weather or other emergency situations, which have not warranted an official emergency closing, may be allowed to make up that time (within the same workweek) at the discretion of the department head.

Whenever there is an official emergency closure of all County operations, any non-exempt essential personnel who are required to work will be compensated at 1½ times their hourly rate or awarded compensatory time. Essential personnel may include Corrections Officers, Deputy Sheriffs, Roads & Bridges crews, Emergency Management personnel, Residential Supervisors, Detention Officers and/or other personnel designated by the County Judge, County Commissioners, Sheriff or other Elected Officials/Department Heads. There may be instances when only certain buildings/offices are officially closed. In these instances the affected employees will be compensated in accordance with Paragraph 4 of this policy, and all unaffected employees' compensation will be the same as during regular working conditions.

Any essential employee who fails to report to work as scheduled during inclement weather or disaster shall use (1) vacation, compensatory time or personal leave or (2) time off without pay, at the discretion of the department head.

TYLER COUNTY POLICY ON HOLIDAYS

Eligibility

1. All regular full-time employees of the county shall be eligible to receive a day off with pay for each official county holiday.
2. To receive the paid holiday benefit, an employee shall be required to work the day proceeding the holiday and the day following the holiday in accordance with the employee's normal work schedule unless the absence is an excused absence approved by the employee's supervisor.

Amount of Pay

Regular full-time employees shall receive pay for a regular work day for each official holiday.

Holidays

The official paid county holiday shall be:

- New Year's Day
- Martin Luther King
- President's Day
- Good Friday – Friday before Easter
- Memorial Day – Last Monday in May
- Independence Day
- Labor Day – First Monday in September
- Columbus Day
- Veterans Day
- Thanksgiving Holidays – 4th Thursday in November (Thursday & Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve
- Other holidays dates as the Commissioners' Court may designate

Election Day is not to be considered a holiday, therefore all departments should remain open on that day with exception of those that such election requires that office space.

The holidays are subject to revision by the Commissioners' Court; therefore, you are urged to refer to the minutes of the Commissioners' Court for holidays set each year.

Work on a Holiday

If an employee's job requires him/her to work on an official holiday, the employee shall be paid for that day of work and shall be given another day off with pay as soon as is reasonable.

Weekend Holidays

1. If a holiday occurs on a Saturday, the preceding Friday shall be observed as the official holiday.
2. If a holiday occurs on a Sunday, the following Monday shall be observed as the official holiday.

Holiday Occurring on Employee's Regular Day Off

If a holiday during the week occurs on an employee's regular day off, the employee shall be given another day off as soon as possible.

Holiday Occurring During Leave of Absence

An employee who is on a leave of absence without pay shall not be paid for any official holidays occurring during such leave.

TYLER COUNTY POLICY ON VACATION

Eligibility

All regular full-time employees of the County shall be eligible for paid vacation leave.

Amount

Vacation shall be accrued in accordance with the attached vacation accrual schedule.

Waiting Period

There shall be no waiting period before an employee can use accrued vacation leave. If an employee breaks service before their 1 year anniversary date they will not be paid for any vacation accrued upon separation.

Maximum accrual

An employee must use accrued vacation within the year or the balance will be forfeited. Unless otherwise provided for by item #2 as follows:

1. The maximum amount of vacation that an employee shall be allowed to have at any one time shall be the amount the employee would normally accrue in twelve (12) months if employed less than five (5) years, and **eighteen (18) months for five (five) years and over.**
2. Accrual in excess of the maximum shall be allowed only with prior approval by Commissioners Court.
3. An employee who has been allowed to accrue vacation in excess of the maximum shall promptly take vacation to reduce the balance to or below the maximum as soon as circumstances and needs in the county allow it.

Amended August 17, 2012

Pay in Lieu of Time off

An employee shall *not* be allowed to receive pay in lieu of taking time off for vacation.

Requests for approval

1. Employees shall submit their request for annual vacation leave to their supervisor during the first month of each calendar year.
2. Supervisors shall schedule the vacations of their employees with considerations being given to seniority, operating needs of the department, and employee requests.

Minimum Usage

The minimum amount of vacation that an employee shall be allowed to use at any one time is four (4) hours.

Borrowing Vacation

Employees shall not be allowed to borrow vacation against possible future years vacation earnings until employee has worked a maximum of one (1) year.

Holidays during Vacation

If a holiday falls during the period an employee is on vacation. The holiday shall be handled in accordance with the provisions of the policy on holidays and will not be charged against the employees vacation balance.

Illness during Vacation

If an employee becomes ill while taking vacation leave, the period of illness *may* be charged against the employee's sick leave balance and not vacation if:

1. The employee promptly notifies his/her supervisor of illness;
2. The employee provides the supervisor with acceptable proof of the illness; and
3. The supervisor gives permission to charge the period of illness to sick leave.

Vacation Pay at Termination

1. Employees who have been employed for twelve (12) or more months in a position which accrues vacation *shall* be paid for all unused vacation at their regular rate upon termination of employment.
2. Employees who have borrowed vacation within the year's earnings shall be docked for vacation used which was not accrued.

Maximum Available Vacation

The maximum amount of vacation an employee shall have available for use at any given time is the amount of unused vacation the employee had at the end of the previous month.

Record Keeping

1. Each department head or his/her designee shall maintain and update on a monthly basis a vacation record for each employee in his/her department which shows:
 - A. The vacation balance at the start of the month;
 - B. The hours of vacation earned during the month;
 - C. The hours of vacation used during the month; and
 - D. The vacation balance at the end of the month.
2. The "Employee Vacation Summary" Form shall be used for maintaining employee vacation records

TYLER COUNTY VACATION ACCRUAL SCHEDULE

Full-time Regular Employees

Years of Service	Hrs. Accrued Per Month	Annual Accrual (hours)	Annual Accrual (workdays)
Less than 5	7.00	84	10.4
5 and over	10.00	120	15

Employee Vacation Summary

Employee _____ Dept. _____ Year _____

Original Date of Employment _____ Date of Rehire _____

Supervisor _____

Pay Period	Balance forward	Time used	Time earned	Balance pay period
January 1		-	+	=
January 2		-	+	=
February 1		-	+	=
February 2		-	+	=
March 1		-	+	=
March 2		-	+	=
April 1		-	+	=
April 2		-	+	=
May 1		-	+	=
May 2		-	+	=
June 1		-	+	=
June 2		-	+	=
July 1		-	+	=
July 2		-	+	=
August 1		-	+	=
August 2		-	+	=
September 1		-	+	=
September 2		-	+	=
October 1		-	+	=
October 2		-	+	=
November 1		-	+	=
November 2		-	+	=
December 1		-	+	=
December 2		-	+	=

TYLER COUNTY POLICY ON SICK LEAVE

Eligibility

All full-time employees shall be eligible for paid sick leave.

Amount

Full-time regular employees shall accrue seven (7) hours of sick leave per month or a total of 10.4 days per year.

Accumulation

Any unused sick leave at the end of the calendar year shall be carried over into the next calendar year.

Maximum Accrual

The maximum accrual that can be carried over into a new calendar year is thirty (30) working days which is equivalent to 240 hours for full-time employees. The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the preceding month, not to exceed (30) working days, which is equivalent to 240 hours.

The minimum amount of sick leave that may be used at any one time is four (4) hours.

Types of Usage

Eligible employees may use accrued sick leave for absence from work due to:

- A. Personal illness or physical or mental incapacity;
- B. Medical, dental or optical examinations or treatment;
- C. Medical quarantine resulting from exposure to a contagious disease;
- D. Illness of a member of the employee's immediate household who requires the employee's personal care and attention.

Notification of sick leave

1. An employee shall be responsible for notifying his/her supervisor as early as is practical on the first day of sick leave and request that approved sick leave be granted.
2. If more than one day of sick leave is needed, the employee shall be responsible for notifying his/her supervisor of the expected length of the absence on the first day of sick leave or shall be required to notify his/her supervisor on a daily basis for each day he/she is unable to come to work.
3. An employee shall be required to request prior approval from his/her supervisor for sick leave to be used for non-emergency medical, dental and optical appointments.

Documentation

An employee's supervisor shall request acceptable documentation of an employee's illness or injury where it is deemed necessary for approval of a sick leave request after three (3) days of illness or injury.

Borrowing

Employees shall not be allowed to borrow sick leave against possible future years accruals.

New Employees

1. An employee eligible to earn sick leave who begins employment on or prior to the 15th of the month shall earn seven (7) hours sick leave for the month, if the employee is full-time.
2. An employee eligible to earn sick leave who begins employment on or after the 16th of the month shall earn 3.5 hours sick leave for the month if the employee is full-time.

Maximum Available

The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the preceding month.

Waiting Period

There shall be no waiting period before an employee can use accrued sick leave.

Pay at Termination

An employee shall receive no pay for any unused sick leave balance at the time of termination of employment.

Employees who have borrowed vacation within the year's earning shall be docked for vacation used which was not accrued.

Record Keeping

1. Each Department head or his/her designee shall maintain and update, on a monthly basis, a sick leave record for each employee which shows;
2. The "Employee Sick Leave Summary" form shall be used for maintaining employee sick leave records. (A copy of this form is included on the following page.

TYLER COUNTY SICK LEAVE ACCRUAL SCHEDULE

Full-time Regular Employees

Hrs. Accrued Per Month	Annual Accrual (hours)	Annual Accrual (workdays)
7.00	84	10.4

Employee Sick Leave Summary

Employee _____ Dept. _____ Year _____

Original Date of Employment _____ Date of Rehire _____

Supervisor _____

Pay Period	Balance forward	Time used	Time earned	Balance pay period
January 1		-	+	=
January 2		-	+	=
February 1		-	+	=
February 2		-	+	=
March 1		-	+	=
March 2		-	+	=
April 1		-	+	=
April 2		-	+	=
May 1		-	+	=
May 2		-	+	=
June 1		-	+	=
June 2		-	+	=
July 1		-	+	=
July 2		-	+	=
August 1		-	+	=
August 2		-	+	=
September 1		-	+	=
September 2		-	+	=
October 1		-	+	=
October 2		-	+	=
November 1		-	+	=
November 2		-	+	=
December 1		-	+	=
December 2		-	+	=

TYLER COUNTY POLICY ON BEREAVEMENT

Up to three (3) days paid leave may be authorized by a department head in case of a death in the employee's immediate family. Immediate family shall be defined as parent, child, spouse, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law and grandchildren of either spouse.

