

TYLER COUNTY COMMISSIONERS COURT  
REGULAR MEETING  
August 28, 2018 ---- 8:30 a.m.

THE STATE OF TEXAS                      ON THIS THE 28th day of August, 2018 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
SUE SAUNDERS	COUNTY TREASURER
TRISHER FORD	JUSTICE OF PEACE, PCT. #1
BRYAN WEATHERFORD	SHERIFF
TERRY ALLEN	CHIEF PROBATION OFFICER-JUVENILE
KEN JOBE	EMERGENCY MANAGEMENT

After calling the meeting to order, Judge Blanchette invited anyone offended by the customary prayer to step out in the hall and return after the conclusion of the prayer. The Pledge of Allegiance to the Texas Flag was led by Commissioner Marshall. The invocation was delivered by Stevan Sturrock, Commissioner Pct. #2-Elect.

A motion was made by Commissioner Nash and seconded by Commissioner Marshall to receive the minutes of August 15<sup>th</sup>, 2018. All voted yes and none no.

**Budget amendments** were not presented.

A motion **Commissioner Walston** and seconded by **Commissioner Hughes** to approve the **allowances and accounts payable**, as presented by the County Auditor. All voted yes and none no. SEE ATTACHED

**Commissioner Marshall** made the motion to approve the **county payroll** for the period August 15th – August 28th. The motion was seconded by **Commissioner Walston**. All yes and none no.

No action was taken to seek bids to repair **county road 2025** to the **Tyler County Airport/Rodeo Arena**. Action had been taken in the previous meeting.

Commissioner Nash stated the commissioners were working on a **right-of-way policy for tax purposes**. Commissioner Marshall stated that it should be up to taxpayer to ask the court for the right-of-way across their property to be removed from the tax role. Commissioner Walston proposed the ROW policy for tax purposes on all **county roads**, should state the taxpayer would present the request to their commissioner with a copy of the deed and field notes; corners need to be plainly marked. The commissioner would then “check it out” and bring the request for action by the commissioners' court. No action was taken.

The county auditor reported that of the bids received: Bronco, NAPCO, Garnier and DRC; NAPCO was the lowest bid. **Commissioner Hughes** made the motion to award the bid for **emergency standby services** to NAPCO. **Commissioner Marshall** seconded the motion. All yes and none no.

**Judge Blanchette** motioned to approve the **APPRISS** service agreement for **Statewide Automated Victim Notification Service (SAVNS)** and **Victim Identification Notification (VINE) grant**. **Commissioner Walston** seconded the motion. All voted yes and none no. This replaces the R-14 service agreement. SEE ATTACHED

**Commissioner Marshall** made the motion to renew the Victim Identification Notification service (VINE). **Commissioner Hughes** seconded the motion. All voted yes and none no.

A motion was made by **Judge Blanchette** and seconded by **Commissioner Marshall** to table filling vacancies on **election judges and alternates** until the next meeting.

The County Clerk recommended the polling places having joint elections such as City of Woodville and City of Ivanhoe to have three clerks and remainder of the precincts to have two clerks. A motion was made by **Commissioner Marshall** to set the maximum number of election clerks to three. The motion was seconded by **Commissioner Walston**. All voted yes and none no.

**Commissioner Walston** motioned to approve the transfer of the Tundra truck from **emergency operations** to **Precinct #1 and #4**. **Commissioner Nash** seconded the motion. All voted yes and none no.

A motion was made by **Commissioner Walston** and seconded by **Commissioner Marshall** to terminate the **AirMed Group Policy** for group and payroll deductions. AirMed will not pay if insured is not using their equipment. All voted yes and none no.

A motion was made by **Commissioner Marshall** and seconded by **Commissioner Nash** to approve **Medical Transport Solutions** for group and payroll deductions. MASA pays for air or ground emergency transport. This will be at no expense to the county. All voted yes and none no. SEE ATTACHED

**Commissioner Marshall** motioned to terminate **life insurance** from Standard Insurance Company, as requested by the County Auditor. The motion was seconded by **Commissioner Nash**. The account is not serviced by Standard creating a very laborious workload on the staff. Texas Association of Counties (TAC) now offers a similar plan. All voted yes and none no.

A motion was made by **Commissioner Marshall** to approve the proposal for **Voya Life Insurance** for employees and retirees through Texas Association of Counties (TAC). This policy replaces the policy by Standard Life. The motion was seconded by **Commissioner Hughes**. All voted yes and none no.

A motion was made by **Commissioner Nash** and seconded by **Commissioner Walston** to approve the revisions to the **Employee Handbook**, as requested by the County Auditor. The updates are in red; no changes in the policy. All voted yes and none no. SEE ATTACHED

Since opening the bids for **repairs to the Tyler County Jail Cell Blocks** was advertised to be opened at a regularly scheduled meeting on August 29<sup>th</sup>, a motion to table was made by **Commissioner Marshall**. **Commissioner Hughes** seconded the motion. All voted yes and none no.

**Commissioner Walston** motioned to table awarding the bids to **repair Tyler County Cell Blocks** since bids were not scheduled to be opened until August 29<sup>th</sup>. There would not be a quorum at the meeting due to the TAC Legislative Conference in Austin. The motion was seconded by **Commissioner Nash**. All voted yes and none no.

A motion was made by **Commissioner Marshall** and seconded by **Commissioner Walston** to approve the **Capital Asset Policy**, as presented by the County Auditor. This policy is more detailed to meet the requirements of GASB. All voted yes and none no. SEE ATTACHED

**Commissioner Walston** motioned to ratify the contract with the Linebarger Law Firm for collection of delinquent taxes. The motion was seconded by **Commissioner Nash**. The contract was approved on June 12, 2017 but never signed. John Manuel had a copy with his signature only. All voted yes and none no. SEE ATTACHED

**Commissioner Marshall** motioned the adoption of fixed Sheriff fees of \$35 per parcel, for services connected to tax sales, as requested by Sheriff Weatherford. The motion was seconded by **Commissioner Hughes**. All voted yes and none no.

Executive Session was not held.

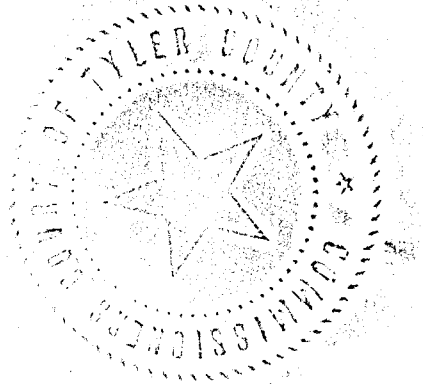
A motion was made by Commissioner Nash and seconded by Commissioner Marshall that the meeting adjourn. All voted yes.

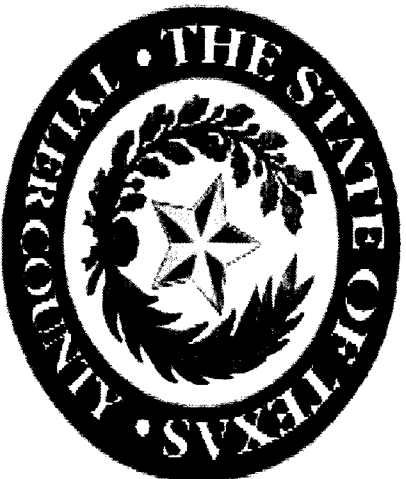
THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED: 8:58 a.m.

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 28, 2018.

Witness my hand and seal of office on this the 10th day of September, 2018.

Attest:   
Donece Gregory, County Clerk





**Accounts Payable**

**August 17, 2018 – August 28, 2018**



Tyler County, TX

# CHECK REGISTER

By Fund

Payable Dates 08/17/2018 - 08/28/2018

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Fund: 010 - GENERAL FUND</b>							
SPARKLETTS & SIERRA SPRIN		08/24/2018	21549393631084/CO. OFFIC	010-440-42350		08/24/2018	423.08
SPARKLETTS & SIERRA SPRIN		08/24/2018	21549393631084/CO. OFFIC	010-440-42350		08/24/2018	-423.08
HOV SERVICES, INC.	130102	08/17/2018	00360/COCLK	010-440-42101		08/17/2018	2,262.49
CYPHER COMPUTERS	130092	08/17/2018	INV.#0002144/COUNTY OFFI	010-440-42353		08/17/2018	260.00
CIOX HEALTH	129992	08/17/2018	CUST.#1992271/TCSO	010-426-42182		08/17/2018	377.18
TYLER TECHNOLOGIES, INC.	130121	08/17/2018	41637/COAUD	010-440-42353		08/17/2018	20,928.00
SIRCHIE FINGERPRINT LABOR	130044	08/17/2018	00-A75979/TCSO	010-426-42182		08/17/2018	103.80
SCOTT MERRIMAN, INC.	130041	08/17/2018	INV.#062089/DSCLK	010-440-42101		08/17/2018	231.34
TRACTOR SUPPLY CREDIT PL	130064	08/17/2018	6035301205107616/EOC(M	010-442-42413		08/17/2018	24.52
WRIGHT, RUSSELL J.	130126	08/17/2018	CAUSE NO 10,793 TP	010-408-42634		08/17/2018	400.00
ULINE	130122	08/17/2018	13790064/MAINT.	010-442-42412		08/17/2018	134.70
SYSTEM ACCESS	130117	08/17/2018	INV#1028E/JP.1	010-440-42101		08/17/2018	19.99
VOTACALL, INC.	130124	08/17/2018	11510/TAX	010-440-42353		08/17/2018	63.00
WRIGHT, RUSSELL J.	130126	08/17/2018	CAUSE NO. 12,597 TW	010-408-42634		08/17/2018	400.00
MANN, ROBERT H. ATTY.	130107	08/17/2018	CAUSE NO. 12,606 JRB	010-408-42634		08/17/2018	200.00
MANN, ROBERT H. ATTY.	130107	08/17/2018	CAUSE NO. 12,649 JRB	010-408-42634		08/17/2018	400.00
BYTHEWOOD LEGAL SERVICE	129987	08/17/2018	CAUSE NO.12,682	010-408-42634		08/17/2018	400.00
WRIGHT, RUSSELL J.	130126	08/17/2018	CAUSE NO. 12,933 AJL	010-408-42634		08/17/2018	4,000.00
PHILLIPS, BOBBY L.	130034	08/17/2018	CAUSE NO.12149	010-408-42634		08/17/2018	400.00
MCDONOUGH, TIMOTHY R.	130028	08/17/2018	CAUSE NO.12847	010-408-42634		08/17/2018	400.00
MANN, ROBERT H. ATTY.	130107	08/17/2018	CAUSE NO. 13,260 RGH	010-408-42634		08/17/2018	400.00
MANN, ROBERT H. ATTY.	130107	08/17/2018	CAUSE NO. 13,271 13,334 &	010-408-42634		08/17/2018	600.00
MANN, ROBERT H. ATTY.	130107	08/17/2018	CAUSE NO. 13,271 13,334 &	010-415-42634		08/17/2018	200.00
PHILLIPS, BOBBY L.	130034	08/17/2018	CAUSE NO.,13,333	010-408-42634		08/17/2018	400.00
MCDONOUGH, TIMOTHY R.	130028	08/17/2018	CAUSE NO.13036	010-408-42634		08/17/2018	400.00
MCDONOUGH, TIMOTHY R.	130028	08/17/2018	CAUSE NO.,13217	010-408-42634		08/17/2018	400.00
MCDONOUGH, TIMOTHY R.	130028	08/17/2018	CAUSE NO.13318,13319,133	010-408-42634		08/17/2018	800.00
PHILLIPS, BOBBY L.	130034	08/17/2018	CAUSE NO.13348	010-408-42634		08/17/2018	400.00
RISINGER, JAMES MICHAEL A	130113	08/17/2018	CAUSE NO. 13349&UNINDIC	010-408-42634		08/17/2018	600.00
RISINGER, JAMES MICHAEL A	130113	08/17/2018	CAUSE NO. 13349&UNINDIC	010-415-42634		08/17/2018	200.00
RISINGER, JAMES MICHAEL A	130039	08/17/2018	CAUSE NO. 16-00057 LDO	010-415-42634		08/17/2018	200.00
MANN, ROBERT H. ATTY.	130027	08/17/2018	CAUSE NO. 18-102 DM	010-415-42634		08/17/2018	100.00
TEXAS DEPARTMENT OF STAT	130058	08/17/2018	17460025764-003/COCLK	010-402-42500		08/17/2018	128.10
INNOVATIVE OFFICE SYSTEM	130013	08/17/2018	TYLCOUDA/CDA	010-419-42100		08/17/2018	10.63
ENTERGY	130096	08/17/2018	137147179/COCLK	010-442-42516		08/17/2018	24.93
ENTERGY	130096	08/17/2018	138706940/VENDORS	010-442-42515		08/17/2018	14.48
ADVANCED SYSTEMS & ALAR	129978	08/17/2018	1089/TCSO	010-442-42411		08/17/2018	143.00

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Payable Dates: 08/17/2018 - 08/28/2018

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
TYLER COUNTY BOOSTER	130128	08/17/2018	INV.#24311/COAUD	010-401-42616		08/17/2018	90.40
TYLER COUNTY BOOSTER	130067	08/17/2018	INV.#24743/COAUD	010-401-42616		08/17/2018	137.95
TYLER COUNTY BOOSTER	130067	08/17/2018	INV.#24749/TCSO	010-401-42616		08/17/2018	36.00
TYLER COUNTY BOOSTER	130067	08/17/2018	INV.#24824/COAUD	010-401-42616		08/17/2018	137.95
TYLER COUNTY BOOSTER	130067	08/17/2018	INV.#24825/COAUD	010-401-42616		08/17/2018	74.60
TYLER COUNTY BOOSTER	130067	08/17/2018	INV.#24835/TCSO	010-401-42616		08/17/2018	36.00
TYLER COUNTY BOOSTER	130068	08/17/2018	INV.#2485/DSCLK	010-407-42100		08/17/2018	25.00
TYLER COUNTY BOOSTER	130067	08/17/2018	INV.#24903/COAUD	010-401-42616		08/17/2018	74.60
SPURGER WOODWORKS, INC	130050	08/17/2018	INV#281277/TAX	010-420-42100		08/17/2018	175.00
A T & T LONG DISTANCE	129974	08/17/2018	INV.#284154/TCSO	010-401-42628		08/17/2018	70.00
RELIABLE COURT REPORTING	130038	08/17/2018	INV.#28KP0711/COJUD	010-415-42635		08/17/2018	360.16
POWERS, MILTON	130109	08/17/2018	HOTEL FEE/TX. COUNTIES &	010-413-42661		08/17/2018	114.13
ENTERGY	130096	08/17/2018	139081103/COCLK	010-442-42516		08/17/2018	855.65
INDOFF OFFICE SUPPLIES	130008	08/17/2018	183748/COJUD	010-420-42100		08/17/2018	50.78
INDOFF OFFICE SUPPLIES	130009	08/17/2018	185084/TAX	010-420-42100		08/17/2018	121.64
INDOFF OFFICE SUPPLIES	130009	08/17/2018	185596/CDA	010-419-42100		08/17/2018	216.25
INDOFF OFFICE SUPPLIES	130009	08/17/2018	185084/TAX	010-420-42100		08/17/2018	34.99
INDOFF OFFICE SUPPLIES	130010	08/17/2018	183748/COJUD	010-420-42100		08/17/2018	341.54
INDOFF OFFICE SUPPLIES	130009	08/17/2018	185084/TAX	010-420-42100		08/17/2018	24.98
INDOFF OFFICE SUPPLIES	130103	08/17/2018	183749/TREAS.	010-423-42100		08/17/2018	699.58
ABLES-LAND, INC.	129976	08/17/2018	INV.#316592-0/TCSO	010-440-42101		08/17/2018	389.58
ABLES-LAND, INC.	129976	08/17/2018	INV.#317286-0/TCSO	010-426-42100		08/17/2018	83.70
ABLES-LAND, INC.	129976	08/17/2018	INV.#317298-0/TCSO	010-426-42100		08/17/2018	69.56
ABLES-LAND, INC.	129976	08/17/2018	INV.#317382-0/COAUD	010-422-42100		08/17/2018	13.27
ABLES-LAND, INC.	130085	08/17/2018	INV#318080-0/COAUD	010-422-42100		08/17/2018	41.31
AVAYA FINANCIAL SERVICES	130087	08/17/2018	2000359722/TAX	010-402-42500		08/17/2018	169.85
BJ TRANSPORT SERVICE, INC.	129982	08/17/2018	INV.#3703/JP.3	010-401-42643		08/17/2018	275.00
BENCHMARK PLUMBING	129980	08/17/2018	INV.#3890/TREAS	010-442-42412		08/17/2018	560.00
TCH FAMILY MEDICAL CLINIC	130052	08/17/2018	INV.#3930/EMP.PHYSICALS	010-401-48000		08/17/2018	166.00
CANON SOLUTIONS AMERIC	130091	08/17/2018	1871450/COAUD	010-440-42677		08/17/2018	50.58
INNOVATIVE LEASING	130012	08/17/2018	603-0130197/TAX	010-440-42677		08/17/2018	867.99
INNOVATIVE LEASING	130011	08/17/2018	603-0041957-000/CDA	010-440-42677		08/17/2018	165.00
LILLEY, JOHN	130106	08/17/2018	INV.#525516/COJUD	010-442-42412		08/17/2018	2,750.00
TEXAS DOCUMENT SOLUTIO	130118	08/17/2018	997956/DSCLK	010-440-42353		08/17/2018	236.67
LAKEWAY TIRE & SERVICE-JA	130020	08/17/2018	1063/TCSO	010-426-42401		08/17/2018	158.03
LAKEWAY TIRE & SERVICE-JA	130020	08/17/2018	1063/TCSO	010-426-42413		08/17/2018	518.43
O'REILLY AUTOMOTIVE, INC.	130032	08/17/2018	1634576/MAINT.	010-442-42413		08/17/2018	32.99
O'REILLY AUTOMOTIVE, INC.	130032	08/17/2018	596507/TCSO	010-426-42400		08/17/2018	7.58
O'REILLY AUTOMOTIVE, INC.	130032	08/17/2018	596507/TCSO	010-426-42413		08/17/2018	47.44
GREGORY, DONECE	130101	08/17/2018	MILEAGE/2018 ELECTION LA	010-401-42158		08/17/2018	271.41
BROOKSHIRE BRO. FOOD & P	130089	08/17/2018	18005/TCSO	010-427-42157		08/17/2018	189.22
U PUMP IT - GARDNER OIL	130070	08/17/2018	1910/MAINT.	010-442-42411		08/17/2018	222.62
U PUMP IT - GARDNER OIL	130070	08/17/2018	1920/TCSO	010-426-42400		08/17/2018	8,001.85
PARKER'S BUILDING SUPPLY -	130033	08/17/2018	22725-JOB#3/MAINT.	010-442-42412		08/17/2018	102.97

## CHECK REGISTER

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Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
PARKER'S BUILDING SUPPLY -	130033	08/17/2018	22760/TCSO	010-442-42411		08/17/2018	36.57
TOLAR'S FEED & OUTDOOR S	130063	08/17/2018	24679/TCSO	010-426-42656		08/17/2018	90.20
ENTERGY	130127	08/17/2018	133941435/COURTHOUSE	010-442-42515		08/17/2018	1,645.45
ENTERGY	130127	08/17/2018	133941435/JUST.CTR.	010-442-42511		08/17/2018	4,166.70
ENTERGY	130127	08/17/2018	133941435/TCSO	010-442-42511		08/17/2018	40.76
ENTERGY	130127	08/17/2018	133941435/TAX	010-442-42517		08/17/2018	530.50
LOWES BUSINESS ACCT/GEC	130026	08/17/2018	82130441862007/COJUD	010-442-42412		08/17/2018	132.76
A T & T - 019 DATA PROC.	129973	08/17/2018	5989/TAX	010-420-42500		08/17/2018	30.42
FMMS HOLDINGS OF TEXAS,	130098	08/17/2018	INV#7661/JP.3	010-401-42643		08/17/2018	1,950.00
10-8 VIDEO, LLC	129971	08/17/2018	INV.#7749/TCSO	010-453-43210		08/17/2018	6,014.85
U.S. POSTAL SERVICE (POSTA	130071	08/17/2018	ACCT.#49892169/METER#09	010-401-42111		08/17/2018	1,200.00
GREAFF, MICHAEL	130100	08/17/2018	PER DIEM FOR TRANSPORT T	010-426-42217		08/17/2018	75.00
BRUTON, TYLER	130090	08/17/2018	PER DIEM FOR TRANSPORT T	010-426-42217		08/17/2018	75.00
THOMSON REUTERS - WEST	130119	08/17/2018	1000413654/COCLK	010-402-42100		08/17/2018	142.00
LA QUINTA INN & SUITES	130105	08/17/2018	REGIS./STOWE, BYRON	010-426-42659		08/17/2018	242.05
STOWE, BYRON	130115	08/17/2018	PER DIEM & MILEAGE/BASIC	010-426-42659		08/17/2018	478.09
PITNEY BOWES - PURCHASE	130035	08/17/2018	8000-9090-0176-9145/TCSO	010-401-42111		08/17/2018	520.99
WEATHERBY, ANALICIA	130125	08/17/2018	INV.#996096/COJUD	010-442-42412		08/17/2018	120.00
DEEP EAST TEXAS COUNCIL	129999	08/17/2018	APR - JUNE 2018 LUNCHEON	010-401-42233		08/17/2018	96.00
SULLIVAN'S HARDWARE	130116	08/17/2018	AUGUST 2018/COAUD	010-442-42412		08/17/2018	10.58
SULLIVAN'S HARDWARE	130116	08/17/2018	AUGUST 2018/TREAS.	010-442-42412		08/17/2018	172.16
SOUTHERN HEALTH PARTNE	130048	08/17/2018	TYL-7353/TCSO	010-401-42231		08/17/2018	6,658.56
SYSTEM ACCESS	130117	08/17/2018	INV.#COM204/COMM. OFFIC	010-440-42353		08/17/2018	65.00
PHILLIPS, BOBBY L.	130034	08/17/2018	CAUSE NO.CR12607	010-408-42634		08/17/2018	400.00
MCDONOUGH, TIMOTHY R.	130028	08/17/2018	CAUSE NO.CR12996	010-408-42634		08/17/2018	400.00
DEEP EAST TEXAS COUNCIL	129998	08/17/2018	MEMB. DUES 18/19/COJUD	010-401-42650		08/17/2018	2,348.17
SOUTHEAST TEXAS RC&D, IN	130047	08/17/2018	SPONS. DUES 2019/COJUD	010-401-42206		08/17/2018	500.00
CHESTER VOLUNTEER FIRE D	129990	08/17/2018	Monthly Allowance	010-401-42701		08/17/2018	150.00
SHADY GROVE VOLUNTEER F	130043	08/17/2018	Monthly Allowance	010-401-42701		08/17/2018	150.00
WOODVILLE VOLUNTEER FIR	130075	08/17/2018	Monthly Allowance	010-401-42701		08/17/2018	150.00
DIXIE PAPER CO. - TYLER	130000	08/17/2018	2349644/MAINT.	010-442-42106		08/17/2018	1,106.59
DIXIE PAPER CO. - TYLER	130093	08/17/2018	INV#INV226811/MAINT.	010-442-42106		08/17/2018	114.52
TEXAS DOCUMENT SOLUTIO	130060	08/17/2018	LK1670/COAUD	010-440-42101		08/17/2018	350.00
TEXAS DOCUMENT SOLUTIO	130059	08/17/2018	LK1670/JP.1	010-440-42350		08/17/2018	18.45
BROOKS, DAVID B.	129984	08/17/2018	JULY 2018 LEGAL CONSULATI	010-401-42628		08/17/2018	100.00
MODICA BROS.	130029	08/17/2018	JULY2018/TCSO	010-426-42400		08/17/2018	120.40
MODICA BROS.	130029	08/17/2018	JULY2018/TCSO	010-426-42401		08/17/2018	788.85
MODICA BROS.	130029	08/17/2018	JULY2018/TCSO	010-426-42413		08/17/2018	788.85
WALLING SIGNS & GRAPHICS	130072	08/17/2018	TYCODA/CDA	010-419-42100		08/17/2018	227.95
COUNTY INFORMATION RES	129995	08/17/2018	INV.#SOP009408/COJUD	010-440-42600		08/17/2018	218.00
CLINICAL SOLUTIONS	129993	08/17/2018	INV.#66953/TCSO	010-401-42231		08/17/2018	1,011.86
ICS JAIL SUPPLIES INC.	130007	08/17/2018	75979SD/TCSO	010-427-42108		08/17/2018	370.13
ICS JAIL SUPPLIES INC.	130007	08/17/2018	75979SD/TCSO	010-427-42108		08/17/2018	547.03
PICKLE, ANNE	130132	08/20/2018	MILEAGE&PERDIEM/CAPITAL	010-419-42659		08/20/2018	473.59

## CHECK REGISTER

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DOWDEN, F. GAIL	130129	08/20/2018	JURYMONEY/J.P.1	010-411-42700		08/20/2018	328.00
THE STANDARD INSURANCE	130130	08/20/2018	THOMPSON, MARTY/NO LO	010-401-40150		08/20/2018	10.44
THE STANDARD INSURANCE	130130	08/20/2018	THOMPSON, MARTY/NO LO	010-401-40150		08/20/2018	52.76
TAC HEALTH BENEFITS POOL	130133	08/21/2018	THOMPSON, MARTY/ADJUST	010-401-40150		08/21/2018	-374.18
TAC HEALTH BENEFITS POOL	130133	08/21/2018	THOMPSON, MARTY/NO LO	010-401-40150		08/21/2018	-748.36
TAC HEALTH BENEFITS POOL	130133	08/21/2018	SPURLOCK, CHRISTY/SEPT 20	010-401-40150		08/21/2018	374.18
TAC HEALTH BENEFITS POOL	130133	08/21/2018	BRUNELLE, MICHELLE/SEPT 2	010-401-40150		08/21/2018	374.18
CYPHER COMPUTERS	130146	08/24/2018	INV.#0002145/COUNTY OFFI	010-440-42353		08/24/2018	455.00
SERVICE BY SCOTT	130166	08/24/2018	INV.#013151/TAX OFFICE	010-442-42412		08/24/2018	420.04
WRIGHT, RUSSELL J.	130188	08/24/2018	CAUSE NO.12,863 ISW	010-408-42634		08/24/2018	400.00
CONROE REGIONAL MEDICA	130143	08/24/2018	PT#9023431484/TCSO	010-401-42231		08/24/2018	2,665.53
WRIGHT, RUSSELL J.	130188	08/24/2018	CAUSE NO.13,205/13,206	010-408-42634		08/24/2018	600.00
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	010-401-42500		08/24/2018	76.06
ADVANCED SYSTEMS & ALAR	130138	08/24/2018	7488/COCLK	010-402-42500		08/24/2018	35.00
ABLES-LAND, INC.	130137	08/24/2018	INV#319114-0/COAUD	010-422-42100		08/24/2018	29.85
OMNI CYBER COMPUTERS	130160	08/24/2018	7328/COCLK	010-402-42500		08/24/2018	2.00
WEST BLUFF EMERGENCY PH	130186	08/24/2018	*7263/INJURED IN WRECK	010-401-40150		08/24/2018	915.00
TEXAS DOCUMENT SOLUTIO	130175	08/24/2018	19151/COUNTY OFFICES	010-440-42353		08/24/2018	1,711.65
TEXAS DOCUMENT SOLUTIO	130176	08/24/2018	681242/TCSO	010-440-42353		08/24/2018	93.20
FEDEX	130149	08/24/2018	2212-3061-2/CDA	010-401-42111		08/24/2018	113.27
WEST BLUFF EMERGENCY PH	130187	08/24/2018	ACCT.#DVI100506559/TCSO	010-401-42231		08/24/2018	54.41
A T & T PHONES - ATLANTA,	130136	08/24/2018	8011/JP.2	010-412-42500		08/24/2018	88.09
TYLER COUNTY HOSPITAL/IN	130179	08/24/2018	PT#10051247/TCSO	010-401-42231		08/24/2018	545.73
TYLER COUNTY HOSPITAL	130178	08/24/2018	3039/VET.SRV.	010-401-48000		08/24/2018	46.20
WALMART COMMUNITY/GE	130182	08/24/2018	0824/JUPRO	010-440-42101		08/24/2018	71.94
MAYES, K. MICHAEL	130157	08/24/2018	TRAVEL EXP/DSCLK	010-401-42628		08/24/2018	235.32
GREGORY, DONECE	130151	08/24/2018	PER DIEM TAC LEGIS. CONF.	010-402-42659		08/24/2018	200.00
SKINNER, JACKIE - COUNTY A	130168	08/24/2018	PER DIEM AND MILEAGE/TA	010-422-42659		08/24/2018	472.50
CAMINO REAL EMERGENCY	130142	08/24/2018	*8889/TCSO	010-401-42231		08/24/2018	79.62
STURROCK, STEVAN	130170	08/24/2018	PERDIEM/TAC LEGIS. CONF.	010-426-42659		08/24/2018	175.00
WALMART COMMUNITY/GE	130181	08/24/2018	6808/COAUD	010-422-42100		08/24/2018	37.05
CRIME VICTIMS COMPENSAT	130144	08/24/2018	JURY TRIAL DONATIONS/JP1	010-411-42700		08/24/2018	29.00
TYLER COUNTY CHILD WELFA	130177	08/23/2018	JURY TRIAL DONATIONS/JP1	010-411-42700		08/23/2018	33.00
WEATHERBY, ANALICIA	130184	08/24/2018	INV.#996100/COJUD	010-442-42412		08/24/2018	120.00
WEATHERFORD, BRYAN/TYLE	130185	08/24/2018	SUIT NO.B-3107	010-401-31020		08/24/2018	46.01
LINEBARGER GOGGAN BLAIR	130156	08/24/2018	SUIT NO.B-3107	010-401-31020		08/24/2018	285.00
POUNDS, CHRYL/REGISTRY P	130162	08/24/2018	SUIT NO.B-3107	010-401-31020		08/24/2018	5,589.08
CRUSE, LYNNETTE/TYLER CO	130145	08/24/2018	SUIT NO.B-3107	010-401-31020		08/24/2018	4,601.91
POUNDS, CHYRL/DISTRICT CL	130163	08/24/2018	SUIT NO.B-3107	010-401-31020		08/24/2018	628.00
BYTHEWOOD LEGAL SERVICE	130141	08/24/2018	SUIT NO.B-3107	010-401-31020		08/24/2018	350.00
SYSTEM ACCESS	130171	08/24/2018	INV.#DC113/DSCLK	010-440-42353		08/24/2018	195.00
TEX-21	130172	08/24/2018	TEX-21 Y 2019 DUES	010-401-42650		08/24/2018	2,500.00