TYLER COUNTY POLICY ON CIVIL LEAVE

Jury Duty

All regular full-time county employees shall receive their normal pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time the employee actually spends serving on the jury.

Official Court Attendance

1. All regular employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the county shall be entitled to leave with pay for such period as his/her court attendance may require.
2. Any fee paid for such service may be retained by the employee.

Private Litigation

If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time off shall be charged to vacation leave or leave without pay.

POLICY ON FAMILY AND MEDICAL LEAVE AND MILITARY FAMILY LEAVE

ELIGIBILITY

To be eligible for benefits under this policy, an employee must:

- a. Have worked for the County at least 12 months (it is not required that these 12 months be consecutive; however, a continuous break in service of 7 years or more will not be counted toward the 12 months); and
- b. Have worked at least 1250 hours during the previous 12 months.

QUALIFYING EVENTS

Family or medical leave under this policy may be taken for the following situations:

- a. The birth of a child and in order to care for that child;
- b. The placement of a child in the employee's home for adoption or foster care;
- c. To care for a spouse, child, or parent with a serious health condition, or
- d. The serious health condition of the employee that make the employee unable to perform the essential functions of their job; or
- e. A qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member (National Guard or Reserves) on active duty or has been notified of an impending call or order to active duty in support of a contingency operations; or
- f. To care for a covered services member (Regular Armed Forces, National Guard or Reserves) with a serious injury or illness if the employee is the spouse, child, parent or next of kin (nearest blood relative) of the service member.

SERIOUS HEALTH CONDITION

Serious health condition of the employee shall be defined as a health condition that requires overnight inpatient care at a hospital, hospice, or residential care medical facility or continuing treatment by a health care provider.

Serious health condition of a spouse, child, or parent shall be defined as a condition which requires overnight inpatient care at a hospital, hospice, or residential care medical facility, or a condition which requires continuing care by a licensed health care provider.

CONTINUING TREATMENT

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- a. A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment two or more times within 30 days of incapacity, or
 - ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment by a health care provider. This treatment must occur within the first seven days of incapacity.
- b. Any period of incapacity due to pregnancy or pre-natal.
- c. Any period of incapacity or treatment due to a chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time.
- d. Any period of incapacity which is permanent or long term due to a condition that treatment is not effective.
- e. Any period of incapacity or absence to receive multiple treatments by a health care provider

QUALIFYING EXIGENCY LEAVE

Eligible employees may take FMLA leave when an employee's covered military member (spouse, child of any age, or parent) is on active duty or called to active duty status in support of a contingency operation. The following qualify as exigency leave:

- a. Leave may be taken to address any issue that arises because the covered military member was given seven or less days notice for active duty deployment in support of a contingency operation. Eligible employee may take up to 7 days beginning on the date the covered military member receives the call or order to active duty.
- b. Leave may be taken to attend any official ceremony, program or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member.
- c. Leave may be taken to attend family support or assistance programs and informational briefings sponsored by / promoted by the military, military service organizations or the American Red Cross that are related to active duty or call to active duty status of a covered military member.
- d. Leave may be taken to arrange for alternative childcare, provide childcare on an urgent basis (not as routine), to attend school or daycare meetings, to enroll or transfer covered children under age 19 when it is necessitated by the active duty or call to active duty status of a covered military member.
- e. Leave may be taken to make or update financial or legal arrangements to address the covered member's absence while on active duty or call to active duty status.
- f. Leave may be taken to act as the covered military member's representative before a governmental agency for obtaining, arranging or appealing military

service benefits while the covered military member is on active duty or call to active duty status and for a period of 90 days following the termination of the covered member's active duty status.

- g. Leave may be taken to attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child provided the need for counseling arises from the active duty status or call to active duty status of a covered military member.
- h. Leave may be taken to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to five (5) days of leave for each instance of rest and recuperation.
- i. Leave may be taken to attend post-deployment activities for the covered military member for a period of 90 days following the termination of the covered member's active duty status.
- j. Leave may be taken to address issues that arise from the death of a covered military member while on active duty status.
- k. Leave may be taken to address any other additional events that may arise out of the covered military member's active duty or call to active duty status provided the County agrees the leave shall qualify as an exigency and agree to both the timing and the duration of such leave.

LEAVE AMOUNT

Up to 12 weeks leave per 12 month period may be used under this policy.

The County will measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy.

All leave taken under this policy during the prior 12 month period shall be subtracted from the employee's 12 week leave eligibility and the balance is the leave the employee is entitled to take at that time.

If a husband and wife both work for the County the maximum combined leave they shall be allowed to take in any 12 month period for the birth or placement of a child, or care for a parent with a serious health condition is 12 weeks. The combined limit is 26 weeks is a single 12 month period of leave is to care for a covered service member with a serious injury or illness.

An eligible employee is entitled up to 27 work weeks of leave to care for a covered service member with a serious injury or illness during a single 12 month period.

- a. The single 12 month period begins on the first day the eligible employee takes FMLA to care for covered service member and ends 12 months after that date.
- b. If an eligible employee does not take all of their 26 work weeks during this 12 month period, the remaining part of the 26 work weeks of leave entitlement to care for the covered service member is forfeited.
- c. This leave entitlement is applied on a per-injury basis such that an eligible employee may be entitled to take more than one period of 26 work weeks of leave if the leave is to care for different covered service members or to care for the same covered service member with a subsequent serious illness or injury, except that no more than 26 work weeks may be taken within any single 12 month period.
- d. If an eligible employee has already taken any portion of their eligible FMLA leave they will only be entitled to a combined total of 26 work weeks for any FMLA qualifying event in the single 12 month period.

PAID AND UNPAID

If an employee has accrued leave, the employee shall be required to use the following paid leave as detailed below: compensatory time, vacation, holiday and sick. The remainder of the leave shall be unpaid.

An employee who is taking leave because of their own serious health condition, or the serious health condition of an eligible family member shall be required to first use all earned compensatory time, then sick leave, vacation, and any other paid leave, with the remainder of the 12 week leave period being unpaid leave.

An employee taking leave for the birth of a child shall be required to use paid sick leave first, then earned compensatory time, vacation and holiday leave for the recovery period after the birth of the child and prior to being on unpaid leave.

After the recovery period from giving birth to a child. The employee shall be required to first use all earned compensatory time, then vacation and other available paid leave, except for sick leave with the remainder of the 12 week leave period being unpaid leave.

An employee who is taking leave for the placement of a child in the employee's home for adoption or foster care shall be required to use first earned compensatory time, then vacation and other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

An employee is taking leave for a qualifying exigency for a covered military member shall be required to use first earned compensatory time, then sick leave, vacation, and any other available paid leave, except for sick leave, with the remainder of the 12 week leave period being unpaid leave.

An employee taking leave for the care of a covered service member shall be required to first use all earned compensatory time, then sick leave, vacation, and any other paid leave, with the remainder of the 26 week leave period being unpaid leave.

The maximum amount of paid and unpaid leave that may be used under this policy in any 12 month period is 12 weeks, except for qualifying leave to care for a covered military member with a serious injury or illness with the maximum leave being 26 weeks in a single 12 month period.

INSURANCE

While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work.

The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued.

Payment for coverage under section 21 of this policy shall be made through regular payroll deduction while the employee is on paid leave.

While on unpaid leave, the employee shall be required to pay for premiums due to the County under section 21 of this policy no later than 30 days after the due date which the County sets or the coverage shall be discontinued.

At the end of the 12 weeks leave all eligible employees will be offered COBRA if they are unable to return to work, except for the care of an injured covered military member where the eligible employee will be offered COBRA at the end of 26 weeks in a single 12 month period.

INTERMITTEN LEAVE AND REDUCED SCHEDULE

Intermittent leave under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee's eligible family member or the care of a covered military member.

A reduced schedule under this policy shall be allowed only where it is necessary for the care and treatment of the serious health condition of the employee, the employee's eligible family member or the care of a covered military member.

All work time missed as the result of intermittent leave or a reduced work schedule under this policy shall be deducted from the employee's 12 week leave eligibility. If the time missed is for the care of a covered military member with a serious injury or illness the time will be deducted from the employee's 26 week leave eligibility in a single 12 month period.

CERTIFICATION REQUIREMENTS

The County shall have the right to ask for certification of the serious health condition of the employee or the employee's eligible dependent when the employee requests or is using leave under this policy.

The employee must respond to the request within 15 days of the request or provide a reasonable explanation for the delay. If an employee does not respond, leave may be denied.

Certification of the serious health condition of the employee shall include:

- a. The date the condition began;
- b. Its expected duration;
- c. The diagnosis of the condition;
- d. A brief statement of the treatment; and
- e. A statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's job.

Certification of the serious health condition of an eligible family member shall include:

- a. A. The date the condition began;
- b. Its expected duration;
- c. The diagnosis of the condition;
- d. A brief statement of the treatment; and
- e. A statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

Certification for leave taken because of a qualifying exigency shall include:

- a. A copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or called to active duty status in support of a contingency operation;
- b. The dates of the covered military members active duty service;

- c. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave;
- d. The approximate date on which the qualifying exigency will start and end;
- e. If the request is for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency;
- f. If the qualifying exigency involves meeting with a third party, appropriate contact information such as: name, title, organization, address, telephone number, fax number and e-mail address and a brief description of the purpose of the meeting.

Certification for leave taken for a serious injury or illness of a covered military member shall include:

- a. If the injury or illness was incurred in the line of duty while on active duty;
- b. The approximate date on which the illness or injury occurred and the probable duration;
- c. A description of the medical facts regarding the covered military members health condition, sufficient to support the need for care;
- d. If the covered military member is a current member of the Regular Armed Forces, the National Guard or Reserves and the covered military member's branch, rank, and unit currently assigned to;
- e. The relationship of the employee and the covered military service member;
- f. In lieu of certification, an ITO (invitational travel orders) ITA (invitational travel authorizations) issued is sufficient certification for an eligible employee to be allowed to take FMLA to care for a covered military member. The employee may be required to provide confirmation of the covered family relationship to the seriously injured or ill covered military member.

If the employee plans to take intermittent leave or work a reduced schedule, the certification shall also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule. Certification for intermittent or reduced schedule leave may be requested every 6 months in connection with an eligible absence.