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TEXAS DEPT. PARKS & WILDLI	130174	08/24/2018	TICKET#A824303/HOLLYFIEL	010-401-48000		08/24/2018	59.50
<b>Fund 010 - GENERAL FUND Total:</b>							<b>113,898.42</b>
<b>Fund: 021 - ROAD &amp; BRIDGE I</b>							
ECONO SIGNS, LLC	130002	08/17/2018	75979PCT.1	021-000-42425		08/17/2018	179.40
JACK ALEXANDER, LTD.	130104	08/17/2018	TYLCO1/PCT.1	021-000-42160		08/17/2018	211.47
EAST TEXAS ASPHALT CO.	130095	08/17/2018	INV.#277623/PCT.1	021-000-42160		08/17/2018	1,250.52
BEAUMONT TRACTOR COMP	130088	08/17/2018	TYLEOO/PCT.1	021-000-42425		08/17/2018	67.81
TYCO GENERAL FEED & RAN	130066	08/17/2018	INV#503102/503149-PCT.1	021-000-42425		08/17/2018	592.80
TEJAS EQUIPMENT, INC.	130055	08/17/2018	00025/PCT.1	021-000-42425		08/17/2018	46.02
TOLAR'S FEED & OUTDOOR S	130063	08/17/2018	INV.#593333/PCT.1	021-000-42425		08/17/2018	11.95
O'REILLY AUTOMOTIVE, INC.	130032	08/17/2018	591681/PCT.1	021-000-42425		08/17/2018	5.99
TIMBERMAN'S SUPPLY	130062	08/17/2018	12023/PCT.1	021-000-42425		08/17/2018	9.95
U PUMP IT - GARDNER OIL	130070	08/17/2018	1914/PCT.1	021-000-42400		08/17/2018	444.52
LONE STAR PARTS	130025	08/17/2018	200035/PCT.1	021-000-42425		08/17/2018	47.00
PARKER'S BUILDING SUPPLY -	130033	08/17/2018	22700/PCT.1	021-000-42425		08/17/2018	5.49
SMART'S TRUCK & TRAILER E	130045	08/17/2018	T6000/PCT.1	021-000-42425		08/17/2018	241.98
ENTERGY	130127	08/17/2018	133941435/PCT1	021-000-42510		08/17/2018	184.17
LAKES AREA SEPTIC & SLUDG	130019	08/17/2018	INV.#9015/PCT.1	021-000-42510		08/17/2018	60.00
LAKES AREA SEPTIC & SLUDG	130019	08/17/2018	INV.#9050/PCT.1	021-000-42510		08/17/2018	60.00
HAMMER EQUIPMENT	130005	08/17/2018	IJ10502/IJ10502A/IJ10730-P	021-000-42425		08/17/2018	749.44
FTR EQUIPMENT	130099	08/17/2018	TYLCO1/PCT.1	021-000-42425		08/17/2018	250.75
TRACTOR SUPPLY CREDIT PL	130064	08/17/2018	6035301203470107/PCT.1 &	021-000-42425		08/17/2018	13.77
MODICA BROS.	130029	08/17/2018	JULY 2018/PCT.1	021-000-42401		08/17/2018	20.00
MUSTANG CAT	130031	08/17/2018	0792900/PCT.1	021-000-42425		08/17/2018	1,858.42
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	021-000-42500		08/24/2018	1.04
HATTON, DONNA	130154	08/24/2018	INV#1859-19/PCT.1	021-000-42150		08/24/2018	250.00
NASH, MARTIN PCT. 1	130158	08/24/2018	MILEAGE/PER DIEM - 2018 L	021-000-42659		08/24/2018	465.36
ARD, MELINDA	130140	08/24/2018	CLEANING PCT.1 BARN	021-000-42998		08/24/2018	250.00
<b>Fund 021 - ROAD &amp; BRIDGE I Total:</b>							<b>7,277.85</b>
<b>Fund: 022 - ROAD &amp; BRIDGE II</b>							
LOCAL SANITATION, LLC	130022	08/17/2018	2015/PCT.2	022-000-42510		08/17/2018	60.00
JERRY'S SAW SHOP	130017	08/17/2018	INV#045357/045413-PCT.2	022-000-42425		08/17/2018	176.30
DEBBIE'S HARDWARE	129997	08/17/2018	INV,#16380/PCT.2	022-000-42425		08/17/2018	8.94
JACK ALEXANDER, LTD.	130015	08/17/2018	TYLCO2/PCT.2	022-000-42160		08/17/2018	1,509.13
R.B. EVERETT	130037	08/17/2018	53009/PCT.2	022-000-42425		08/17/2018	3,088.40
CERTIFIED LABORATORIES	129989	08/17/2018	530311/PCT.2	022-000-42425		08/17/2018	295.00
BILLY WILLIAMS TRUCKING	129981	08/17/2018	6/26/18 & 7/24/18 PCT.2 YA	022-000-42160		08/17/2018	13,942.18
SOUTHERN TIRE MART, LLC	130049	08/17/2018	INV#64222602/PCT.2	022-000-42401		08/17/2018	571.52
ATTOYAC CONSTRUCTION, LL	129979	08/17/2018	INV#6695/PCT.2	022-000-42160		08/17/2018	3,232.13
ATTOYAC CONSTRUCTION, LL	129979	08/17/2018	INV#6710/PCT.2	022-000-42160		08/17/2018	1,444.11
BILLY WILLIAMS TRUCKING	129981	08/17/2018	CR 2770/PCT.2	022-000-42160		08/17/2018	3,216.33
TYLER COUNTY TRACTOR	130069	08/17/2018	1347/PCT.2	022-000-42425		08/17/2018	104.53
LAKEWAY TIRE & SERVICE-JA	130020	08/17/2018	916/PCT.2	022-000-42401		08/17/2018	48.90

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O'REILLY AUTOMOTIVE, INC.	130032	08/17/2018	591682/PCT.2	022-000-42425		08/17/2018	48.89
TIMBERMAN'S SUPPLY	130062	08/17/2018	12024/PCT.2	022-000-42425		08/17/2018	130.90
U PUMP IT - GARDNER OIL	130070	08/17/2018	1918/PCT.2	022-000-42400		08/17/2018	562.06
LONE STAR PARTS	130024	08/17/2018	200038/PCT.2	022-000-42425		08/17/2018	254.90
A & A EQUIPMENT/A&A PRE	129972	08/17/2018	INV#70014/PCT.2	022-000-42425		08/17/2018	443.78
COASTAL WELDING SUPPLY	129994	08/17/2018	30355/PCT.2	022-000-42425		08/17/2018	119.35
SULLIVAN'S HARDWARE	130051	08/17/2018	JULY 2018/PCT2 & COLL.CTR.	022-000-42425		08/17/2018	36.96
BLUE TARP FINANCIAL/NORT	129983	08/17/2018	145636/PCT.2	022-000-42425		08/17/2018	1,298.01
MODICA BROS.	130029	08/17/2018	JULY 2018/PCT.2	022-000-42401		08/17/2018	609.21
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	022-000-42500		08/24/2018	1.04
REYNOLDS, JOHN	130164	08/24/2018	REPAIR ON FREIGHTLINER &	022-000-42425		08/24/2018	400.00
<b>Fund 022 - ROAD &amp; BRIDGE II Total:</b>							<b>31,602.57</b>
<b>Fund: 023 - ROAD &amp; BRIDGE III</b>							
O'REILLY AUTOMOTIVE, INC.	130032	08/17/2018	INV.#1451-379690/1451-371	023-000-42425		08/17/2018	63.78
DEBBIE'S HARDWARE	129997	08/17/2018	INV.#0016365/PCT.3	023-000-42998		08/17/2018	58.87
JACK ALEXANDER, LTD.	130104	08/17/2018	TYLCO3/PCT.3	023-000-42160		08/17/2018	1,808.99
CINTAS CORPORATION #048	129991	08/17/2018	CUST.#10698531/PCT.3	023-000-42998		08/17/2018	35.33
BILLY WILLIAMS TRUCKING	129981	08/17/2018	JUNE & JULY PCT.3 YARD/PCT	023-000-42160		08/17/2018	2,528.22
SEXTON, MATTIE M.	130042	08/17/2018	CLEANING PCT.3 BARN OFFIC	023-000-42998		08/17/2018	90.00
LAKEWAY TIRE & SERVICE-JA	130020	08/17/2018	917/PCT.3	023-000-42401		08/17/2018	797.59
TIMBERMAN'S SUPPLY	130062	08/17/2018	12025/PCT.3	023-000-42425		08/17/2018	507.64
GARDNER OIL, INC.	130003	08/17/2018	1640/PCT.3	023-000-42400		08/17/2018	5,498.79
U PUMP IT - GARDNER OIL	130070	08/17/2018	1915/PCT.3	023-000-42400		08/17/2018	143.24
LONE STAR PARTS	130023	08/17/2018	200041/PCT.3	023-000-42425		08/17/2018	2.49
TOLAR'S FEED & OUTDOOR S	130063	08/17/2018	STMT.# 24705/PCT.3	023-000-42161		08/17/2018	1,772.80
ENTERGY	130127	08/17/2018	133941435/PCT3	023-000-42510		08/17/2018	233.12
TRIPLE BLADE & STEEL	130065	08/17/2018	INV.#8710/PCT.3	023-000-42425		08/17/2018	3,902.98
POWERPLAN	130036	08/17/2018	0000283762/PCT.3	023-000-42425		08/17/2018	326.53
TRACTOR SUPPLY CREDIT PL	130064	08/17/2018	6035301203470107/PCT.1 &	023-000-42425		08/17/2018	74.99
INTERSTATE BILLING SERVICE	130014	08/17/2018	120677/PCT.3	023-000-42425		08/17/2018	11.42
MARTIN, ANDY	130135	08/22/2018	8-16-2018/PCT3	023-000-42420		08/22/2018	650.00
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	023-000-42500		08/24/2018	1.04
<b>Fund 023 - ROAD &amp; BRIDGE III Total:</b>							<b>18,507.82</b>
<b>Fund: 024 - ROAD &amp; BRIDGE IV</b>							
JASPER COUNTY TRACTOR, F	130016	08/17/2018	TCP4/PCT.4	024-000-42425		08/17/2018	635.40
KAT EXCAVATION & CONSTR	130018	08/17/2018	INV#208468/PCT.4	024-000-42160		08/17/2018	724.71
KAT EXCAVATION & CONSTR	130018	08/17/2018	208498/PCT.4	024-000-42160		08/17/2018	1,344.20
HOLLIS TIRE CO., INC.	130006	08/17/2018	INV#276308/PCT.4	024-000-42401		08/17/2018	30.00
CERTIFIED LABORATORIES	129989	08/17/2018	387082/PCT.4	024-000-42425		08/17/2018	439.00
ACE BLASTING & PAINTING	129977	08/17/2018	INV.#3762/PCT4	024-000-42425		08/17/2018	2,175.00
MOTT WHOLESALE, INC.	130030	08/17/2018	INV.#4457238/457571-PCT.4	024-000-42425		08/17/2018	1,759.67
TEJAS EQUIPMENT, INC.	130056	08/17/2018	51174H/PCT.4	024-000-42425		08/17/2018	99.23
TEJAS EQUIPMENT, INC.	130057	08/17/2018	INV#51184H/PCT.4	024-000-42425		08/17/2018	154.40