The County shall have the right to ask for a second opinion from a physician of the County's choice, at the expense of the County, if the County has reason to doubt the certification, except FMLA to care for a seriously injured or ill covered service member supported by an ITO or ITA.

If there is a conflict between the first and second certification, the County shall have the right to require a third certification, at the expense of the County, from a health care practitioner agreed upon by both the employee and the County, and this third opinion shall be considered final.

REQUESTING LEAVE

Except where leave is unforeseeable, an employee shall be required to submit, in writing, a request for leave under this policy to his or her immediate supervisor.

Where practicable, an employee should give his or her immediate supervisor at least 30 days notice before beginning leave under this policy.

Where it is not reasonably practicable to give 30 days' notice before beginning leave, the employee shall be required to give as much notice as is reasonably practicable.

If an employee fails to provide 30 days notice for foreseeable leave, the leave request may be denied until at least 30 days from the date the County receives notice.

REINSTATEMENT

Employees returning from leave under this policy, and who have not exceeded the 12 week maximum allowed under this policy, shall be returned to the same job or a job equivalent to that the employee held prior to going on leave. Employees who have not exceeded the 26 week maximum, in a single 12 month period, allowed to care for a seriously ill or injured covered military member, shall be returned to the same job or a job equivalent to the job they held prior to going on leave.

Where an employee is placed in another position, it will be one which has equivalent status, pay, benefits, and other employment terms and one which entails substantially equivalent skill, effort, responsibility, and authority.

The County shall have no obligation to reinstate an employee who takes leave under this policy and who is unable to return to work after using the maximum weeks of leave allowed under this policy, or who elects not to return to work after using the maximum leave; this includes employees who may still have sick leave or vacation leave still available.

Except in situations where the employee is unable to return to work because of the serious medical condition of the employee or an eligible family member, or other situations beyond the control of the employee, an employee who does not return to work after using the maximum leave allowed under this policy shall be required to reimburse the County for all medical premiums paid by the County while the employee was on leave without pay.

OTHER BENEFITS

While on leave without pay under this policy, an employee shall not earn vacation, sick leave, be eligible for holidays, or earn other benefits afforded to employees actively at work, except for those stated in this policy.

OTHER ISSUES

Any area or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act FMLA and regulations issued to implement it.

The County may send out to an employee who has been out for 3 or more days a Medical Certification to determine the employees FMLA eligibility. The employee should have their physician complete and return the certification within 15 days of receipt to be eligible for FMLA. Failure to return medical certification may result in denial of FMLA

Employees will be required to provide a Fitness-for-Duty certification prior to returning to work.

Part 4

WAGES AND SALARY ADMINISTRATION

TYLER COUNTY POLICY ON HOURS OF WORK, WORKDAY AND WORKWEEK

Hours of Work

1. The normal hours of work for Tyler County shall be from 8:00 A.M. through 4:30 P.M.
2. The normal days of work shall be Monday through Friday except for official holidays.

Exceptions

1. In order to meet the needs of the county, certain departments or employees may be required to work a schedule that varies from the normal work schedule of the county or they may be subject to call in case of emergency or special need.
2. The need for schedules that vary from the normal schedule shall be determined by each department head.

Workday

A workday for the county shall be defined as the period beginning at midnight and ending exactly 24 consecutive hours later.

Workweek

For purposes of record keeping and compliance with the Fair Labor Standards Act (FLSA), a workweek for the County shall be defined as the period beginning at midnight (12:01) each Wednesday and ending seven consecutive 24 hour periods later (168).

TYLER COUNTY POLICY ON PAY PERIODS

Pay Period

The pay period for the County shall be those presented by the County Auditor and adopted by the Commissioners Court on an annual basis.

Salary Advances

Salary advances shall *not* be made to any employee for any reason.

TYLER COUNTY

POLICY ON MINIMUM WAGE, OVERTIME PAY AND COMPENSATORY TIME

FLSA Compliance

In administering its wage and salary program, the minimum standards of the county shall be the basic standards set forth in the Fair Labor Standards Act (FLSA) and its amendments as it applies to county governments.

Applicability

1. This policy shall apply to all employees of the County who are not specifically exempt from the provisions of the FLSA.
2. The County Judge shall be responsible, with the assistance of other elected officials and department heads, for identifying the positions exempt under the FLSA.

Overtime

1. Payment of overtime is discouraged, but it is at the discretion of the Official whether the employee receives payment for overtime or compensatory time accrual. Approved by the Tyler County Commissioners' Court August 12, 2011
2. In calculating "hours worked" for purposes of overtime computation, hours worked shall include only hours spent in the service of the county (as defined in the FLSA) and shall exclude all paid leave.
3. Overtime shall be all hours actually worked in excess of forty (40) during the workweek which is defined in the policy on hours of work, workday and workweek.

Overtime Compensation

A nonexempt employee who works overtime during a workweek shall:

- A. Be given *compensatory* time at the rate of one and one-half (1 ½) hours compensatory time for each hour worked over forty (40) during the workweek.
- B. Be compensated at the rate of one and one-half (1 ½) times his/her regular rate for all hours worked in excess of 40 if employed in a position at the Sheriff's Department which warrants hardship for compensatory time.

Maximum Compensatory Time

1. The maximum compensatory time accrual for any employee shall be the maximum allowed under the provisions of the FLSA.
2. When an employee has reached the maximum compensatory time accrual, he/she shall be compensated in wages at the rate of one and one-half (1 ½) times his/her regular rate for any additional overtime hours worked.

Use of Compensatory Time

1. Use of compensatory time shall be subject to approval by the employee's supervisor.
2. Compensatory time may be used as vacation, sick leave or for any other reason as leave with pay.
3. If an individual's employment terminates before all of his/her earned compensatory time is used, he/she will be paid for all unused time at his/her regular rate on his/her final paycheck.

Recordkeeping

1. *Each employee* shall be responsible for recording any compensatory time taken within a pay period on the time sheet for that pay period. The record shall be submitted to the department head for approval.
2. Each supervisor shall be responsible for notifying the County Auditor if overtime worked by his/her employees are to be paid in wages or accumulated as compensatory time.
3. If a supervisor fails to notify the County Auditor as to how each of his/her employees' overtime is to be compensated, the Auditor shall assume that overtime is to be accumulated as compensatory time.
4. The department head shall be responsible for keeping records of all compensatory time and shall update the balance due for each employee at the end of each pay period.

Compensatory Time / Employee Notification

1. The department head shall provide each employee who earns compensatory time with a statement of his/her compensatory time activity within five (5) working days of the end of the pay periods which end the final day of March, June, September and December.
2. The "Compensatory Time Activity Statement" shall show:
 - A. The Compensatory time balance at the start of the quarter;
 - B. All compensatory time earned each pay period;

- C. All compensatory time used each pay period; and
 - D. The compensatory time balance at the end of each period.
- (A copy of this form is below.)

Law Enforcement and Fire Protection Employees

Over time compensation for Law Enforcement and Fire Protection employees of the county shall at least meet the minimum standards set forth in the Fair Labor Standards Act and any other federal or state Legislation which applies.

**TYLER COUNTY
COMPENSATORY TIME BALANCE STATEMENT**

Compensation rate of one and one-half (1 ½) of regular rate for each hour worked over forty (40) during the workweek.

Employee Compensatory Time Balance Statement

Employee _____ Dept. _____ Year _____
 Original Date of Employment _____ Date of Rehire _____
 Supervisor _____

Pay Period	Balance forward	Time used	Time earned	Balance pay period
January 1		-	+	=
January 2		-	+	=
February 1		-	+	=
February 2		-	+	=
March 1		-	+	=
March 2		-	+	=
1st Quarter Recap				
April 1		-	+	=
April 2		-	+	=
May 1		-	+	=
May 2		-	+	=
June 1		-	+	=
June 2		-	+	=
2nd Quarter Recap				
July 1		-	+	=
July 2		-	+	=
August 1		-	+	=
August 2		-	+	=
September 1		-	+	=
September 2		-	+	=
3rd Quarter Recap				
October 1		-	+	=
October 2		-	+	=
November 1		-	+	=
November 2		-	+	=
December 1		-	+	=
December 2		-	+	=
4th Quarter Recap				

TYLER COUNTY POLICY ON PAYROLL RECORDS

Time Sheets

1. *Each employee* shall be required to keep an accurate time sheet each pay period which shows all hours worked and all requests for paid leave used.
2. On the last normal working day of each pay period, each employee shall be required to sign his/her completed time sheet and turn it in to his/her supervisor.
3. When the supervisor receives the time sheets from his/her employees, the supervisor shall review all the time sheets for completeness and accuracy and make any corrections, with the knowledge of the employee involved, which are necessary.
4. When the supervisor finishes reviewing the time sheets, he/she shall sign them and submit them to the County Auditor before noon of the last working day of the pay period.

Retention of Records

The County Auditor shall be required to keep copies of all time sheets and other payroll records for a minimum of three (3) years.

TYLER COUNTY POLICY ON PAY REDUCTIONS

Reasons

An employee's pay may be reduced for disciplinary reasons or demotion.

Discipline

The department head shall determine the amount of pay reduction when such a reduction is necessary for disciplinary reasons.

Demotion

1. If an employee's salary is reduced because of demotion, the salary shall be reduced to the level of an employee in the same or similar job who has equal experience.
2. If an employee is demoted to his/her former job after being promoted, the employee's rate of pay shall be the same as it was prior to the promotion.

TYLER COUNTY POLICY OF TERMINATION PAY

Termination Pay

If an employee leaves the service of the county, his/her final pay check shall include:

- A. Pay for all hours worked, but for which payment has not been received including, where applicable, time and one-half for overtime worked;
- B. Where applicable, pay for compensatory time which has been earned but not yet used;
- C. Pay for any leave time for which payment is due under the provisions of the Tyler County Personnel Policies;
- D. Deductions for any indebtedness to the county which employee may have incurred but which has not been paid.

Part 5

SEPARATION

TYLER COUNTY POLICY ON SEPARATION

Types

All separation from employment with the County shall be designated as one of the following types:

- A. Resignation
- B. Retirement
- C. No Fault
- D. Dismissal
- E. Reduction in Force (layoff); or
- F. Death

Resignation

1. A resignation shall be classified as any situation in which an employee voluntarily leaves his/her employment with the County and the separation does not fall into one of the other categories.
2. To resign in good standing, the employee shall be required to notify his/her supervisor of the intent to resign at least ten (10) working days prior to the last day of work.
3. A supervisor shall be responsible for notifying the County Auditor as soon as an employee announces his/her intent to resign.