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ATTOYAC CONSTRUCTION, LL	129979	08/17/2018	INV#6694/PCT.4	024-000-42160		08/17/2018	2,176.20
GRAINGER	130004	08/17/2018	848103362/PCT.4	024-000-42425		08/17/2018	136.59
EASON SERVICE CENTER	130094	08/17/2018	INV.#7/PCT.4	024-000-42425		08/17/2018	7.00
BILLY WILLIAMS TRUCKING	129981	08/17/2018	7-1-18/7-17-18 PCT.4 YARD	024-000-42160		08/17/2018	8,686.28
BILLY WILLIAMS TRUCKING	129981	08/17/2018	7/3/18- CR. 4850 PCT.4	024-000-42160		08/17/2018	941.36
TIMBERMAN'S SUPPLY	130062	08/17/2018	12026/PCT.4	024-000-42425		08/17/2018	12.11
GARDNER OIL, INC.	130003	08/17/2018	1641/PCT.4	024-000-42400		08/17/2018	5,657.32
U PUMP IT - GARDNER OIL	130070	08/17/2018	1916/PCT.4	024-000-42400		08/17/2018	78.77
SMART'S TRUCK & TRAILER E	130045	08/17/2018	T6003/PCT.4	024-000-42425		08/17/2018	159.08
BRYAN & BRYAN ASPHALT, LL	129986	08/17/2018	925328/PCT.4	024-000-42160		08/17/2018	14,478.00
VERIZON WIRELESS	130123	08/17/2018	5093-00001/PCT.4	024-000-42500		08/17/2018	113.37
MODICA BROS.	130029	08/17/2018	JULY 2018/PCT.4	024-000-42401		08/17/2018	125.95
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	024-000-42500		08/24/2018	1.02
WALSTON, J.A. "JACK"	130183	08/24/2018	MILEAGE/PER DIEM-2018 TA	024-000-42659		08/24/2018	490.70
WALMART COMMUNITY/GE	130180	08/24/2018	1591/PCT4	024-000-42998		08/24/2018	15.48
TEXAS DEPARTMENT OF TRA	130173	08/24/2018	SALE NO.L-601-140-18/PCT.4	024-000-42160		08/24/2018	100.00
<b>Fund 024 - ROAD &amp; BRIDGE IV Total:</b>							<b>40,540.84</b>
<b>Fund: 025 - TYLER CO AIRPORT</b>							
ARD, MELINDA	130086	08/17/2018	CLEANING AIRPORT TERMIN	025-000-42410		08/17/2018	40.00
<b>Fund 025 - TYLER CO AIRPORT Total:</b>							<b>40.00</b>
<b>Fund: 026 - TYLER CO. RODEO ARENA/FAIRGRND</b>							
SOUND TECHS	130046	08/17/2018	INV.#156308/RODEO ARENA	026-000-42410		08/17/2018	4,573.00
PARKER'S BUILDING SUPPLY -	130033	08/17/2018	22705/RODEO ARENA	026-000-42410		08/17/2018	315.07
ARD, MELINDA	130140	08/24/2018	CLEANING PCT.2 BARN	026-000-42410		08/24/2018	187.50
<b>Fund 026 - TYLER CO. RODEO ARENA/FAIRGRND Total:</b>							<b>5,075.57</b>
<b>Fund: 036 - LIBRARY FUND</b>							
LEXIS NEXIS	130021	08/17/2018	422MPTRMW/COJUD	036-000-48007		08/17/2018	285.00
THOMSON REUTERS - WEST	130061	08/17/2018	1000705398/CDA	036-000-48007		08/17/2018	798.48
<b>Fund 036 - LIBRARY FUND Total:</b>							<b>1,083.48</b>
<b>Fund: 037 - T C COLLECTION CENTER</b>							
SANTEK ENVIRONMENTAL O	130040	08/17/2018	PC001556/COLL.CTR.	037-000-42177		08/17/2018	2,480.00
BENCHMARK PLUMBING	129980	08/17/2018	INV#3906/COLL.CTR.	037-000-42425		08/17/2018	195.00
U PUMP IT - GARDNER OIL	130070	08/17/2018	1630/COLL.CTR.	037-000-42400		08/17/2018	650.25
SULLIVAN'S HARDWARE	130051	08/17/2018	JULY 2018/PCT2 & COLL.CTR.	037-000-42425		08/17/2018	35.98
<b>Fund 037 - T C COLLECTION CENTER Total:</b>							<b>3,361.23</b>
<b>Fund: 039 - TXCDBG SMALL BUSINESS LOAN PRJ</b>							
TEXAS DEPT. OF AGRICULTUR	1098	08/23/2018	LOAN PAYMENT CONTRACT	039-000-44300		08/23/2018	557.50
<b>Fund 039 - TXCDBG SMALL BUSINESS LOAN PRJ Total:</b>							<b>557.50</b>
<b>Fund: 049 - C D A TRUST</b>							
TEJAS EQUIPMENT, INC.	130054	08/17/2018	RESTITUTION/CDA	049-000-42908		08/17/2018	1,501.15
BROOKSHIRE BROTHERS/RES	129985	08/17/2018	RESTITUTION /CDA	049-000-42908		08/17/2018	154.98
WEST MAGNOLIA/RESTITUTI	130073	08/17/2018	RESTITUTION/CDA	049-000-42908		08/17/2018	517.20

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Payable Dates: 08/17/2018 - 08/28/2018

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
DOVER, BILL L.	130001	08/17/2018	RESTITUTION/CDA	049-000-42908		08/17/2018	81.59
<b>Fund 049 - C D A TRUST Total:</b>							<b>2,254.92</b>
<b>Fund: 053 - ADULT PROBATION</b>							
D. SCOTT HUGHES CENTER F	129996	08/17/2018	INV#0000184/CSCD	053-000-42647		08/17/2018	150.00
FERTITTA, CINDY	130097	08/17/2018	INV.#119/CSCD	053-000-42647		08/17/2018	50.00
FERTITTA, CINDY	130097	08/17/2018	INV.#119/CSCD	053-461-42647		08/17/2018	25.00
WOODS, SHARLA	130074	08/17/2018	7/24/18-8/24/18 BB GPS TR	053-000-42647		08/17/2018	225.00
TIPTON, JEREMY	130120	08/17/2018	INV.#236/CSCD	053-000-42602		08/17/2018	150.00
CANON SOLUTIONS AMERIC	130091	08/17/2018	1871450/CSCD	053-000-42104		08/17/2018	35.17
O'NEAL, MATT	130108	08/17/2018	REIMB./CSCD	053-461-42170		08/17/2018	416.88
QUILL CORPORATION	130112	08/17/2018	C2772734/CSCD	053-462-42170		08/17/2018	249.99
QUILL CORPORATION	130110	08/17/2018	C2772734/CSCD	053-462-42104		08/17/2018	493.59
QUILL CORPORATION	130111	08/17/2018	C2772734/CSCD	053-462-42104		08/17/2018	72.00
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	053-000-42510		08/24/2018	11.45
OWENS,CATINA	130161	08/24/2018	PERDIEM/CSCD	053-461-42664		08/24/2018	298.83
<b>Fund 053 - ADULT PROBATION Total:</b>							<b>2,177.91</b>
<b>Fund: 054 - JUVENILE PROBATION</b>							
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	054-451-42100		08/24/2018	5.11
OFFICE DEPOT	130159	08/24/2018	62262633/JUPRO	054-438-42362		08/24/2018	160.32
OFFICE DEPOT	130159	08/24/2018	62262633/JUPRO	054-438-42362		08/24/2018	74.56
OFFICE DEPOT	130159	08/24/2018	62262633/JUPRO	054-438-42362		08/24/2018	47.99
INDOFF OFFICE SUPPLIES	130155	08/24/2018	183751/JUPRO	054-451-42100		08/24/2018	19.95
WALMART COMMUNITY/GE	130182	08/24/2018	0824/JUPRO	054-438-42362		08/24/2018	222.62
WALMART COMMUNITY/GE	130182	08/24/2018	0824/JUPRO	054-451-42100		08/24/2018	191.57
WALMART COMMUNITY/GE	130182	08/24/2018	0824/JUPRO	054-451-42361		08/24/2018	64.85
FERTITTA, CINDY	130150	08/24/2018	PARENTNG FOR OF PID# 164	054-455-42112		08/24/2018	90.00
HARRIS, KATHY	130153	08/24/2018	HOTEL & PER DIEM/DATA CO	054-451-42115		08/24/2018	378.26
ALLEN, TERRY	130139	08/24/2018	HOTEL, & PER DIEM/DATA C	054-451-42115		08/24/2018	378.26
SHEFFIELD, TONYA	130167	08/24/2018	HOTEL & PER DIEM/DATA CO	054-451-42115		08/24/2018	378.26
HARRIS COUNTY TREASURER	130152	08/24/2018	V00117681/JUPRO	054-455-42699		08/24/2018	5,031.30
FAMILY DEVELOPMENT RESO	130148	08/24/2018	37955/JUPRO	054-451-42361		08/24/2018	130.68
SEARCH INSTITUTE	130165	08/24/2018	INV.#IN-14639/JUPRO	054-451-42361		08/24/2018	60.55
<b>Fund 054 - JUVENILE PROBATION Total:</b>							<b>7,234.28</b>
<b>Fund: 076 - EMERGENCY OPERATIONS CENTER</b>							
A-ALPHA SATELLITE SERVICES	129975	08/17/2018	INV.#00042/EOC	076-000-43200		08/17/2018	434.00
TECH RADIUM, INC.	130053	08/17/2018	INV.#14667/EOC	076-000-42178		08/17/2018	6,075.00
U PUMP IT - GARDNER OIL	130070	08/17/2018	1911/EOC	076-000-42416		08/17/2018	313.89
DEPARTMENT OF INFORMAT	130147	08/24/2018	JULY 2018/COUNTY PHONES	076-000-42500		08/24/2018	0.66
<b>Fund 076 - EMERGENCY OPERATIONS CENTER Total:</b>							<b>6,823.55</b>
<b>Fund: 089 - TYLER COUNTY NUTRITION CENTER</b>							
ENERGY	130096	08/17/2018	136560141/SHELTER W/SHO	089-000-42510		08/17/2018	622.95
ENERGY	130096	08/17/2018	136560323/NUTR.CTR.	089-000-42510		08/17/2018	1,406.31

**CHECK REGISTER**

Payable Dates: 08/17/2018 - 08/28/2018

Vendor Name	Payment Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
ENTERGY	130096	08/17/2018	149065096/NUTR.CTR.	089-000-42510		08/17/2018	21.57
PARKER'S BUILDING SUPPLY -	130033	08/17/2018	22720/NUTR.CTR.	089-000-42410		08/17/2018	100.48
<b>Fund 089 - TYLER COUNTY NUTRITION CENTER Total:</b>							<b>2,151.31</b>
<b>Grand Total:</b>							<b>242,587.25</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
010 - GENERAL FUND	113,898.42
021 - ROAD & BRIDGE I	7,277.85
022 - ROAD & BRIDGE II	31,602.57
023 - ROAD & BRIDGE III	18,507.82
024 - ROAD & BRIDGE IV	40,540.84
025 - TYLER CO AIRPORT	40.00
026 - TYLER CO. RODEO ARENA/FAIRGRND	5,075.57
036 - LIBRARY FUND	1,083.48
037 - T C COLLECTION CENTER	3,361.23
039 - TXCDBG SMALL BUSINESS LOAN PRJ	557.50
049 - C D A TRUST	2,254.92
053 - ADULT PROBATION	2,177.91
054 - JUVENILE PROBATION	7,234.28
076 - EMERGENCY OPERATIONS CENTER	6,823.55
089 - TYLER COUNTY NUTRITION CENTER	2,151.31
<b>Grand Total:</b>	<b>242,587.25</b>

## Account Summary

Account Number	Account Name	Payment Amount
010-401-31020	SHERIFF TAX SALES	11,500.00
010-401-40150	CONTINGENCY/HOSPITA	604.02
010-401-42111	POSTAGE FOR POSTAGE	1,834.26
010-401-42158	ELECTION EXPENSE	271.41
010-401-42206	SOUTHEAST TX R C & D	500.00
010-401-42231	HOUSING OF TCSO INM	11,015.71
010-401-42233	TRAVEL (COUNTY REPRE	96.00
010-401-42500	COUNTY TELEPHONES	76.06
010-401-42616	ADVERTISING	587.50
010-401-42628	CONTINGENCY FOR LEG	405.32
010-401-42643	AUTOPSIES	2,225.00
010-401-42650	ASSOCIATION DUES	4,848.17
010-401-42701	RURAL FIRE PROTECTIO	450.00
010-401-48000	MISCELLANEOUS EXPEN	271.70
010-402-42100	OFFICE SUPPLIES	142.00
010-402-42500	TELEPHONE	334.95
010-402-42659	TRAVEL & EDUCATION	200.00
010-407-42100	OFFICE SUPPLIES	25.00
010-408-42634	COURT APPOINTED ATT	12,400.00
010-411-42700	PETIT JURORS	390.00
010-412-42500	TELEPHONE	88.09

Account Summary		
Account Number	Account Name	Payment Amount
010-413-42661	TRAINING & EDUCATION	114.13
010-415-42634	COURT APPOINTED ATT	700.00
010-415-42635	COURT REPORTER	360.16
010-419-42100	OFFICE SUPPLIES	454.83
010-419-42659	TRAVEL & EDUCATION	473.59
010-420-42100	OFFICE SUPPLIES	748.93
010-420-42500	TELEPHONE	30.42
010-422-42100	OFFICE SUPPLIES	121.48
010-422-42659	TRAVEL & EDUCATION	472.50
010-423-42100	OFFICE SUPPLIES	699.58
010-426-42100	OFFICE SUPPLIES	153.26
010-426-42182	DEPUTIES SUPPLIES	480.98
010-426-42217	TRANSPORTS COSTS	150.00
010-426-42400	GAS, OIL, GREASE	8,129.83
010-426-42401	TIRES, TUBES	946.88
010-426-42413	REPAIRS TO VEHICLES	1,354.72
010-426-42656	ANIMAL CONTROL	90.20
010-426-42659	TRAVEL & EDUCATION	895.14
010-427-42108	JAIL SUPPLIES	917.16
010-427-42157	PRISONER MEALS	189.22
010-440-42101	SUPPLIES	3,325.34
010-440-42350	SERVICE CONTRACTS	18.45
010-440-42353	SUPPORT SERVICES	24,007.52
010-440-42600	PROFESSIONAL SERVICE	218.00
010-440-42677	EQUIPMENT LEASE	1,083.57
010-442-42106	JANITORS SUPPLIES	1,221.11
010-442-42411	REPAIRS AT JUSTICE CEN	402.19
010-442-42412	REPAIRS TO COURTHOU	4,523.21
010-442-42413	REPAIRS TO VEHICLES	57.51
010-442-42511	UTILITIES-JUSTICE CENTE	4,207.46
010-442-42515	UTILITIES-COURTHOUSE	1,659.93
010-442-42516	UTILITIES-BEST BUILDIN	880.58
010-442-42517	UTILITIES-TAX OFFICE	530.50
010-453-43210	OFFICE EQUIPMENT	6,014.85
021-000-42150	UNIFORMS	250.00
021-000-42160	ROAD MATERIAL	1,461.99
021-000-42400	GAS, OIL, GREASE	444.52
021-000-42401	TIRES, TUBES	20.00
021-000-42425	MACHINERY MAINTENA	4,080.77
021-000-42500	TELEPHONE	1.04
021-000-42510	UTILITIES	304.17
021-000-42659	TRAVEL & EDUCATION	465.36