Retirement

The same requirements for resignation apply to retirement except for the fact that the employee should notify his/her supervisor at least thirty (30) days prior to the last day of work so that any retirement benefits due may be started promptly.

No Fault

A no fault separation shall be any separation which occurs during the new employee's introductory period in accordance with the provisions of the policy on 90 day introductory period.

Dismissal

1. A dismissal shall be any involuntary separation from employment which does not fall into one of the other categories of separation.
2. A supervisor may dismiss an employee at any time for just cause.

Disability

A separation for disability shall be any situation in which the employee is unable to perform the duties of his/her job for physical or mental reasons and has not requested or is not eligible for temporary or long term disability leave.

Reduction in Force

1. An employee shall be separated because of reduction when his/her position is abolished or when there is lack of funds or work.
2. Separations for reductions in force are subject to the provisions of the policy on layoffs.

Death

If an employee dies while in the service of the county, his/her designated beneficiary or estate shall receive all earned pay and payable benefits.

TYLER COUNTY POLICY ON LAYOFFS**Reasons**

1. While such action is avoided whenever possible, employees of the County may be laid off where a department head deems it necessary because of shortages of funds or work, the abolition of a job or jobs, other material changes in the organization or for other reasons which are beyond the control of the employees.
2. A layoff shall not reflect discredit on an employee or on his/her ability to do the job in which he/she was employed.

Transfers

Whenever possible, employees who are laid off in one department shall be integrated into other departments by transfer.

Sequence

If layoffs are required, they shall be based on demonstrated job performance and efficiency.

Reemployment

Employees who have been laid off shall be given preferential consideration for future job opening in the county.

Part 6

DISCIPLINE

TYLER COUNTY POLICY ON DISCIPLINE

Supervisor's Responsibility

1. Each supervisor shall be responsible for noting and pointing out to the employee whenever the employee's work habits, production or personal conduct on the job falls below the acceptable level.
2. In counseling with an employee concerning failure to meet acceptable standards, the supervisor shall point out the following to the employee:
 - A. What action or behavior is failing to meet the acceptable standard;
 - B. What is the acceptable standard;
 - C. Why does failure to meet the standards create a problem;
 - D. What must the employee do to meet the standard; and
 - E. What is the time frame in which the standard must be met.

Immediate Formal Discipline

While it is desirable to counsel with an employee prior to initiating formal discipline, this policy shall not be interpreted to prevent immediate formal action whenever the best interest of the county and its effective operation require it.

Progressive Discipline

1. If the initial informal counseling session fails to produce the results desired, the steps in the formal process that a supervisor shall normally take are:
 - A. Formal verbal warning – records such warnings shall be retained by the supervisor but not placed in the employees file until the verbal warning leads to a written reprimand.
 - B. Written reprimand – A copy of the written reprimand shall be transmitted to the employee's personnel file.
 - C. Suspension – Suspension for up to fifteen (15) days may be given.
 - D. Demotion – Demotions may be given with the approval of the department head.
 - E. Involuntary separation – The involuntary separation is the final step in the progressive discipline process.
2. In instances where the nature of the action is severe enough or the employee has repeatedly fallen below the set standard, a supervisor may eliminate the lower steps in the discipline process and impose a higher level of discipline.

Written Notification

Except in instances of verbal warning, a supervisor disciplining an employee shall provide the employee with written documentation which includes:

- A. A description of the action or activity which is not meeting the acceptable standard;
- B. A statement of what the acceptable standard is;
- C. A statement as to why failure to meet the acceptable standard is a problem;
- D. A summary of what has been done to make the employee aware of the acceptable standard and to help him/her meet it;
- E. A summary of the discipline that has already been imposed;
- F. A description of the action the employee must take to meet the standard;
- G. A statement of the time limit in which the standard must be met. (This does not apply at the last step of the discipline which is involuntary separation.)

- H. A statement of what the consequences will be if the employee fails to meet the standard within the established time frame. (This does not apply at the last step of the discipline process which is involuntary separation.)

Reasons for Discipline

Reasons for taking disciplinary action shall include but not be limited to:

- A. Insubordination;
- B. Absence without approval, including failure to notify a supervisor of sick leave;
- C. Repeated tardiness or early departure;
- D. Endangering the safety of others through negligent or willful acts;
- E. Intoxication or drug abuse while on duty;
- F. Unauthorized use of public funds or property
- G. Violation of the requirements of these personnel policies;
- H. Conviction of a felony;
- I. Falsification of documents or records;
- J. Unauthorized use of official information or unauthorized disclosure of confidential information;
- K. Conviction of official misconduct;
- L. Unauthorized or abusive use of official authority;
- M. Incompetence or neglect of duty;
- N. Engaging in outside employment which conflicts or interferes with the performance of duties for the county.

Effects of Discipline

Disciplinary action shall not automatically or permanently disqualify an employee from consideration for future promotions, pay increases or other beneficial personnel action.

Suspension for Felony Indictment

1. The department head shall have the authority to review the facts of the situation where an employee is indicted of a felony or accused by information of official misconduct or oppression and decide whether the employee should be suspended, with or without pay, until the trial or appeal (if any) is completed.
2. A suspended employee shall be entitled to reinstatement to the position held before suspension, without loss of benefits or pay, if the indictment or information is dismissed, the employee acquitted or the conviction reversed on appeal.

Part 7

COUNTY TRAVEL POLICY

TYLER COUNTY TRANSPORTATION EXPENSE REIMBURSEMENT

Personal Automobiles

Several departments in the county require their employees to travel on official county business. When a county employee uses a personal automobile for this purpose, the employee may be reimbursed for use of personal auto on official county business at the same rate set by the state. Any change in the state rate will be applied to the county on January 1st, of the following year.

Reimbursement for the transportation is made from speedometer readings on personal auto, description of the purpose of the official county business, and documentation of proof of attendance.

Other expenses

Reimbursement for meals and other authorized expenses for staying over 12 hours will be paid on a per diem basis of \$50.00 per day (Effective January 1, 2008) without the requirement of presenting receipts.

Adjustments to per diem may be made by department supervisor for meals provided as part of registration etc. Employee will receive prior notice of any reduction in per diem by supervisor.

Per diem checks will be disbursed to supervisor the Friday before the travel is required.

Travel Out of State

Prior approval is required by Commissioners' Court to be eligible for reimbursement of out of state training and education travel.

Approved by the Tyler County Commissioners' Court August 12, 2011.

Part 8

POST- RETIREMENT EMPLOYMENT

TYLER COUNTY POLICY FOR POST – RETIREMENT EMPLOYMENT

Policy

Tyler County requires all of its employees to participate in the Texas County & District Retirement System. This policy applies to retirees who seek reemployment with Tyler County.

Procedure

- A. The County rehires retirees after a bona fide separation of employment without a suspension of their monthly annuity.
- B. A bona fide separation means that there was no prior agreement or understanding between the employer and employee that the person would be rehired after retirement.
- C. A retiree who resumes employment with Tyler County must have had a break in service of at least one full calendar month (TCDRS requirement) and must have a bona fide separation. Any County department or office considering hiring a retiree should first consult with the County Auditor's office.
- D. A retiree who resumes employment with the County and does not have a break in service of at least one full calendar month, or who resumes employment with Tyler County in essentially the same job as was previously held, is considered not to have retired from the system. This, the employee's service retirement annuity will be discontinued and the person must return any payment received.
- E. Any retiree who is rehired consistent with this policy will establish a new membership with TCDRS and will be considered to be a new member for the purpose of beneficiary determination and benefit selections.

Part 9

TECHNOLOGY / INTERNET USE

TYLER COUNTY TECHNOLOGY & INTERNET POLICY

Definition

Computers, computer systems and electronic media equipment (including computer accounts, laptop computers, printers, networks, software, electronic mail, Internet, World Wide Web connection, and voicemail) are technology that Tyler County provides to employees who have a business need.

Purpose

1. Tyler County desires to protect its interest with regard to its electronic records. Employees are expected to exhibit the same high level of ethical and business standards when using this new technology as they do with more traditional workplace communication resources.
2. Tyler County's e-mail and Internet system is intended to be used for business purposes. All e-mail/Internet records are considered County records and should be transmitted only to individuals who have a business need to receive them. Employees should always ensure that the business information contained in e-mail/Internet messages is accurate, appropriate, and lawful.

Monitoring

Tyler County owns the rights to all data and files in any computer, network, or other information system used in the county. Tyler County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using county equipment are not private and are subject to viewing, downloading, inspection, release and archiving by county officials at all times. Tyler County has the right to inspect any and all files stored in private areas of the network on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate county official.

Usage

1. Each department shall set their own rules and regulations regarding incidental usage of county automation systems (e.g. computers, copy machines, fax machines, telephones, internet access, etc.) for personal purposes. Any usage which results in actual cost to the county must have prior approval by the department head and must be reimbursed to the county by the user.
2. Brief and occasional personal use of the computer systems, electronic mail systems or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the county. **Live "streaming" of audio or video is strictly prohibited for any county office using RESNET.** Amended by the Tyler County Commissioners' Court May 13, 2011.

Revelation to Law Enforcement

The County reserves the right to disclose employee's electronic records to law enforcement officials or to other third parties, through subpoena or process, without notification to or permission from the employees sending or receiving the messages. As a condition of initial and continued employment, all employees consent to Tyler County's review and disclosure of electronic records.

Illegal Material

Using Tyler County's automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates Tyler County anti-harassment policies and is subject to disciplinary action. Tyler County's electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province or other local jurisdiction in any way. If needed in a criminal investigation, Tyler County Law Enforcement will go into certain sites on the internet for investigation purposes. A log must be maintained citing case number and site visited.

The use of Tyler County resources for illegal activity can lead to disciplinary action up to and including dismissal and criminal prosecution. County equipment is not to be used to promote political candidates or issues.

Inappropriate Material

1. Activities that could damage Tyler County's reputation or potentially put the employee or Tyler County at risk for legal proceedings by any party are forbidden. "Chain letters", solicitations, and other forms of mass mailing are not permitted.
2. An employee who receives inappropriate communications on the e-mail system should notify his/her Department Head immediately.

Passwords

Employees are responsible for protecting their own passwords. Sharing user ID's, passwords, and account access codes or numbers is discouraged. Employees may be held responsible for misuse that occurs through such unauthorized use.

Outside Software

Introducing or using software designed to destroy or corrupt the County's computer systems with viruses or cause other harmful effects is prohibited. Down-loaded software may have viruses or worms and must be scanned with a virus detection program prior to execution.

Violation of Policy

An employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

Part 10

ALCOHOL AND DRUG ABUSE

TYLER COUNTY POLICY ON ALCOHOL AND DRUG ABUSE

Statement of Purpose and Policy

Employees / drivers are an extremely valuable resource for County's business. Their health and safety are a serious county concern. Drug or alcohol use may pose a serious threat to an employee / driver's health and safety. It is, therefore, the policy of the County to prevent substance use or abuse from having an adverse effect on our employees / drivers. The county maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on County property. Furthermore, employees / drivers have a right to work in an alcohol and drug-free environment and to work with employees / drivers free from the effects of alcohol and drugs. Employees / drivers who abuse alcohol or use drugs are a danger to themselves, their co-workers and the County's assets.

The adverse impact of substance abuse by drivers has been recognized by the federal government. The Federal Highway Administration ("FHWA") has issued regulations, which require the County to implement a controlled substance testing program. The County will comply with these regulations and is committed to maintaining a drug-free work place. All employees / drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the county.

Specifically, it is the policy of the County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee / driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. FHWA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalyses), conduct breath testing, and / or search all County liability insured applicants and employees / drivers for alcohol and drug use, and those employees / drivers suspected of violating this policy who are involved in the U. S. Department of Transportation (DOT) reportable accident or who are periodically or randomly selected pursuant to these procedures. These procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee / driver. Every effort will be made to maintain the dignity of employees / drivers or applicants involved.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. TYLER County retains the sole right to change, amend, or modify any term or provision of this policy without notice. This policy is effective June 11, 2007, and will supersede all prior policies and statements relating to alcohol or drugs for applicants, employees / drivers.

ADMINISTRATION GUIDE TO PERSONNEL

Alcohol and Drug Testing Procedures

I. Purpose

The purpose of this administration guide is to set forth the procedures for the implementation of controlled substances and alcohol use and testing of applicants, employees / drivers pursuant to the TYLER County Alcohol and Drug Abuse Policy. These procedures are not intended to alter any existing relationship between Tyler County and any employee / driver.

The County's Alcohol and Drug Program Administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the County Auditor.

II. Definitions

When interpreting or implementing these procedures, or the procedures required by the Federal Highway Administration ("FHWA") controlled substance testing regulations, the following definitions apply:

"Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

"Alcohol concentration (or content)" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

"Collection site" means a place where individuals present themselves for the purpose of providing breath, body fluid, or tissue samples to be analyzed for specified controlled substances. The site must possess all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and transportation of shipment of the samples to a laboratory.

"Commercial motor vehicle" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations (49 CFR part 172, sub-part F).

"Controlled substance" has the meaning assigned by 21 U. S. C. 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308).

"Driver" means any person who operates a motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers;

leased drivers and independent, owner-operator contractors who are directly employed by or under lease to the county or who operates a motor vehicle at the direction of or with consent of TYLER County.

"Employee" means any person (excluding Elected Officials) who operates a motor vehicle that is insured for liability by the County.

"Drug" means any substance (other than alcohol) that is a controlled substance as defined in this section and 49 CFR Part 40.

"FHWA" means the Federal Highway Administration, U. S. Department of Transportation.

"Owner-Operator(s)" means a driver(s) who has been contracted for services with the County. For the purpose of these procedures the County's Alcohol and Drug Abuse Policy, owner-operators are not to be considered employees, but will be required to participate in the County's Alcohol and Drug Abuse Policy like all County drivers.

"Medical Review Officer" ("MRO") means a licensed M.D. or D.O. or approved testing facility with knowledge of drug abuse disorders that is employed or used by TYLER County to conduct drug testing in accordance with this part.

"Performing (a safety-sensitive function)" means an employee / driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform or immediately available to perform any safety-sensitive function.

"Random selection process" means that alcohol and drug tests are unannounced; that every employee / driver of a motor carrier is subject to their required test. Department Heads have the option to have all their employees (including non-drivers) subject to testing. Urine drug and alcohol breathalyzer screen test for CDL licensed employee / drivers will be conducted annually and shall equal or exceed twenty-five percent (25%). Urine drug and alcohol screen test for non-CDL licensed employee / drivers will be conducted annually and shall equal or exceed fifty percent (50%) of employees / drivers subject to testing by the county.

"Reasonable suspicion" means that the supervisor believes the actions or appearance or conduct of an employee or required motor vehicle driver who is on duty as defined below, are indicative of the use of a controlled substance.

"Safety-sensitive function" means any of those on-duty functions set forth in CFR 49 section 395.2.

"On duty time" means all time from the time an employee / driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. "On duty time" shall include:

1. All time on the county's premises, at a carrier or shipper plant, terminal or facility, at a bank, or other property, or on any public property, waiting to be dispatched, unless the employee / driver has been released from duty by the county.
2. All time inspection, servicing, or conditioning any motor vehicle at any time;
3. All driving time;

4. All time, other than driving time, in or upon any motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading, attending a vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time spent performing the driver requirements relating to accidents;
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

III. Substance Prohibited / Prescription Medications

- I. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol which, when consumed causes an alcohol concentration of 0.04 or greater.
- II. **Controlled Substance:** In accordance with Tyler County and FHWA rules, urinalyses will be conducted to detect the presence of the following substances:
 - Marijuana
 - Cocaine
 - Opiates (including heroin)
 - Amphetamine/Methamphetamine
 - Phencyclidine (PCP)
 - Barbiturates
 - Benzodiazepines
- III. **Prescription Medication:** Employees / drivers taking legally prescribed medication issued by a licensed health care professional familiar with the employee / driver's work-related responsibilities must report such use to their immediate supervisor, and may be required to present written evidence from the health care professional which describes the effects such medication may have on the employee / driver's ability to perform his/her tasks.

In the sole discretion of the Alcohol and Drug Program Administrator, an employee / driver may be temporarily removed, with pay, from a safety-sensitive position if deemed appropriate.

IV. Prohibitions

- A. **Alcohol Prohibitions:** The new alcohol rule prohibits any alcohol misuse that could affect performance of a function, including:
 1. Use while performing safety-sensitive functions.
 2. Use during the 4 hours before performing safety-sensitive functions.
 3. Reporting for duty or remaining on duty to perform functions with an alcohol concentration of 0.04 or greater.
 4. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines that contain alcohol (prescription or over-the-counter), unless the packaging seal is broken.
 5. Use during 8 hours following an accident, or until he/she undergoes a post-accident test.
 6. Refusal to take a required test.

NOTE: An employee / driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, on or be permitted to perform, safety-

sensitive functions for at least 24 hours. The other consequences imposed by the regulations and discussed below do not apply. However, documentation of this test constitutes written warning that County policy has been violated, and could result in disqualification of a driver.

- B. Drug Prohibitions:** The regulations prohibit any drug use that could affect performance of functions, including:
1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the employee / driver that the drug will not adversely affect the employee / driver's ability to safely operate the motor vehicle.
 2. Testing positive for drugs; and
 3. Refusing to take a required test.

All employees or drivers will inform the *Alcohol and Drug Program Administrator* of any therapeutic drug use prior to performing a safety-sensitive function.

V. Applicant, Employee and Driver Testing

- A. Applicant Testing:** All full-time and part-time County applicants will be required to submit to and pass a urine alcohol and drug test as a condition of employment. All CDL licensed applicants will be required to submit to and pass a breath alcohol and urine drug test as a condition of employment. Job applicants who are denied employment because of a positive test may reapply for employment after six months.

Offers of employment are made contingent upon passing the County's medical review, including the alcohol and drug test. Applicants who have received firm employment offers are to be cautioned against giving notice at the current place of employment, or incurring any costs associated with accepting employment with TYLER County until after medical clearance has been received. All newly hired employees / drivers shall not be permitted to start work until a confirmed result has been obtained by the *Alcohol and Drug Program Administrator*.

Driver applicant drug testing shall follow the collection, chain of custody, and reporting procedures as set forth in CFR 49 Part 40.

- B. "Owner-operators":** Owner-operators engaged by the County are not employees of the County, nor are they to be considered as such under this Policy. However, every owner-operator engaged to provide services to the county who are not under a COT approved drug and alcohol testing program must agree to, and successfully participate in the county's alcohol and drug testing program. All owner-operator agreements will be entered into by the County contingent upon the operator's successful completion of urinalyses and breath analysis under all phases of the County's program, and are contingent upon the owner-operator's continued status as a medically qualified driver.

The term "driver" as used in these procedures includes owner-operators.

- C. "Employee Drivers":** Under all circumstances, when a driver is directed to provide either a breath test or urine sample (Appendix C) in accordance with these procedures, he/she must immediately comply as instructed. Refusal will constitute a positive result, and the driver / employee will be terminated.

A. Suspicion-Based Testing:

A. Reasonable Suspicion: If an employee or driver is having work performance problems or displaying behavior that may be alcohol or drug related, or is otherwise demonstrating conduct that may be in violation of this Policy where immediate management action is necessary, a supervisor, with the concurrence of the *Alcohol and Drug Program Administrator*, will require that the employee / driver submit to a breath test or urinalysis. The following conditions are signs of possible alcohol or drug use (not all-inclusive):

- Abnormally dilated or constricted pupils
- Glazed stare – redness of eyes (sclera)
- Flushed face
- Change of speech (i.e. faster or slower)
- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle marks
- Change in personality (i.e. paranoia)
- Increased appetite for sweets
- Forgetfulness – performance faltering – poor concentration
- Borrowing money from co-workers or seeking an advance of pay or other unusual display of need for money
- Constant fatigue or hyperactivity
- Smell of alcohol
- Slurred speech
- Difficulty walking
- Excessive, unexplained absences
- Dulled mental processes
- Slowed reaction rate

B. Supervisors or dispatchers must take action if they have reason to believe one or more of the above-listed conditions is indicated, and that the substance abuse is affecting an employee / driver's job performance or behavior in any manner. A supervisor observing such conditions will take the following actions immediately:

- Confront the employee involved, and keep under observation until the situation is resolved.
- Secure *Alcohol and Drug Program Administrator's* concurrence to observation; job performance and County policy violations must be specific.
- After discussing the circumstances with the supervisor, the *Alcohol and Drug Program Administrator* will arrange to observe or talk with the employee / driver, which the conduct or performance problem could be due to substance abuse, the employee / driver will be immediately required to submit to a breath test or urinalysis. If the employee /driver refuses to submit to testing for any reason, the employee / driver will be informed that continued refusal will result in their immediate termination.

- Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply will subject the employee to immediate termination. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider. If upon confrontation by the supervisor, the employee / driver admits to using alcohol or drugs in violation of this policy, it will be considered that they are resigning their position. They will be asked to complete a written resignation and if they fail to do so, the County will terminate them.
- C. The supervisor shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems, and present such documentation to the *Alcohol and Drug Program Administrator*.
- D. The *Alcohol and Drug Program Administrator* will remove or cause the removal of the employee / driver from the vehicle and ensure that the employee / driver is transported to an appropriate collection site and thereafter to the employee / driver's residence or, where appropriate, to a place of lodging. Under no circumstances will that driver be allowed to continue to drive a County vehicle or his/her own vehicle until a confirmed negative test is received.
- E. If, during the course of employment, the employee / driver acknowledges a substance abuse problem and requests assistance, the problem may be treated as if it were an illness, subject to the provisions set forth below:
- The decision to seek diagnosis and accept treatment for the substance abuse problem is the responsibility of the employee / driver;
 - The diagnosis and prescribed treatment of the employee / driver's condition will be determined by health care professionals designated by the *Alcohol and Drug Program Administrator* in conjunction with the employee / driver's physician; and
 - The employee / driver might be placed on medical leave for a predetermined period recommended by those medical professionals.

B. Post-Accident Testing:

Currently, federal regulations place the burden of compliance with post-motor vehicle-accident alcohol and drug testing regulations on the employee / driver. Therefore, all employee / drivers are required to provide a breath test and a urine specimen to be tested for the use of controlled substances "as soon as practicable" after a motor vehicle / equipment accident. The employee / driver shall remain readily available for such testing or may be deemed by the *Alcohol and Drug Program Administrator* to have refused to submit to testing. No alcohol may be consumed for 8 hours after the accident or until a test is conducted. If the employee / driver is seriously injured and cannot provide a specimen at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital report and other documents that would indicate whether there were any controlled substances in his/her system.

An accident is defined by FHWA regulations as an accident which results in the death of a human being or bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or which has had one of the vehicles towed from the scene of the accident. Except for

a fatality accident, verification of the driver's responsibility in the above accident scenario must be established by a citation to the driver.

Adherence by drivers to post-accident specimen collection requirements is a condition of continued employment. (The failure of an owner-operator to comply with DOT post-accident and specimen collection rules will be considered a breach of his/her contract with the County, and the contract is invalid until appropriate substance abuse professional counseling has been complete.)

3. Random Testing: The County will conduct random testing for all covered employees / drivers as follows:

- A. A County-wide selection process which removes discretion in selections from any supervisory personnel will be adopted by the County. This process will select covered employees / driver through the use of a computerized program;
- B. The random testing, once begun, will provide for alcohol testing of at least twenty-five percent (25%) and for drug testing of at least fifty (50%) of all covered employees / drivers.
- C. The random testing will be reasonably spaced over any twelve (12) month period.
- D. Once notified, an employee / driver must proceed immediately to the assigned collection site.
- E. Employee / driver must provide a driver's license and a social security card to the assigned collection site for proper identification.

4. Designation of Appropriate Substance Abuse Professional:

The *Alcohol and Drug Program Administrator* will be responsible for designating the appropriate substance abuse professional whom, in conjunction with the employee / driver's physician, will diagnose the problem and recommend treatment.

- A. The employee's / drivers successful completion of the approved treatment program is a condition of continued employment.
- B. Following successful completion of any approved treatment program, the employee / driver will be required to submit to at least six random drug tests during the first year, and follow-up testing may be conducted for up to 60 months. Failure to adhere to this condition and/or testing positive is grounds for immediate termination.
- C. All supervisors will receive training to assist them in identifying alcohol and drug use behavioral characteristics.
- D. All substance abuse treatment will be at the employee's / driver's expense.

5. Return-To-Duty Testing:

Before an employee / driver, who has entered a voluntary rehabilitation program returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy and Part 382 Subpart B (FMCSR), the driver shall undergo a return to duty alcohol test with a result of less than a 0.002 BAC or receive a confirmed negative result from a controlled substance urinalysis test.

VI. Collection of Breath and Urine Specimens and Laboratory Analysis

- A. Breath Alcohol Testing:** Breath alcohol testing will be conducted either on site or at a prearranged location by a qualified Breath Alcohol Technician according to CFR 49, Part 40 procedures. Refusal to complete and sign the testing form or refusal to provide breath will be considered a positive test, and the employee / driver will be terminated.
- B. Specimen Collection:** Specimen collection will be conducted in accordance with applicable state and federal law. The collection procedures will be designated to ensure the security and integrity of the specimen provided by each employee / driver, and those procedures will strictly follow federal chain-of custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of each employee / driver submitting a specimen for analysis in accordance with these procedures.
- C. Laboratory Analysis:** As required by FHWA regulations, only a laboratory certified by Department of Health and Human Services (DHS) to perform urinalysis for the detection of the presence of controlled substances will be retained by the County. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance and scientific analytical methodologies.

VII. Consequences: Appeal of Test Results

- A.** Alcohol and drug abuse may not only threaten the safety and productivity of all employees of TYLER County, but causes serious individual health consequences to those whom use them. Attachment #1 outlines several personal consequences which may result after abuse of controlled substances. Any confirmed actions prohibited by Part IV above, or refusing to take a breath test, will be grounds for termination. Refusal may be defined as not providing a breath sample or urine as directed, neglecting to sign appropriate control forms, using alcohol within 8 hours of an accident, or engaging in conduct that clearly obstructs the testing process.
- B.** Any employee / driver testing positive for the presence of a controlled substance will be contacted by the County's MRS. The employee / driver will be allowed to explain and present medical documentation to explain any permissible use of a drug. All such discussions between the driver and the MRO will be confidential. The County will not be a party to, or have access to matters discussed between the employee / driver and the MRO. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the County as a negative.
- C.** Within 72 hours after the employee / driver has been notified of a positive test result for drugs he/she may request a retest at their expense of the split sample. This signed request will be provided to the MRO in writing, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory, the test will be voided by the MRO, and the County's *Alcohol and Drug Program Administrator* will be notified. A retest may be initiated as appropriate.

VIII. Confidentiality

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

Employees / drivers are entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substance tests. Copies will be provided within 5 days.

Collection of breath and urine sample must always be documented and sealed with a tamper-proof sealing system in the presence of the employee / driver, to insure that all test can be correctly traced to the employee / driver.

Drug test analysis from the DHHS approved laboratory will be forwarded directly to the Medical Review Officer assigned by the *Alcohol and Drug Program Administrator*.

Alcohol test results will be forwarded by the MRO to the *Alcohol and Drug Program Administrator* for confidential record keeping.

The fact of the test, and any test results, will be kept strictly confidential. The District Attorney will be designated to receive test results and will notify the appropriate Elected Official or department head, of drug test results on a need to know basis.

Part 10 Appendix A

Alcohol and Drug Effects

Section 382.601(b)(11) FMCSR mandates that all employees be provided with training material discussing the effects of alcohol and controlled substance use on the individual's health, work and personal life.

This attachment is intended to help individuals understand the personal consequences of substance abuse.

ALCOHOL

Although used routinely as beverage for enjoyment, alcohol can also have negative physical and mood-altering effects when abused. These physical or mental alterations in a driver may have serious personal and public safety risks.

Health Effects

An average of three or more servings per day of beer (12 oz.), whiskey (1 oz.), or wine (6 oz.) over time may result in the following health hazards

- Dependency
- Fatal liver disease
- Kidney disease
- Pancreatitis
- Ulcers
- Decreased sexual functions
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Spontaneous abortion and neonatal mortality
- Birth defects

Social Issues

- 2/3 of all homicides are committed by people who drink prior to the crime.
- 2-3% of the driving population is legally drunk at any one time. This rate doubles at night and on weekends.
- 2/3 of all Americans will be involved in an alcohol-related vehicle accident during their lifetime.
- The separation and divorce rate in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol-related.
- Alcoholics are 15 times more likely to commit suicide.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol-related.
- Over 17,000 fatalities occurred in 1993 in highway accidents, which were alcohol related. This was 43% of all highway fatalities.
- 30,000 people will die each year from alcohol caused liver disease.
- 10,000 people will die each year due to alcohol-related brain disease and suicide.
- Up to 125,000 people die each year due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of alcohol from the body.
- Impairment can be measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

ALCOHOL'S TRIP THROUGH THE BODY

Mouth and Esophagus: Alcohol is an irritant to the delicate linings of the throat and food pipe. It burns as it goes down.

Stomach and Intestines: Alcohol has an irritating effect on the stomach's protective lining, resulting in gastric or duodenal ulcers. This condition, if it becomes acute can cause peritonitis, or perforation of the stomach wall. In the small intestine, alcohol blocks absorption of such substances as thiamine, folic acid, fat, vitamin B1, vitamin B2, and amino acids.

Bloodstream: 95% of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Once in the bloodstream, alcohol quickly goes to every cell and tissue in the body. Alcohol causes red blood cells to clump together in sticky wads, slowing circulation and depriving tissues of oxygen. It also causes anemia by reduction of red blood cell production. Alcohol slows the ability of white cells to engulf and destroy bacteria and degenerates the clotting ability of blood platelets.

Pancreas: Alcohol irritates the cells of the pancreas, causing them to swell, thus blocking the flow of digestive enzymes. The chemicals, unable to enter the small intestine, begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five patients who develop this disease die during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin this resulting in diabetes.

Liver: Alcohol inflames the cells of the liver, causing them to swell and block the tiny canal to the small intestines. This prevents bile from being filtered properly through the liver. Jaundice develops, turning the whites of the eyes and skin yellow. Each drink of alcohol increases the

number of live cells destroyed, eventually causing cirrhosis of the liver. The disease is eight times more frequent among alcoholics than among non-alcoholics.

Heart: Alcohol causes inflammation of the heart muscle. It has a toxic effect on the heart and causes increased amounts of fat to collect, thus disrupting its normal metabolism.