## Account Summary

Account Number	Account Name	Payment Amount
021-000-42998	MISCELLANEOUS SUPPLI	250.00
022-000-42160	ROAD MATERIAL	23,343.88
022-000-42400	GAS, OIL, GREASE	562.06
022-000-42401	TIRES, TUBES	1,229.63
022-000-42425	MACHINERY MAINTENA	6,405.96
022-000-42500	TELEPHONE	1.04
022-000-42510	UTILITIES	60.00
023-000-42160	ROAD MATERIAL	4,337.21
023-000-42161	CULVERTS	1,772.80
023-000-42400	GAS, OIL, GREASE	5,642.03
023-000-42401	TIRES, TUBES	797.59
023-000-42420	BRIDGE REPAIR	650.00
023-000-42425	MACHINERY MAINTENA	4,889.83
023-000-42500	TELEPHONE	1.04
023-000-42510	UTILITIES	233.12
023-000-42998	MISCELLANEOUS SUPPLI	184.20
024-000-42160	ROAD MATERIAL	28,450.75
024-000-42400	GAS, OIL, GREASE	5,736.09
024-000-42401	TIRES, TUBES	155.95
024-000-42425	MACHINERY MAINTENA	5,577.48
024-000-42500	TELEPHONE	114.39
024-000-42659	TRAVEL & EDUCATION	490.70
024-000-42998	MISCELLANEOUS SUPPLI	15.48
025-000-42410	REPAIRS & MAINTENAN	40.00
026-000-42410	REPAIRS & MAINTENAN	5,075.57
036-000-48007	LIBRARY BOOKS & SUPP	1,083.48
037-000-42177	CONTAINER HAULS	2,480.00
037-000-42400	GAS, OIL, GREASE	650.25
037-000-42425	MACHINERY MAINTENA	230.98
039-000-44300	LOAN REPAYMENT	557.50
049-000-42908	RESTITUTION MISC. EXP	2,254.92
053-000-42104	SUPPLIES & OPERATING	35.17
053-000-42510	UTILITIES	11.45
053-000-42602	PROFESSIONAL FEES	150.00
053-000-42647	CONTRACT SERVICES FO	425.00
053-461-42170	EQUIPMENT	416.88
053-461-42647	CONTRACT SERVICES FO	25.00
053-461-42664	TRAVEL/FURNISHED TRA	298.83
053-462-42104	SUPPLIES & OPERATING	565.59
053-462-42170	EQUIPMENT	249.99
054-438-42362	SNDP COMM PROG (NO	505.49
054-451-42100	SUPPLIES & OPERATING	216.63



**Account Summary**

Account Number	Account Name	Payment Amount
054-451-42115	A-COMM. BASED PROG	1,134.78
054-451-42361	COMM. PROG (NON-RES	256.08
054-455-42112	LOCAL MONEY (DETCO	90.00
054-455-42699	TJJD DIVERSION PLACEM	5,031.30
076-000-42178	I.R.I.S. LICENSE	6,075.00
076-000-42416	VEHICLE OPERATIONS/M	313.89
076-000-42500	TELEPHONE	0.66
076-000-43200	PURCHASE OF EQUIPME	434.00
089-000-42410	REPAIRS & MAINTENAN	100.48
089-000-42510	UTILITIES	2,050.83
<b>Grand Total:</b>		<b>242,587.25</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	242,587.25
<b>Grand Total:</b>	<b>242,587.25</b>



## **TYLER COUNTY PAYROLL**

**August 15, 2018 – August 28, 2018**



# Payroll Summary Register

Tyler County, TX  
2/28/2019 10:31:45 AM

## Employee Pay Summary

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-402 - County Clerk

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00294 BROWN, JANET

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>151.32</u>				
	<hr/>				
Net Pay	923.38	Total Direct Deposits	<u>923.38</u>		
		Total Check Amount	0.00		

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Employee 00091 GREGORY, RHONDA

Total Earnings	<u>1,903.73</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>130.03</u>	Total Employer Expenses	<u>260.99</u>		
Total Taxes	<u>271.36</u>				
	<hr/>				
Net Pay	1,502.34	Total Direct Deposits	<u>1,502.34</u>		
		Total Check Amount	0.00		

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Employee 00113 HART, ROXANNE

Total Earnings	<u>1,178.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>80.90</u>	Total Employer Expenses	<u>166.55</u>		
Total Taxes	<u>197.53</u>				
	<hr/>				
Net Pay	900.42	Total Direct Deposits	<u>900.42</u>		
		Total Check Amount	0.00		

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Employee 00265 LEJUNE, DANA

Total Earnings	<u>1,158.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.50</u>	Total Employer Expenses	<u>163.70</u>		
Total Taxes	<u>218.77</u>				
	<hr/>				
Net Pay	860.58	Total Direct Deposits	<u>860.58</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00315 MURRAY, KIMBERLY

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>192.83</u>				
	<hr/>				
Net Pay	881.87	Total Direct Deposits	<u>881.87</u>		
		Total Check Amount	0.00		

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Employee 00036 RIVERS, GERALDINE

Total Earnings	<u>1,267.71</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>87.12</u>	Total Employer Expenses	<u>179.21</u>		
Total Taxes	<u>154.65</u>				
	<hr/>				
Net Pay	1,025.94	Total Direct Deposits	<u>1,025.94</u>		
		Total Check Amount	0.00		

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Employee 00514 ROGERS, CHARLOTTE

Total Earnings	<u>320.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>22.40</u>	Total Employer Expenses	<u>45.60</u>		
Total Taxes	<u>40.01</u>				
	<hr/>				
Net Pay	257.59	Total Direct Deposits	<u>257.59</u>		
		Total Check Amount	0.00		

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Employee 00030 WHITEHEAD, JUDITH

Total Earnings	<u>400.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>28.00</u>	Total Employer Expenses	<u>57.00</u>		
Total Taxes	<u>30.60</u>				
	<hr/>				
Net Pay	341.40	Total Direct Deposits	<u>341.40</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-405 - Veterans Service

Pay Period: 8/15/2018 - 8/28/2018

Employee 00037 CRAIG, ELLEN

Total Earnings	<u>835.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>56.84</u>	Total Employer Expenses	<u>117.57</u>		
Total Taxes	<u>182.87</u>				
		Total Direct Deposits	<u>595.37</u>		
Net Pay	595.37	Total Check Amount	0.00		

Employee 00671 KIMBROUGH, MARTHA

Total Earnings	<u>96.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>6.72</u>	Total Employer Expenses	<u>13.67</u>		
Total Taxes	<u>57.34</u>				
		Total Direct Deposits	<u>0.00</u>		
Net Pay	31.94	Total Check Amount	31.94		

Department 010-407 - District Clerk

Employee 00468 BETTS, LEKISHA

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>103.43</u>				
		Total Direct Deposits	<u>971.27</u>		
Net Pay	971.27	Total Check Amount	0.00		

Employee 00056 CONNER, ALEENA

Total Earnings	<u>1,173.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>80.55</u>	Total Employer Expenses	<u>165.84</u>		
Total Taxes	<u>196.59</u>				
		Total Direct Deposits	<u>896.71</u>		
Net Pay	896.71	Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00010 CREWS, PAMELA

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,394.49</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>121.00</u>	Total Employer Expenses	<u>197.28</u>		
Total Taxes	<u>191.54</u>				
	<hr/>				
Net Pay	1,081.95	Total Direct Deposits	<u>1,081.95</u>		
		Total Check Amount	0.00		

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Employee 00275 HUGHES, DEBBIE

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>192.83</u>				
	<hr/>				
Net Pay	881.87	Total Direct Deposits	<u>881.87</u>		
		Total Check Amount	0.00		

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Employee 00072 POUNDS, CHYRL

Total Earnings	<u>1,868.73</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>127.58</u>	Total Employer Expenses	<u>263.43</u>		
Total Taxes	<u>357.53</u>				
	<hr/>				
Net Pay	1,383.62	Total Direct Deposits	<u>1,383.62</u>		
		Total Check Amount	0.00		

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Department 010-409 - 88th Judicial

Employee 00001 MCGREGOR, DEBORAH

Total Earnings	<u>638.73</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>44.71</u>	Total Employer Expenses	<u>91.02</u>		
Total Taxes	<u>95.74</u>				
	<hr/>				
Net Pay	498.28	Total Direct Deposits	<u>498.28</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-410 - Judicial

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00469 GIBBS WALKER, DELINDA

Total Earnings	<u>263.15</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>18.42</u>	Total Employer Expenses	<u>37.51</u>		
Total Taxes	<u>20.14</u>				
		Total Direct Deposits	<u>224.59</u>		
Net Pay	224.59	Total Check Amount	0.00		

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Department 010-411 - J P 1

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Employee 00594 DAWSON, MARTHA

Total Earnings	<u>961.27</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>64.06</u>	Total Employer Expenses	<u>134.12</u>		
Total Taxes	<u>156.80</u>				
		Total Direct Deposits	<u>740.41</u>		
Net Pay	740.41	Total Check Amount	0.00		

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Employee 00137 DOWDEN, FINISIA

Total Earnings	<u>1,237.71</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>85.02</u>	Total Employer Expenses	<u>174.95</u>		
Total Taxes	<u>208.61</u>				
		Total Direct Deposits	<u>944.08</u>		
Net Pay	944.08	Total Check Amount	0.00		

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Employee 00044 FORD, TRISHER

Total Earnings	<u>1,898.73</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>154.68</u>	Total Employer Expenses	<u>267.71</u>		
Total Taxes	<u>267.42</u>				
		Total Direct Deposits	<u>1,476.63</u>		
Net Pay	1,476.63	Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00080 SELF, TINA

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,237.71</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>85.02</u>	Total Employer Expenses	<u>174.95</u>		
Total Taxes	<u>208.61</u>				
	<hr/>				
Net Pay	944.08	Total Direct Deposits	<u>944.08</u>		
		Total Check Amount	0.00		

---

Department 010-412 - J P 2

Employee 00578 JOBE, KENNETH

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>105.76</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>264.32</u>				
	<hr/>				
Net Pay	1,163.87	Total Direct Deposits	<u>1,163.87</u>		
		Total Check Amount	0.00		

---

Department 010-413 - J P 3

Employee 00081 POWERS, DONALD

Total Earnings	<u>986.27</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>65.81</u>	Total Employer Expenses	<u>133.83</u>		
Total Taxes	<u>75.45</u>				
	<hr/>				
Net Pay	845.01	Total Direct Deposits	<u>845.01</u>		
		Total Check Amount	0.00		

---

Department 010-414 - J P 4

Employee 00057 MOORE, JAMES

Total Earnings	<u>986.27</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>65.81</u>	Total Employer Expenses	<u>133.83</u>		
Total Taxes	<u>123.07</u>				
	<hr/>				
Net Pay	797.39	Total Direct Deposits	<u>797.39</u>		
		Total Check Amount	0.00		



Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-419 - Criminal DA

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00667 BABIN, LUCAS

Total Earnings	<u>3,253.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>226.15</u>	Total Employer Expenses	<u>462.24</u>		
Total Taxes	<u>467.67</u>				
	<hr/>				
Net Pay	2,560.03	Total Direct Deposits	<u>2,560.03</u>		
		Total Check Amount	0.00		

---

Employee 00280 GIBBS, PAULA

Total Earnings	<u>1,652.33</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>114.05</u>	Total Employer Expenses	<u>234.02</u>		
Total Taxes	<u>248.28</u>				
	<hr/>				
Net Pay	1,290.00	Total Direct Deposits	<u>1,290.00</u>		
		Total Check Amount	0.00		

---

Employee 00565 HARRIS, KRISTA

Total Earnings	<u>680.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>54.67</u>		
Total Taxes	<u>109.22</u>				
	<hr/>				
Net Pay	570.78	Total Direct Deposits	<u>570.78</u>		
		Total Check Amount	0.00		

---

Employee 00531 PICKLE, ANNE

Total Earnings	<u>4,353.84</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>301.54</u>	Total Employer Expenses	<u>617.56</u>		
Total Taxes	<u>1,013.53</u>				
	<hr/>				
Net Pay	3,038.77	Total Direct Deposits	<u>3,038.77</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00071 SPURLOCK, CHRISTY

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,446.17</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>99.62</u>	Total Employer Expenses	<u>204.64</u>		
Total Taxes	<u>247.81</u>				
	<hr/>				
Net Pay	1,098.74	Total Direct Deposits	<u>1,098.74</u>		
		Total Check Amount	0.00		

---

Employee 00295 WALSTON, MARILYN

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>151.32</u>				
	<hr/>				
Net Pay	923.38	Total Direct Deposits	<u>923.38</u>		
		Total Check Amount	0.00		

---

Employee 00669 WILSON, MICHAEL

Total Earnings	<u>823.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>66.17</u>		
Total Taxes	<u>187.33</u>				
	<hr/>				
Net Pay	635.75	Total Direct Deposits	<u>635.75</u>		
		Total Check Amount	0.00		

---

Department 010-420 - Tax Assessor Collector

Employee 00066 CARSON, MELISSA

Total Earnings	<u>1,255.21</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>86.25</u>	Total Employer Expenses	<u>177.44</u>		
Total Taxes	<u>168.49</u>				
	<hr/>				
Net Pay	1,000.47	Total Direct Deposits	<u>1,000.47</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00092 CRUSE, LYNNETTE

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,891.23</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>129.16</u>	Total Employer Expenses	<u>259.26</u>		
Total Taxes	<u>344.85</u>				
	<hr/>				
Net Pay	1,417.22	Total Direct Deposits	<u>1,417.22</u>		
		Total Check Amount	0.00		

---

Employee 00131 HADNOT, TAMARA

Total Earnings	<u>1,168.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>80.20</u>	Total Employer Expenses	<u>165.13</u>		
Total Taxes	<u>153.86</u>				
	<hr/>				
Net Pay	934.79	Total Direct Deposits	<u>934.79</u>		
		Total Check Amount	0.00		

---

Employee 00645 JORDAN, AMY

Total Earnings	<u>732.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>51.24</u>	Total Employer Expenses	<u>104.30</u>		
Total Taxes	<u>63.68</u>				
	<hr/>				
Net Pay	617.08	Total Direct Deposits	<u>617.08</u>		
		Total Check Amount	0.00		