Urinary Bladder and Kidneys: Alcohol inflames the lining of the urinary bladder making it unable to stretch properly. In the kidneys, alcohol causes increased loss of fluids through its irritating effect.

Sex Glands: Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability to climax during intercourse.

Brain: The most dramatic and noticed effect of alcohol is on the brain, it depresses brain centers, producing progressive in coordination: confusion, disorientation, stupor, anesthesia, coma, death. Alcohol kills brain cells and brain damage is permanent. Drinking over a period of time causes loss of memory, judgment and learning ability.

DRUGS

MARIJUANA

Health Effects

- Emphysema-like conditions
- One joint of marijuana contains cancer-causing substances equal to ½ a pack of cigarettes.
- One joint causes the heart to race and be overworked. People with heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Marijuana lowers the body's immune system response, making users more susceptible to infection.
- Chronic smoking causes changes in brain cells and brain waves. The brain does not work as efficiently or effectively. Long-term brain damage may occur.
- Tetrahydrocannabinol (THC) and 60 other chemicals in Marijuana concentrate in the ovaries and testes.
- Chronic smoking of Marijuana in males causes a decrease in testosterone and an increase in estrogen, the female hormone. As a result, the sperm count is reduced, leading to temporary sterility.
- Chronic smoking of Marijuana in females causes a decrease in fertility.
- A higher than normal incident of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life are common in pregnant Marijuana smokers.
- THC causes birth defects including brain damage, spinal cord, forelimbs, liver, and water on the brain and spine in test animals.
- Prenatal exposure may cause underweight newborn babies.
- Fetal exposure may decrease visual function.
- User's mental function can display the following effects:
 - Delayed decision making
 - Diminished concentration

- Impaired short-term memory
- Impaired signal detection
- Impaired tracking
- Erratic cognitive function
- Distortion of time estimation

Workplace Issues

- THC is stored in the body fat and slowly released.
- Marijuana smoking has long-term effects on performance.
- Increased THC potency in modern Marijuana dramatically compounds the side effects.
- Combining alcohol or other depressant drugs with Marijuana increases the impairing effect of both.

COCAINE

Used medically as a local anesthetic. When abused, it becomes a powerful physical and mental stimulant. The entire nervous system is energized. Muscles tense, heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Health Effects

- Regular use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing damage to critical nerve cells. Parkinson's Disease could also occur.
- Cocaine causes the heart to beat faster, harder, and rapidly increases blood pressure. It also causes spasms of blood vessels in the brain and heart. Both lead to ruptured vessels causing strokes and heart attacks.
- Strong dependency can occur with one "hit" of cocaine. Usually mental dependency occurs within days for "crack" or within several months for snorting coke. Cocaine causes the strongest mental dependency of all the drugs.
- Treatment success rates are lower than other chemical dependencies.
- Extremely dangerous when taken with other depressant drugs. Death due to overdose is rapid. Fatal effects are usually not reversible by medical intervention.

Workplace Issues

- Extreme mood and energy swings create instability. Sudden noise causes a violent reaction.
- Lapses in attention and ignoring warning signals increases probability of accidents.
- High cost frequently leads to theft and/or dealing.
- Paranoia and withdrawal may create unpredictable or violent behavior.
- Performance is characterized by forgetfulness, absenteeism, tardiness, and missing assignments.

OPIATES

Narcotic drugs which alleviate pain and depress body functions and reactions.

Health Effects

- IV needle users have a high risk of contracting hepatitis or AIDS when sharing needles.
- Increase pain tolerance. As a result, a person may more severely injure themselves and fail to seek medical attention as needed.

- Narcotic effects are multiplied when combined with other depressants causing an increased risk for an overdose.
- Because of tolerance, there is an ever increasing need for more.
- Strong mental and physical dependence occurs.
- With increased tolerance and dependency combined, there is a serious financial burden for users.

Workplace Issues

- Side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the user at high risk for an accident.
- Causes impairment of physical and mental functions.

AMPHETAMINES

Central nervous system stimulant that speeds up the mind and body.

Health Effects

- Regular use causes strong psychological dependency and increased tolerance.
- High dose may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to increased blood pressure.
- Chronic use may cause heart or brain damage due to severe constriction of capillary blood vessels.
- Euphoric stimulation increases impulsive and risk taking behavior, including bizarre and violent acts.
- Withdrawal may result in severe physical and mental depression.

Workplace Issues

- Since the drug alleviates the sensation of fatigue, it may be abused to increase alertness during periods of overtime or failure to get rest.
- With heavy use to increasing fatigue, the short-term mental or physical enhancement reverses and becomes impairment.

PHENCYCLIDINE (PCP)

Often used as a large animal tranquilizer. Abused primarily for its mood altering effects. Low doses produce sedation and euphoric mood changes. Mood can rapidly change from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare. Sudden noises or physical shocks may cause a "freak out" in which the person has abnormal strength, violent behavior and an inability to speak or comprehend.

Health Effects

- The potential for accidents and overdose emergencies are high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP, when combined with other depressants, including alcohol, increases the possibility of an overdose.
- If misdiagnosed as LSD induced, and treated with Thorazine, can be fatal.
- Irreversible memory loss, personality changes, and thought disorders may result.

Workplace Issues

- Not common in workplace primarily because of the severe disorientation that occurs.

- There are four phases to PCP abuse:
 - Acute toxicity causing combativeness, catatonia, convulsions and coma. Distortions of size, shape and distorted perception are common.
 - Toxic psychosis with visual and auditory delusions, paranoia and agitation.
 - Drug induces schizophrenia.
 - Induced depression which may create suicidal tendencies and mental dysfunction.

**Part 10
Appendix B**

**EMPLOYEE NOTIFICATION LETTER
FOR REQUIRED EMPLOYEE / DRIVER**

I certify that I have received and read a copy of the Tyler County Alcohol and Drug Abuse Policy. I also understand the required testing procedures of said policy and agree that as a condition of my employment, I must comply with the policy and remain medically qualified to perform my duties. If I develop a problem with alcohol or drug abuse during my employment with Tyler County, I will seek assistance through the District Attorney, the county's designated *Alcohol and Drug Program Administrator*.

Print Name of Employee / Driver

Employee / Driver Signature

Date

**Part 10
Appendix D**

**OBSERVED BEHAVIOR
REASONABLE SUSPICION**

Personnel Office Use Only

Employee Number: _____
Location: _____
Incident Number: _____

Driver's Name	Date Observed
Address of Incident: Street City State Zip Code	Time Observed From _____ a.m. p.m. To _____ a.m. p.m.
Record employee observed behavior for reasonable suspicion for the use of alcohol or controlled substances. According to 49 CFR §382.307 (Reasonable Suspicion Testing) the employer shall require the driver to submit to a controlled substance or alcohol test if a supervisor or company representative who is trained in accordance with §382.603 determines that reasonable suspicion exists.	
Reasonable Suspicion determined for: <input type="checkbox"/> Alcohol <input type="checkbox"/> Controlled Substance Mark items that apply and describe specifics	
1. Appearance: <input type="checkbox"/> Normal <input type="checkbox"/> Sleepy <input type="checkbox"/> Tremors <input type="checkbox"/> Clothing <input type="checkbox"/> Cleanliness Description _____	
2. Behavior: <input type="checkbox"/> Normal <input type="checkbox"/> Erratic <input type="checkbox"/> Inappropriate gaiety <input type="checkbox"/> Mood swings <input type="checkbox"/> Lethargic Description _____	
3. Speech: Description: _____	
4. Body Odors:	
5. Indications of the chronic and withdrawal effects of controlled substances: <input type="checkbox"/> Yes <input type="checkbox"/> No. Explain: _____	
6. Other observations for reasonable suspicion: _____	
Witnessed by:	
Signature _____	Title _____ Preparation Date _____ Time _____ A.M. P.M.
Signature _____	Title _____ Preparation Date _____ Time _____ A.M. P.M.
The alcohol test must be administered within eight (8) hours following a reasonable suspicion determined. Employer retain in employee's confidential file.	

**Part 10
Appendix E**

ALCOHOL AND CONTROL SUBSTANCE EMPLOYEE'S CERTIFIED RECEIPT

Employee's Name

County/Department

This is to certify that I have been provided educational materials that explain the requirements of) (382.601 and my employer's policies and procedures with respect to meeting the requirements. The materials include detailed discussion of the following checked (✓) items:

- ___ 1. The designated person to answer questions about the materials.
- ___ 2. The categories of drivers subject to Part 382.
- ___ 3. Sufficient information about the safety-sensitive functions and periods of the workday that compliance is required.
- ___ 4. Specific information concerning prohibited driver conduct.
- ___ 5. Circumstances under which a driver will be tested.
- ___ 6. Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- ___ 7. The requirement that test are administered in accordance with Part 382.
- ___ 8. An explanation of what will be considered a refusal to submit to a test and the consequences.
- ___ 9. The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and)(382.605 procedures.
- ___ 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.004.
- ___ 11. Information on the affect of alcohol and controlled substances use on:
*An individual's health *Signs and symptoms of a problem *Work *Available methods of intervening when a problem is suspected *Personal Life
- ___ 12. Optional information: _____

Employee's Signature

Date

Authorized Employer Representative

Date

(Retain in employee's Confidential File)

Part 11

Anti-Harassment Policy and Complaint Procedure

Policy

It is the policy of the County to treat all employees with respect and dignity and not to discriminate against any employee on the basis of any protected class. The County prohibits any form of harassment.

Harassment is prohibited by federal and state laws. This policy prohibits harassment of any kind; and, the County will take appropriate action swiftly to address any violations of this policy.

Definition

The definition of harassment is: verbal or physical conduct designed to threaten, intimidate, or coerce; also, verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job.

Harassment shall include, but not be limited to, verbal or physical conduct of a nature where:

- a. Submission to such conduct is either an expressed or implied condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the harassed person; or
- c. Such conduct has the purpose of effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of harassment are:

- (1) Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, disability, veteran status, or appearance. This includes epithets, slurs, and negative stereotyping.
- (2) Non-verbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance of disability, marital status, veteran status, or other protected status.

Claims

All claims of harassment shall be taken seriously and investigated promptly.

It is the intent that the privacy of the person involved will be protected to the extent necessary to conduct a proper investigation. While all claims of harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.

If the investigation substantiates that the complaint is valid, immediate corrective action to stop the harassment and prevent its reoccurrence will be taken. Such corrective action may, in appropriate instances, include discipline up to and including discharge of the offending person.