---

Employee 00257 MURPHY, JO ANNA

Total Earnings	<u>1,158.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.50</u>	Total Employer Expenses	<u>163.70</u>		
Total Taxes	<u>152.16</u>				
	<hr/>				
Net Pay	927.19	Total Direct Deposits	<u>927.19</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00573 RASBERRY, DIANA

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>192.83</u>				
	<hr/>				
Net Pay	881.87	Total Direct Deposits	<u>881.87</u>		
		Total Check Amount	0.00		

---

Employee 00195 YEATER, CARRIE

Total Earnings	<u>1,173.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>80.55</u>	Total Employer Expenses	<u>165.84</u>		
Total Taxes	<u>154.71</u>				
	<hr/>				
Net Pay	938.59	Total Direct Deposits	<u>938.59</u>		
		Total Check Amount	0.00		

---

Department 010-421 - County Judge

Employee 00164 BLANCHETTE, JACQUES

Total Earnings	<u>3,547.18</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>245.07</u>	Total Employer Expenses	<u>488.77</u>		
Total Taxes	<u>599.65</u>				
	<hr/>				
Net Pay	2,702.46	Total Direct Deposits	<u>2,702.46</u>		
		Total Check Amount	0.00		

---

Employee 00551 BYLEY, REBECCA

Total Earnings	<u>1,194.23</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>81.98</u>	Total Employer Expenses	<u>168.75</u>		
Total Taxes	<u>126.24</u>				
	<hr/>				
Net Pay	986.01	Total Direct Deposits	<u>986.01</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00502 DAVIS, CAROLYN

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>997.48</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>68.21</u>	Total Employer Expenses	<u>140.70</u>		
Total Taxes	<u>76.92</u>				
<hr/>					
Net Pay	852.35	Total Direct Deposits	<u>852.35</u>		
		Total Check Amount	0.00		

---

Employee 00546 KNIGHT, RHONDA

Total Earnings	<u>788.29</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>55.18</u>	Total Employer Expenses	<u>112.32</u>		
Total Taxes	<u>123.87</u>				
<hr/>					
Net Pay	609.24	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	609.24		

---

Department 010-422 - County Auditor

Employee 00559 MARSHALL, MCKAYLA

Total Earnings	<u>160.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>12.86</u>		
Total Taxes	<u>14.01</u>				
<hr/>					
Net Pay	145.99	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	145.99		

---

Employee 00191 ODOM, MAEGAN

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>192.83</u>				
<hr/>					
Net Pay	881.87	Total Direct Deposits	<u>881.87</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00670 PAVLOCK, DELORES

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>882.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>61.74</u>	Total Employer Expenses	<u>125.68</u>		
Total Taxes	<u>141.50</u>				
	<hr/>				
Net Pay	678.76	Total Direct Deposits	<u>678.76</u>		
		Total Check Amount	0.00		

---

Employee 00307 RANDEL, MARY

Total Earnings	<u>1,159.82</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.57</u>	Total Employer Expenses	<u>163.84</u>		
Total Taxes	<u>136.49</u>				
	<hr/>				
Net Pay	943.76	Total Direct Deposits	<u>943.76</u>		
		Total Check Amount	0.00		

---

Employee 00065 SKINNER, JACQUELINE

Total Earnings	<u>2,118.15</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>145.04</u>	Total Employer Expenses	<u>298.97</u>		
Total Taxes	<u>408.64</u>				
	<hr/>				
Net Pay	1,564.47	Total Direct Deposits	<u>1,564.47</u>		
		Total Check Amount	0.00		

---

Employee 00338 VOTH, STEPHANIE

Total Earnings	<u>1,245.12</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>85.54</u>	Total Employer Expenses	<u>176.00</u>		
Total Taxes	<u>191.79</u>				
	<hr/>				
Net Pay	967.79	Total Direct Deposits	<u>967.79</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-423 - County Treasurer

Pay Period: 8/15/2018 - 8/28/2018

Employee 00305 SAUNDERS, JACQUELINE

Total Earnings	<u>1,828.73</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>124.78</u>	Total Employer Expenses	<u>257.73</u>		
Total Taxes	<u>327.29</u>				
<hr/>		Total Direct Deposits	<u>1,376.66</u>		
Net Pay	1,376.66	Total Check Amount	0.00		

Department 010-424 - Constable # 1

Employee 00154 FREEMAN, ARTIE

Total Earnings	<u>1,288.82</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>86.99</u>	Total Employer Expenses	<u>177.23</u>		
Total Taxes	<u>218.42</u>				
<hr/>		Total Direct Deposits	<u>983.41</u>		
Net Pay	983.41	Total Check Amount	0.00		

Department 010-425 - Constable # 2

Employee 00340 FULLER, JOHN

Total Earnings	<u>961.27</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>64.06</u>	Total Employer Expenses	<u>130.37</u>		
Total Taxes	<u>156.80</u>				
<hr/>		Total Direct Deposits	<u>740.41</u>		
Net Pay	740.41	Total Check Amount	0.00		

Department 010-426 - Sheriff

Employee 00540 BLAKE, GARETT

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>105.76</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>264.32</u>				
<hr/>		Total Direct Deposits	<u>1,163.87</u>		
Net Pay	1,163.87	Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00180 CALHOON, DONALD

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,674.74</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>115.62</u>	Total Employer Expenses	<u>237.21</u>		
Total Taxes	<u>210.59</u>				
	<hr/>				
Net Pay	1,348.53	Total Direct Deposits	<u>1,348.53</u>		
		Total Check Amount	0.00		

---

Employee 00467 CLOYD, JAMES

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>105.76</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>245.17</u>				
	<hr/>				
Net Pay	1,183.02	Total Direct Deposits	<u>1,183.02</u>		
		Total Check Amount	0.00		

---

Employee 00116 COKER, RICHARD

Total Earnings	<u>1,669.74</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>115.27</u>	Total Employer Expenses	<u>236.50</u>		
Total Taxes	<u>270.71</u>				
	<hr/>				
Net Pay	1,283.76	Total Direct Deposits	<u>1,283.76</u>		
		Total Check Amount	0.00		

---

Employee 00004 COSTELLO, TROY

Total Earnings	<u>1,543.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>106.46</u>	Total Employer Expenses	<u>218.58</u>		
Total Taxes	<u>266.21</u>				
	<hr/>				
Net Pay	1,171.28	Total Direct Deposits	<u>1,171.28</u>		
		Total Check Amount	0.00		



Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00409 HENSARLING, GRANT

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>3,049.63</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>211.86</u>	Total Employer Expenses	<u>433.14</u>		
Total Taxes	<u>701.00</u>				
	<hr/>				
Net Pay	2,136.77	Total Direct Deposits	<u>2,136.77</u>		
		Total Check Amount	0.00		

---

Employee 00572 HUGHES, HAIDEN

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>354.18</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>245.17</u>				
	<hr/>				
Net Pay	934.60	Total Direct Deposits	<u>934.60</u>		
		Total Check Amount	0.00		

---

Employee 00479 HUGHES, MICHAEL

Total Earnings	<u>37.78</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>2.64</u>	Total Employer Expenses	<u>5.39</u>		
Total Taxes	<u>2.89</u>				
	<hr/>				
Net Pay	32.25	Total Direct Deposits	<u>32.25</u>		
		Total Check Amount	0.00		

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Employee 00206 LAURENT, JERRY

Total Earnings	<u>1,639.74</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>113.17</u>	Total Employer Expenses	<u>232.22</u>		
Total Taxes	<u>284.22</u>				
	<hr/>				
Net Pay	1,242.35	Total Direct Deposits	<u>1,242.35</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00641 LAWSON, ROBERT

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>105.76</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>264.32</u>				
	<hr/>				
Net Pay	1,163.87	Total Direct Deposits	<u>1,163.87</u>		
		Total Check Amount	0.00		

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Employee 00516 MARTIN, ERNEST

Total Earnings	<u>1,630.23</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>112.50</u>	Total Employer Expenses	<u>230.87</u>		
Total Taxes	<u>238.88</u>				
	<hr/>				
Net Pay	1,278.85	Total Direct Deposits	<u>1,278.85</u>		
		Total Check Amount	0.00		

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Employee 00055 MASHAW, JEFFREY

Total Earnings	<u>1,990.42</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>137.71</u>	Total Employer Expenses	<u>282.20</u>		
Total Taxes	<u>372.39</u>				
	<hr/>				
Net Pay	1,480.32	Total Direct Deposits	<u>1,480.32</u>		
		Total Check Amount	0.00		

---

Employee 00136 MCNEAL, KEITH

Total Earnings	<u>121.16</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>8.48</u>	Total Employer Expenses	<u>17.26</u>		
Total Taxes	<u>9.27</u>				
	<hr/>				
Net Pay	103.41	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	103.41		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00308 MITCHELL, TAWUN

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>105.76</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>264.32</u>				
	<hr/>				
Net Pay	1,163.87	Total Direct Deposits	<u>1,163.87</u>		
		Total Check Amount	0.00		

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Employee 00591 NALLEY, GARRETT

Total Earnings	<u>1,917.44</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>132.61</u>	Total Employer Expenses	<u>271.80</u>		
Total Taxes	<u>351.86</u>				
	<hr/>				
Net Pay	1,432.97	Total Direct Deposits	<u>1,432.97</u>		
		Total Check Amount	0.00		

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Employee 0032 PRINCE, SIMON

Total Earnings	<u>1,533.95</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>397.68</u>	Total Employer Expenses	<u>217.15</u>		
Total Taxes	<u>220.76</u>				
	<hr/>				
Net Pay	915.51	Total Direct Deposits	<u>915.51</u>		
		Total Check Amount	0.00		

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Employee 00329 SEALES, BRIAN

Total Earnings	<u>1,998.07</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>138.25</u>	Total Employer Expenses	<u>283.29</u>		
Total Taxes	<u>374.53</u>				
	<hr/>				
Net Pay	1,485.29	Total Direct Deposits	<u>1,485.29</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00119 SKINNER, EARLON

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,024.25</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>70.08</u>	Total Employer Expenses	<u>140.52</u>		
Total Taxes	<u>198.45</u>				
	<hr/>				
Net Pay	755.72	Total Direct Deposits	<u>755.72</u>		
		Total Check Amount	0.00		

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Employee 00047 WEATHERFORD, BRYAN

Total Earnings	<u>2,224.92</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>152.51</u>	Total Employer Expenses	<u>305.51</u>		
Total Taxes	<u>438.66</u>				
	<hr/>				
Net Pay	1,633.75	Total Direct Deposits	<u>1,633.75</u>		
		Total Check Amount	0.00		

---

Employee 00082 WHITWORTH, CASEY

Total Earnings	<u>2,250.22</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>318.94</u>	Total Employer Expenses	<u>319.23</u>		
Total Taxes	<u>410.29</u>				
	<hr/>				
Net Pay	1,520.99	Total Direct Deposits	<u>1,520.99</u>		
		Total Check Amount	0.00		

---

Employee 00109 WILLIAMS, MICHAEL

Total Earnings	<u>1,571.45</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>108.39</u>	Total Employer Expenses	<u>222.50</u>		
Total Taxes	<u>271.38</u>				
	<hr/>				
Net Pay	1,191.68	Total Direct Deposits	<u>1,191.68</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-426 DS - Dispatchers

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00083 BENNETT, CAROLYN

Total Earnings	<u>1,944.82</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>134.52</u>	Total Employer Expenses	<u>275.70</u>		
Total Taxes	<u>434.57</u>				
	<hr/>				
Net Pay	1,375.73	Total Direct Deposits	<u>1,375.73</u>		
		Total Check Amount	0.00		

---

Employee 00043 BUMP, TRACY

Total Earnings	<u>1,586.45</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>109.44</u>	Total Employer Expenses	<u>224.64</u>		
Total Taxes	<u>255.04</u>				
	<hr/>				
Net Pay	1,221.97	Total Direct Deposits	<u>1,221.97</u>		
		Total Check Amount	0.00		

---

Employee 00584 BYERLY, KALYN

Total Earnings	<u>388.32</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>27.18</u>	Total Employer Expenses	<u>55.33</u>		
Total Taxes	<u>51.59</u>				
	<hr/>				
Net Pay	309.55	Total Direct Deposits	<u>309.55</u>		
		Total Check Amount	0.00		

---

Employee 00456 HARVEY, JO LYNN

Total Earnings	<u>2,108.37</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>145.97</u>	Total Employer Expenses	<u>299.01</u>		
Total Taxes	<u>405.54</u>				
	<hr/>				
Net Pay	1,556.86	Total Direct Deposits	<u>1,556.86</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00427 SMITH, JESSICA

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,317.65</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>90.62</u>	Total Employer Expenses	<u>186.33</u>		
Total Taxes	<u>223.64</u>				
	<hr/>				
Net Pay	1,003.39	Total Direct Deposits	<u>1,003.39</u>		
		Total Check Amount	0.00		

---

Employee 00598 STOWE, BYRON

Total Earnings	<u>2,009.53</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>139.05</u>	Total Employer Expenses	<u>284.93</u>		
Total Taxes	<u>377.76</u>				
	<hr/>				
Net Pay	1,492.72	Total Direct Deposits	<u>1,492.72</u>		
		Total Check Amount	0.00		

---

Employee 00256 WHITWORTH, LEIGH

Total Earnings	<u>1,762.43</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>121.75</u>	Total Employer Expenses	<u>249.71</u>		
Total Taxes	<u>288.15</u>				
	<hr/>				
Net Pay	1,352.53	Total Direct Deposits	<u>1,352.53</u>		
		Total Check Amount	0.00		

---

Department 010-427 - Jail

Employee 00595 BRUTON, TYLER

Total Earnings	<u>1,905.89</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>131.80</u>	Total Employer Expenses	<u>270.16</u>		
Total Taxes	<u>348.63</u>				
	<hr/>				
Net Pay	1,425.46	Total Direct Deposits	<u>1,425.46</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00106 CARRUTH, MICHAEL

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,629.09</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>112.42</u>	Total Employer Expenses	<u>230.70</u>		
Total Taxes	<u>238.66</u>				
	<hr/>				
Net Pay	1,278.01	Total Direct Deposits	<u>1,278.01</u>		
		Total Check Amount	0.00		

---

Employee 00536 DEAN, WILLIAM

Total Earnings	<u>453.04</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>31.71</u>	Total Employer Expenses	<u>64.56</u>		
Total Taxes	<u>34.66</u>				
	<hr/>				
Net Pay	386.67	Total Direct Deposits	<u>386.67</u>		
		Total Check Amount	0.00		

---

Employee 00152 GREAFF, MICHAEL

Total Earnings	<u>1,418.43</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.67</u>	Total Employer Expenses	<u>200.69</u>		
Total Taxes	<u>180.20</u>				
	<hr/>				
Net Pay	1,140.56	Total Direct Deposits	<u>1,140.56</u>		
		Total Check Amount	0.00		

---

Employee 00426 HADNOT, VICTOR

Total Earnings	<u>2,517.65</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>174.62</u>	Total Employer Expenses	<u>357.33</u>		
Total Taxes	<u>520.59</u>				
	<hr/>				
Net Pay	1,822.44	Total Direct Deposits	<u>1,822.44</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00478 JOHNSON, CHADWICK

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,164.96</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>81.55</u>	Total Employer Expenses	<u>166.00</u>		
Total Taxes	<u>194.73</u>				
	<hr/>				
Net Pay	888.68	Total Direct Deposits	<u>888.68</u>		
		Total Check Amount	0.00		

---

Employee 00654 KOCIAN, PAUL

Total Earnings	<u>1,600.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>110.38</u>	Total Employer Expenses	<u>226.57</u>		
Total Taxes	<u>233.19</u>				
	<hr/>				
Net Pay	1,256.43	Total Direct Deposits	<u>1,256.43</u>		
		Total Check Amount	0.00		

---

Employee 00108 MARSHALL, CHUCK

Total Earnings	<u>2,423.54</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>169.65</u>	Total Employer Expenses	<u>345.35</u>		
Total Taxes	<u>560.55</u>				
	<hr/>				
Net Pay	1,693.34	Total Direct Deposits	<u>1,693.34</u>		
		Total Check Amount	0.00		

---

Employee 00123 POWERS, CAROL

Total Earnings	<u>1,174.83</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>80.62</u>	Total Employer Expenses	<u>165.98</u>		
Total Taxes	<u>154.88</u>				
	<hr/>				
Net Pay	939.33	Total Direct Deposits	<u>939.33</u>		
		Total Check Amount	0.00		



Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-428 - Constable # 3

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00151 REYNOLDS, TONY

Total Earnings	<u>961.27</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>64.06</u>	Total Employer Expenses	<u>134.12</u>		
Total Taxes	<u>102.88</u>				
		Total Direct Deposits	<u>794.33</u>		
Net Pay	794.33	Total Check Amount	0.00		

---

Department 010-429 - Constable # 4

Employee 00122 ZACHARY, JIMMY

Total Earnings	<u>1,688.72</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>114.98</u>	Total Employer Expenses	<u>231.19</u>		
Total Taxes	<u>178.29</u>				
		Total Direct Deposits	<u>1,395.45</u>		
Net Pay	1,395.45	Total Check Amount	0.00		

---

Department 010-439 - Extension

Employee 00487 JOBE, KELLY

Total Earnings	<u>559.58</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>44.98</u>		
Total Taxes	<u>85.55</u>				
		Total Direct Deposits	<u>474.03</u>		
Net Pay	474.03	Total Check Amount	0.00		

---

Employee 00593 MCGINTY, MICHELLE

Total Earnings	<u>1,153.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>162.99</u>		
Total Taxes	<u>151.32</u>				
		Total Direct Deposits	<u>923.38</u>		
Net Pay	923.38	Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00485 SPIVEY, JACOB

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>559.58</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>44.98</u>		
Total Taxes	<u>54.34</u>				
	<hr/>				
Net Pay	505.24	Total Direct Deposits	<u>505.24</u>		
		Total Check Amount	0.00		

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Department 010-442 - Maintenance Dept  
Employee 00530 ALONSO-NIEVES, JOSE

Total Earnings	<u>924.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>64.68</u>	Total Employer Expenses	<u>131.67</u>		
Total Taxes	<u>149.40</u>				
	<hr/>				
Net Pay	709.92	Total Direct Deposits	<u>25.00</u>		
		Total Check Amount	684.92		

---

Employee 00668 BRUNELLE, MICHELLE

Total Earnings	<u>823.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>56.00</u>	Total Employer Expenses	<u>115.85</u>		
Total Taxes	<u>130.61</u>				
	<hr/>				
Net Pay	636.47	Total Direct Deposits	<u>636.47</u>		
		Total Check Amount	0.00		

---

Employee 00524 HARP, JESSICA

Total Earnings	<u>1,393.45</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>95.93</u>	Total Employer Expenses	<u>197.13</u>		
Total Taxes	<u>237.90</u>				
	<hr/>				
Net Pay	1,059.62	Total Direct Deposits	<u>1,059.62</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00486 LEIFI, AVA

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,115.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>256.03</u>	Total Employer Expenses	<u>157.46</u>		
Total Taxes	<u>144.74</u>				
	<hr/>				
Net Pay	714.31	Total Direct Deposits	<u>714.31</u>		
		Total Check Amount	0.00		

---

Employee 00631 MIZELL, RALYNDA

Total Earnings	<u>1,119.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>76.72</u>	Total Employer Expenses	<u>158.03</u>		
Total Taxes	<u>186.29</u>				
	<hr/>				
Net Pay	856.07	Total Direct Deposits	<u>856.07</u>		
		Total Check Amount	0.00		

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Employee 00626 MOFFETT, KASSANDRA

Total Earnings	<u>963.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>65.80</u>	Total Employer Expenses	<u>135.80</u>		
Total Taxes	<u>73.67</u>				
	<hr/>				
Net Pay	823.61	Total Direct Deposits	<u>823.61</u>		
		Total Check Amount	0.00		

---

Employee 00640 TIMME, CYNTHIA

Total Earnings	<u>528.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>36.96</u>	Total Employer Expenses	<u>75.25</u>		
Total Taxes	<u>40.40</u>				
	<hr/>				
Net Pay	450.64	Total Direct Deposits	<u>450.64</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 021-448 - R&B #1 Commissioner

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00135 BLACKSHER, JOSEPH

Total Earnings	<u>1,483.54</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>102.23</u>	Total Employer Expenses	<u>209.97</u>		
Total Taxes	<u>211.29</u>				
	<hr/>				
Net Pay	1,170.02	Total Direct Deposits	<u>1,170.02</u>		
		Total Check Amount	0.00		

---

Employee 00481 CHAMPAGNE, VANCE

Total Earnings	<u>1,408.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.00</u>	Total Employer Expenses	<u>199.31</u>		
Total Taxes	<u>247.22</u>				
	<hr/>				
Net Pay	1,064.54	Total Direct Deposits	<u>1,064.54</u>		
		Total Check Amount	0.00		

---

Employee 00638 GIBSON, GARY

Total Earnings	<u>1,107.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>75.88</u>	Total Employer Expenses	<u>156.33</u>		
Total Taxes	<u>184.03</u>				
	<hr/>				
Net Pay	847.17	Total Direct Deposits	<u>847.17</u>		
		Total Check Amount	0.00		

---

Employee 00597 HAVENS, GARY

Total Earnings	<u>1,363.08</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>93.80</u>	Total Employer Expenses	<u>192.80</u>		
Total Taxes	<u>232.18</u>				
	<hr/>				
Net Pay	1,037.10	Total Direct Deposits	<u>1,037.10</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00146 NASH, MARTIN

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,817.58</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>127.23</u>	Total Employer Expenses	<u>251.91</u>		
Total Taxes	<u>316.46</u>				
	<hr/>				
Net Pay	1,373.89	Total Direct Deposits	<u>1,373.89</u>		
		Total Check Amount	0.00		

---

Employee 00134 PIERSON, JAMES

Total Earnings	<u>1,667.43</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>115.10</u>	Total Employer Expenses	<u>236.17</u>		
Total Taxes	<u>226.72</u>				
	<hr/>				
Net Pay	1,325.61	Total Direct Deposits	<u>1,325.61</u>		
		Total Check Amount	0.00		

---

Employee 00278 RHODES, LESLIE

Total Earnings	<u>1,408.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.00</u>	Total Employer Expenses	<u>199.31</u>		
Total Taxes	<u>240.78</u>				
	<hr/>				
Net Pay	1,070.98	Total Direct Deposits	<u>1,070.98</u>		
		Total Check Amount	0.00		

---

Employee 00173 SHAW, BEVERLY

Total Earnings	<u>1,197.33</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>82.20</u>	Total Employer Expenses	<u>169.18</u>		
Total Taxes	<u>251.00</u>				
	<hr/>				
Net Pay	864.13	Total Direct Deposits	<u>864.13</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 022-448 - R&B #2 Commissioner

Pay Period: 8/15/2018 - 8/28/2018

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Employee 00274 FOWLER, DAVID

Total Earnings	<u>1,329.93</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>91.48</u>	Total Employer Expenses	<u>188.09</u>		
Total Taxes	<u>225.95</u>				
		Total Direct Deposits	<u>1,012.50</u>		
Net Pay	1,012.50	Total Check Amount	0.00		

---

Employee 00143 HUGHES, JAMES

Total Earnings	<u>1,832.58</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>128.28</u>	Total Employer Expenses	<u>253.99</u>		
Total Taxes	<u>332.59</u>				
		Total Direct Deposits	<u>0.00</u>		
Net Pay	1,371.71	Total Check Amount	1,371.71		

---

Employee 00125 JAMES, JOHNNY

Total Earnings	<u>1,413.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.35</u>	Total Employer Expenses	<u>200.02</u>		
Total Taxes	<u>222.56</u>				
		Total Direct Deposits	<u>0.00</u>		
Net Pay	1,093.85	Total Check Amount	1,093.85		

---

Employee 00145 JAMES, ROBERT

Total Earnings	<u>1,837.69</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>127.02</u>	Total Employer Expenses	<u>260.45</u>		
Total Taxes	<u>302.31</u>				
		Total Direct Deposits	<u>0.00</u>		
Net Pay	1,408.36	Total Check Amount	1,408.36		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00310 MARSHALL, JERRY

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,408.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.00</u>	Total Employer Expenses	<u>199.31</u>		
Total Taxes	<u>240.78</u>				
	<hr/>				
Net Pay	1,070.98	Total Direct Deposits	<u>1,070.98</u>		
		Total Check Amount	0.00		

---

Employee 00461 MCNALLY, WILLIAM

Total Earnings	<u>1,408.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.00</u>	Total Employer Expenses	<u>199.31</u>		
Total Taxes	<u>162.60</u>				
	<hr/>				
Net Pay	1,149.16	Total Direct Deposits	<u>1,149.16</u>		
		Total Check Amount	0.00		

---

Employee 00064 STURROCK, STEVAN

Total Earnings	<u>1,990.42</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>137.71</u>	Total Employer Expenses	<u>282.20</u>		
Total Taxes	<u>377.27</u>				
	<hr/>				
Net Pay	1,475.44	Total Direct Deposits	<u>1,475.44</u>		
		Total Check Amount	0.00		

---

Employee 00639 WALLEY, RODGER

Total Earnings	<u>1,214.19</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>83.38</u>	Total Employer Expenses	<u>171.60</u>		
Total Taxes	<u>161.55</u>				
	<hr/>				
Net Pay	969.26	Total Direct Deposits	<u>969.26</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00011 WOODROME, DOYLE

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,428.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>98.40</u>	Total Employer Expenses	<u>202.16</u>		
Total Taxes	<u>134.07</u>				
		Total Direct Deposits	<u>1,196.29</u>		
Net Pay	1,196.29	Total Check Amount	0.00		

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Department 023-448 - R&B #3 Commissioner

Employee 00288 ARD, JOHN

Total Earnings	<u>1,488.77</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>102.60</u>	Total Employer Expenses	<u>210.72</u>		
Total Taxes	<u>144.24</u>				
		Total Direct Deposits	<u>1,241.93</u>		
Net Pay	1,241.93	Total Check Amount	0.00		

---

Employee 00217 BROWN, GARY

Total Earnings	<u>1,408.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.00</u>	Total Employer Expenses	<u>199.31</u>		
Total Taxes	<u>197.22</u>				
		Total Direct Deposits	<u>1,114.54</u>		
Net Pay	1,114.54	Total Check Amount	0.00		

---

Employee 00226 BROWN, WENDELL

Total Earnings	<u>1,689.66</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>116.66</u>	Total Employer Expenses	<u>239.34</u>		
Total Taxes	<u>293.62</u>				
		Total Direct Deposits	<u>1,279.38</u>		
Net Pay	1,279.38	Total Check Amount	0.00		



Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00400 FOWLER, MAXWELL

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>750.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>52.50</u>	Total Employer Expenses	<u>106.89</u>		
Total Taxes	<u>66.75</u>				
	<hr/>				
Net Pay	630.75	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	630.75		

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Employee 00086 GRAHAM, DONALD

Total Earnings	<u>1,408.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>97.00</u>	Total Employer Expenses	<u>199.31</u>		
Total Taxes	<u>162.60</u>				
	<hr/>				
Net Pay	1,149.16	Total Direct Deposits	<u>1,149.16</u>		
		Total Check Amount	0.00		

---

Employee 00085 HUGHES, HARRY

Total Earnings	<u>1,936.94</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>133.97</u>	Total Employer Expenses	<u>274.58</u>		
Total Taxes	<u>357.35</u>				
	<hr/>				
Net Pay	1,445.62	Total Direct Deposits	<u>1,445.62</u>		
		Total Check Amount	0.00		

---

Employee 00580 MANN, THOMAS

Total Earnings	<u>750.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>52.50</u>	Total Employer Expenses	<u>106.89</u>		
Total Taxes	<u>126.68</u>				
	<hr/>				
Net Pay	570.82	Total Direct Deposits	<u>570.82</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28

Pay Period: 8/15/2018 - 8/28/2018

Payroll Set 01 - Payroll Set 01

Employee 00093 MARSHALL, MICHAEL

Total Earnings	<u>1,837.58</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>128.63</u>	Total Employer Expenses	<u>254.68</u>		
Total Taxes	<u>220.22</u>				
	<hr/>				
Net Pay	1,488.73	Total Direct Deposits	<u>1,488.73</u>		
		Total Check Amount	0.00		

---

Employee 00160 ODOM, ROBERT

Total Earnings	<u>1,516.47</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>104.54</u>	Total Employer Expenses	<u>214.66</u>		
Total Taxes	<u>198.33</u>				
	<hr/>				
Net Pay	1,213.60	Total Direct Deposits	<u>1,213.60</u>		
		Total Check Amount	0.00		