Reporting

An employee who feels he/she has been or is being subjected to harassment should immediately report the situation to:

1. his/her immediate supervisor
2. the elected official or department head who is responsible for the department in which they work.

If, for any reason, the employee feels that reporting the harassment to the department head or elected official may not be the best course of action, the report should be made to the County Judge and/or the District Attorney.

The supervisor, elected official, or department head to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim, filing a notice of the claim with the County Judge. The District Attorney may assist in the investigation of any and all alleged violations.

Once the investigation is complete, the employee making the claim shall be notified of the result of the investigation and any actions which are to be taken.

Retaliation

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- a. filing or responding to a bona fide complaint of discrimination or harassment;
- b. appearing as a witness in the investigation of a complaint; or
- c. serving as an investigator.

Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including termination.

Other Rights

Reporting or failing to report claims in accordance with the procedure given in this policy shall not limit other legal recourse an employee may have in regard to harassment charges.

This policy amends and supersedes all other previously adopted policies on harassment.

Policy on Sexual Harassment

Purpose

To set forth the County's policy toward misconduct on the job; including the making of unwelcome sexual advances toward employees.

Policy

Unwelcome sexual advances, request for sexual favors, or any other verbal, written or physical conduct of a sexual nature constitutes sexual harassment when one or more of the following conditions exist:

- A. Submission to such conduct is made whether explicitly or implicitly as a term or condition of an employee's employment.
- B. Submission to or rejection of such conduct by an individual is used as the basis for personnel related decisions affecting such individual.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Procedure

Any employee found to have acted in violation of the foregoing points shall be subject to appropriate disciplinary action up to and including termination of employment.

Any employee who believes he or she is a victim of sexual harassment on the job should immediately report the matter to his or her immediate supervisor or to another appropriate individual. The choice of whom to report the harassment is the employee's alone to make.

Normal, courteous, mutually respectful interactions between employees that are acceptable to both parties is not considered to be sexual harassment.

SECTION 1.04. Sections 118.011(b) and (f), Local Government Code, are amended to read as follows:

(b) The county clerk may set and collect the following fee from any person:

(1) Returned Check (Sec. 118.0215) not less than \$15 or more than \$30

(2) Records Management and Preservation Fee (Sec. 118.0216) not more than \$10 [\$5]

(3) Mental Health Background Check for License to Carry a Concealed Weapon (Sec. 118.0217) not more than \$2

(f) The county clerk of a county shall, if the commissioners court of the county adopts the fee as part of the county 's annual budget, collect the following fee from any person:

Records Archive Fee (Sec. 118.025) not more than \$10 [\$5]

SECTION 1.05. The changes in law made by this article apply only to a fee that becomes payable on or after September 1, 2013. A fee that becomes payable before September 1, 2013, is governed by the law in effect when the fee became payable, and the former law is continued in effect for that purpose.

FAXED

Romero Glass Company

DATE: 8/5/13

2450 Gulfway Drive
 Port Arthur, TX 77640-4541
 (409) 983-1371
 romerosglass@att.net

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
John Romero	Emergency Management		Balance upon completion

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1		Furnish & install the following: 3'-0 x 7'-0 Bronze door and frame with transom and sidelite. All glazed with clear safety glass. Entrance and exit hardware as follows: Magnetic Locks with keypad and mushroom button release. Additional desk button release for secretary included. NOTE: 110vac receptacle and additional connections to be provided by Tyler Co. Door lock release for fire alarm if applicable not included.			
TOTAL DISCOUNT					
				SUBTOTAL	3767.00
				SALES TAX	exempt
				TOTAL	3767.00

THANK YOU FOR YOUR BUSINESS!

Stewart Glass & Mirror, Inc

415 West Gibson
Jasper, Texas 75951

Phone: (409)384-4614
Fax: (409) 384-9073
stewartglass@cmaacoess.com

DATE: 08/15/13

BID NO: 2

JOB NAME: Tyler Co DPS Office

LOCATION: Woodville

CONTRACTOR: Dale Freeman

Email:

PHONE: 409-331-0874

FAX: 409-331-0015

CELL:

We propose to furnish and install the following:

One 42" door and frame with sidelite and being one door and sidelite providing close admittance to hallway. The door will be equipped with a electro mag lock with key pad for entry. Secretary will have a release button at her desk to operate the door. There will be a release button inside the hallway for the customer to exit. Doorway and framing will be bronze in color and glazed with clear tempered glass.

TOTAL BID: \$ 4,923.75

**** 3 to 4 weeks lead time**

**** Tyler Co will provide a 110 VAC receptacle for electro magnetic lock hardware**

****Hookup to fire alarm if applicable and provided by Tyler Co.**

****This bid expires 60 days from the date of this proposal.**

This proposal is SUBJECT to the following terms and considerations:

1. We DO NOT CLEAN any glass or storefront metal.
2. We DO NOT REPLACE any incidentally broken or damaged glass unless caused by our employees unless additional charges are applied.
3. A natural variation in shade which occurs in structural glass and colored aluminum must be acceptable.

4. This proposal is based on all work being performed during regular business hours. Additional charges will be made for any overtime work performed during a time not considered our regular business hours.

5. This proposal is subject to revision if not accepted within 30 DAYS from the date of this proposal.

6. This proposal reserves the right to refuse to enter into contract.

7. This proposal is **SUBJECT TO** any and all **FEDERAL GLAZING LAWS, STANDARD BUILDING CODES** and **UNIVERSAL BUILDING CODES** and/or any applicable law relating to glazing applications. (Example: Anneal plate glass may not be used in any opening that falls within 18" of the floor and within 24" of any doorway).



SAMMY STEWART: President



TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

*Jadeie, LOU,
Date*

Friday
August 16, 2013
8:30 AM

MARTIN NASH
Commissioner, Pct. 1

RUSTY HUGHES
Commissioner, Pct. 2

JACQUES L. BLANCHETTE
County Judge

MIKE MARSHALL
Commissioner, Pct. 3

JACK WALSTON
Commissioner, Pct. 4

NOTICE Is hereby given that a *Regular Meeting* of the Tyler County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

Agenda

"Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing."
Abraham Lincoln

➤ **CALL TO ORDER**

- Establish Quorum
- Acknowledge Guests
- Invocation *c/o J. Walston* ✓
- Pledge to the Texas Flag: *c/o J. Walston*

I. CONSIDER/APPROVE:

W/m ✓
A. Commissioners Court minutes from previous meeting(s) – D. Gregory *August 12*

W/N ✓
B. Paying County bills – Jackie Skinner, Auditor

C. Line item transfers / budget amendments – J. Skinner

NONE ✓

D. Extension – CEA (AG/NR) Monthly Report – Doug Weir, Extension County Agent

W/m ✓

My KR ✓
E. Lease Agreement with Texas Document Solutions for a new copier – Trisher Ford, Justice of the Peace, Pct. 1
60 month

W/M

F. Updating the Tyler County Employee handbook - J. Skinner

H/M

G. Increasing the Records Management fee and the Archive fee, per new legislation - D. Gregory

N/W

H. Hosting DETCOG September Meeting - M. Nash
to subsidize ^{cost of food} & extend invitation to Elected Officials & Dept Herts
City of Woodville will rent bldg.
may not have "open" invitation to all
CO employees

N/H

I. Installation of Security/Receptionist Door for DPS/Emergency Management Office at Nutrition Center - M. Nash
Romero Glass \$3700 for one door PAID AT

II. EXECUTIVE SESSION - NONE

Consult with District Attorney and/or his legal staff in executive session held in accordance with Texas Government Codes 555.071(1)(A), (2) regarding pending and/or contemplated litigation, and/or 551.074, regarding personnel matters, and/or property acquisition.

>ADJOURN 8:50AM

I do hereby certify that the above Notice of Meeting of the Tyler County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the Tyler County Courthouse in a place readily accessible to the general public at all times and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting, as is required by Section 551.002 & 551.041.

Executed on _____ 2013 Time _____

Donece Gregory, County Clerk/Ex Officio Member of Commissioners Court

By: _____ (Deputy)



TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

Friday
August 16, 2013
8:30 AM

MARTIN NASH
Commissioner, Pct. 1

RUSTY HUGHES
Commissioner, Pct. 2

JACQUES L. BLANCHETTE
County Judge

MIKE MARSHALL
Commissioner, Pct. 3

JACK WALSTON
Commissioner, Pct. 4

NOTICE Is hereby given that a **Regular Meeting** of the Tyler County Commissioners Court will be held on the date stated above, at which time the following subjects will be discussed;

Agenda

"Character is like a tree and reputation like a shadow. The shadow is what we think of it; the tree is the real thing."
Abraham Lincoln

➤ CALL TO ORDER

- Establish Quorum
- Acknowledge Guests
- Invocation *c/o J. Walston*
- Pledge to the Texas Flag: *c/o J. Walston*

I. CONSIDER/APPROVE:

- A. Commissioners Court minutes** from previous meeting(s) – *D. Gregory*
- B. Paying County bills** – *Jackie Skinner, Auditor*
- C. Line item transfers / budget amendments** – *J. Skinner*
- D. Extension** – CEA (AG/NR) Monthly Report – *Doug Weir, Extension County Agent*
- E. Lease Agreement** with Texas Document Solutions for a new copier – *Trisher Ford, Justice of the Peace, Pct. 1*
- F. Updating the Tyler County Employee handbook** – *J. Skinner*
- G. Increasing the Records Management fee and the Archive fee, per new legislation** – *D. Gregory*
- H. Hosting DETCOG September Meeting** – *M. Nash*
- I. Installation of Security/Receptionist Door for DPS/Emergency Management Office at Nutrition Center** – *M. Nash*

II. EXECUTIVE SESSION

Consult with District Attorney and/or his legal staff in executive session held in accordance with Texas Government Codes 555.071(1)(A), (2) regarding pending and/or contemplated litigation, and/or 551.074, regarding personnel matters, and/or property acquisition.

➤ ADJOURN

I do hereby certify that the above Notice of Meeting of the Tyler County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the Tyler County Courthouse in a place readily accessible to the general public at all times and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting, as is required by Section 551.002 & 551.041.

Executed on August 12 2013 Time 3:30pm

Doneca Gregory, County Clerk/Ex Officio Member of Commissioners Court

By: *Koranne Graft* (Deputy)