---

Employee 00628 POWELL, NICHOLAS

Total Earnings	<u>720.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>57.89</u>		
Total Taxes	<u>97.92</u>				
	<hr/>				
Net Pay	622.08	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	622.08		

---

Employee 00041 ROSS, JAMES

Total Earnings	<u>1,423.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>98.05</u>	Total Employer Expenses	<u>201.44</u>		
Total Taxes	<u>200.03</u>				
	<hr/>				
Net Pay	1,125.68	Total Direct Deposits	<u>1,125.68</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00099 WALTERS, MARY

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,217.33</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>83.60</u>	Total Employer Expenses	<u>172.03</u>		
Total Taxes	<u>204.76</u>				
	<hr/>				
Net Pay	928.97	Total Direct Deposits	<u>928.97</u>		
		Total Check Amount	0.00		

---

Department 024-448 - R&B #4 Commissioner

Employee 00633 HYDEN, CORY

Total Earnings	<u>720.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>57.89</u>		
Total Taxes	<u>117.08</u>				
	<hr/>				
Net Pay	602.92	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	602.92		

---

Employee 00634 HYDEN, KALEB

Total Earnings	<u>720.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>0.00</u>	Total Employer Expenses	<u>57.89</u>		
Total Taxes	<u>117.08</u>				
	<hr/>				
Net Pay	602.92	Total Direct Deposits	<u>602.92</u>		
		Total Check Amount	0.00		

---

Employee 00352 MALONE, THOMAS

Total Earnings	<u>1,343.66</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>92.44</u>	Total Employer Expenses	<u>190.04</u>		
Total Taxes	<u>228.53</u>				
	<hr/>				
Net Pay	1,022.69	Total Direct Deposits	<u>1,022.69</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00112 PERKINS, ROBERT

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,448.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>99.80</u>	Total Employer Expenses	<u>205.01</u>		
Total Taxes	<u>204.74</u>				
	<hr/>				
Net Pay	1,144.22	Total Direct Deposits	<u>1,144.22</u>		
		Total Check Amount	0.00		

---

Employee 00649 SCHRECK, THEODORE

Total Earnings	<u>1,343.66</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>92.44</u>	Total Employer Expenses	<u>190.04</u>		
Total Taxes	<u>184.98</u>				
	<hr/>				
Net Pay	1,066.24	Total Direct Deposits	<u>1,066.24</u>		
		Total Check Amount	0.00		

---

Employee 00088 SHEFFIELD, WILLIAM

Total Earnings	<u>1,448.76</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>99.80</u>	Total Employer Expenses	<u>205.01</u>		
Total Taxes	<u>248.30</u>				
	<hr/>				
Net Pay	1,100.66	Total Direct Deposits	<u>1,100.66</u>		
		Total Check Amount	0.00		

---

Employee 00089 WALSTON, JULIUS

Total Earnings	<u>1,852.58</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>129.68</u>	Total Employer Expenses	<u>256.77</u>		
Total Taxes	<u>333.28</u>				
	<hr/>				
Net Pay	1,389.62	Total Direct Deposits	<u>1,389.62</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00150 WILSON, ARTHUR

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,663.31</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>114.82</u>	Total Employer Expenses	<u>235.60</u>		
Total Taxes	<u>245.11</u>				
	<hr/>				
Net Pay	1,303.38	Total Direct Deposits	<u>1,303.38</u>		
		Total Check Amount	0.00		

---

Department 037-448 - Collection Center  
Employee 00666 FORTENBERRY, JAMES

Total Earnings	<u>414.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>28.98</u>	Total Employer Expenses	<u>58.99</u>		
Total Taxes	<u>31.67</u>				
	<hr/>				
Net Pay	353.35	Total Direct Deposits	<u>353.35</u>		
		Total Check Amount	0.00		

---

Department 044-448 - Security Officer  
Employee 00296 RILEY, TERRY

Total Earnings	<u>633.15</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>44.32</u>	Total Employer Expenses	<u>90.23</u>		
Total Taxes	<u>62.90</u>				
	<hr/>				
Net Pay	525.93	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	525.93		

---

Department 053-451 - Adult Probation  
Employee 00642 CREAMER, DARLENE

Total Earnings	<u>600.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>42.00</u>	Total Employer Expenses	<u>85.50</u>		
Total Taxes	<u>77.28</u>				
	<hr/>				
Net Pay	480.72	Total Direct Deposits	<u>480.72</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00013 GLAWSON, JAMIE

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,653.85</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>115.77</u>	Total Employer Expenses	<u>235.67</u>		
Total Taxes	<u>292.53</u>				
	<hr/>				
Net Pay	1,245.55	Total Direct Deposits	<u>1,245.55</u>		
		Total Check Amount	0.00		

---

Employee 00159 O'NEAL, MATT

Total Earnings	<u>2,307.68</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>161.54</u>	Total Employer Expenses	<u>328.85</u>		
Total Taxes	<u>176.54</u>				
	<hr/>				
Net Pay	1,969.60	Total Direct Deposits	<u>1,969.60</u>		
		Total Check Amount	0.00		

---

Employee 00504 OWENS, CATINA

Total Earnings	<u>1,346.15</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>94.23</u>	Total Employer Expenses	<u>191.83</u>		
Total Taxes	<u>135.86</u>				
	<hr/>				
Net Pay	1,116.06	Total Direct Deposits	<u>1,116.06</u>		
		Total Check Amount	0.00		

---

Employee 00643 RAY, JESSE

Total Earnings	<u>1,224.00</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>85.68</u>	Total Employer Expenses	<u>174.42</u>		
Total Taxes	<u>148.37</u>				
	<hr/>				
Net Pay	989.95	Total Direct Deposits	<u>989.95</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Employee 00539 STURROCK, KIMBERLY

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>1,384.62</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>80.77</u>	Total Employer Expenses	<u>182.98</u>		
Total Taxes	<u>237.99</u>				
	<hr/>				
Net Pay	1,065.86	Total Direct Deposits	<u>1,065.86</u>		
		Total Check Amount	0.00		

---

Department 054-451 - Juvenile Probation

Employee 00105 ALLEN, TERRY

Total Earnings	<u>2,661.18</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>183.05</u>	Total Employer Expenses	<u>376.35</u>		
Total Taxes	<u>432.99</u>				
	<hr/>				
Net Pay	2,045.14	Total Direct Deposits	<u>2,045.14</u>		
		Total Check Amount	0.00		

---

Employee 00107 SHEFFIELD, TONYA

Total Earnings	<u>2,189.69</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>226.66</u>	Total Employer Expenses	<u>310.60</u>		
Total Taxes	<u>411.90</u>				
	<hr/>				
Net Pay	1,551.13	Total Direct Deposits	<u>1,551.13</u>		
		Total Check Amount	0.00		

---

Department 054-455 - JUVENILE SEC (COUNTY)

Employee 00035 HARRIS, KATHRYN

Total Earnings	<u>1,570.53</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>108.32</u>	Total Employer Expenses	<u>222.37</u>		
Total Taxes	<u>276.20</u>				
	<hr/>				
Net Pay	1,186.01	Total Direct Deposits	<u>1,186.01</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 076-448 - Emergency Management

Pay Period: 8/15/2018 - 8/28/2018

---

Employee 00344 MURPHY, CASSIE

Total Earnings	<u>1,399.42</u>	Total Benefit Allowances	<u>0.00</u>	Input Type	Regular
Total Deductions	<u>96.34</u>	Total Employer Expenses	<u>197.98</u>		
Total Taxes	<u>200.71</u>				
	<hr/>				
Net Pay	1,102.37	Total Direct Deposits	<u>1,102.37</u>		
		Total Check Amount	0.00		

---



# Payroll Summary Register

Tyler County, TX  
2/28/2019 10:31:45 AM

## Department Summary

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-402 - County Clerk

Pay Period: 8/15/2018 - 8/28/2018

---

Total Earnings	<u>8,536.84</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>586.25</u>	Total Employer Expenses	<u>1,199.03</u>	Regular	8
Total Taxes	<u>1,257.07</u>				
	<hr/>	Total Direct Deposits	<u>6,693.52</u>		
Net Pay	6,693.52	Total Check Amount	0.00		

Department 010-405 - Veterans Service

---

Total Earnings	<u>931.08</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>63.56</u>	Total Employer Expenses	<u>131.24</u>	Regular	2
Total Taxes	<u>240.21</u>				
	<hr/>	Total Direct Deposits	<u>595.37</u>		
Net Pay	627.31	Total Check Amount	31.94		

Department 010-407 - District Clerk

---

Total Earnings	<u>6,744.77</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>487.43</u>	Total Employer Expenses	<u>952.53</u>	Regular	5
Total Taxes	<u>1,041.92</u>				
	<hr/>	Total Direct Deposits	<u>5,215.42</u>		
Net Pay	5,215.42	Total Check Amount	0.00		

Department 010-409 - 88th Judicial

---

Total Earnings	<u>638.73</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>44.71</u>	Total Employer Expenses	<u>91.02</u>	Regular	1
Total Taxes	<u>95.74</u>				
	<hr/>	Total Direct Deposits	<u>498.28</u>		
Net Pay	498.28	Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-410 - Judicial

---

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>263.15</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>18.42</u>	Total Employer Expenses	<u>37.51</u>	Regular	1
Total Taxes	<u>20.14</u>				
	<hr/>				
Net Pay	224.59	Total Direct Deposits	<u>224.59</u>		
		Total Check Amount	0.00		

Department 010-411 - J P 1

---

Total Earnings	<u>5,335.42</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>388.78</u>	Total Employer Expenses	<u>751.73</u>	Regular	4
Total Taxes	<u>841.44</u>				
	<hr/>				
Net Pay	4,105.20	Total Direct Deposits	<u>4,105.20</u>		
		Total Check Amount	0.00		

Department 010-412 - J P 2

---

Total Earnings	<u>1,533.95</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>105.76</u>	Total Employer Expenses	<u>217.15</u>	Regular	1
Total Taxes	<u>264.32</u>				
	<hr/>				
Net Pay	1,163.87	Total Direct Deposits	<u>1,163.87</u>		
		Total Check Amount	0.00		

Department 010-413 - J P 3

---

Total Earnings	<u>986.27</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>65.81</u>	Total Employer Expenses	<u>133.83</u>	Regular	1
Total Taxes	<u>75.45</u>				
	<hr/>				
Net Pay	845.01	Total Direct Deposits	<u>845.01</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-414 - J P 4

Pay Period: 8/15/2018 - 8/28/2018

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Total Earnings	<u>986.27</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>65.81</u>	Total Employer Expenses	<u>133.83</u>	Regular	1
Total Taxes	<u>123.07</u>				
	<hr/>				
Net Pay	797.39	Total Direct Deposits	<u>797.39</u>		
		Total Check Amount	0.00		

Department 010-419 - Criminal DA

---

Total Earnings	<u>13,363.12</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>820.51</u>	Total Employer Expenses	<u>1,802.29</u>	Regular	7
Total Taxes	<u>2,425.16</u>				
	<hr/>				
Net Pay	10,117.45	Total Direct Deposits	<u>10,117.45</u>		
		Total Check Amount	0.00		

Department 010-420 - Tax Assessor Collector

---

Total Earnings	<u>8,533.84</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>586.05</u>	Total Employer Expenses	<u>1,198.66</u>	Regular	7
Total Taxes	<u>1,230.58</u>				
	<hr/>				
Net Pay	6,717.21	Total Direct Deposits	<u>6,717.21</u>		
		Total Check Amount	0.00		

Department 010-421 - County Judge

---

Total Earnings	<u>6,527.18</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>450.44</u>	Total Employer Expenses	<u>910.54</u>	Regular	4
Total Taxes	<u>926.68</u>				
	<hr/>				
Net Pay	5,150.06	Total Direct Deposits	<u>4,540.82</u>		
		Total Check Amount	609.24		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-422 - County Auditor

Pay Period: 8/15/2018 - 8/28/2018

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Total Earnings	<u>6,718.94</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>451.04</u>	Total Employer Expenses	<u>940.34</u>	Regular	6
Total Taxes	<u>1,085.26</u>				
	<hr/>				
Net Pay	5,182.64	Total Direct Deposits	<u>5,036.65</u>		
		Total Check Amount	145.99		

Department 010-423 - County Treasurer

---

Total Earnings	<u>1,828.73</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>124.78</u>	Total Employer Expenses	<u>257.73</u>	Regular	1
Total Taxes	<u>327.29</u>				
	<hr/>				
Net Pay	1,376.66	Total Direct Deposits	<u>1,376.66</u>		
		Total Check Amount	0.00		

Department 010-424 - Constable # 1

---

Total Earnings	<u>1,288.82</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>86.99</u>	Total Employer Expenses	<u>177.23</u>	Regular	1
Total Taxes	<u>218.42</u>				
	<hr/>				
Net Pay	983.41	Total Direct Deposits	<u>983.41</u>		
		Total Check Amount	0.00		

Department 010-425 - Constable # 2

---

Total Earnings	<u>961.27</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>64.06</u>	Total Employer Expenses	<u>130.37</u>	Regular	1
Total Taxes	<u>156.80</u>				
	<hr/>				
Net Pay	740.41	Total Direct Deposits	<u>740.41</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-426 - Sheriff

---

Pay Period: 8/15/2018 - 8/28/2018

Total Earnings	<u>33,547.44</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>3,019.39</u>	Total Employer Expenses	<u>4,739.12</u>	Regular	21
Total Taxes	<u>5,905.39</u>				
	<hr/>				
Net Pay	24,622.66	Total Direct Deposits	<u>24,519.25</u>		
		Total Check Amount	103.41		

Department 010-426 DS - Dispatchers

---

Total Earnings	<u>11,117.57</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>768.53</u>	Total Employer Expenses	<u>1,575.65</u>	Regular	7
Total Taxes	<u>2,036.29</u>				
	<hr/>				
Net Pay	8,312.75	Total Direct Deposits	<u>8,312.75</u>		
		Total Check Amount	0.00		

Department 010-427 - Jail

---

Total Earnings	<u>14,287.43</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>990.42</u>	Total Employer Expenses	<u>2,027.34</u>	Regular	9
Total Taxes	<u>2,466.09</u>				
	<hr/>				
Net Pay	10,830.92	Total Direct Deposits	<u>10,830.92</u>		
		Total Check Amount	0.00		

Department 010-428 - Constable # 3

---

Total Earnings	<u>961.27</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>64.06</u>	Total Employer Expenses	<u>134.12</u>	Regular	1
Total Taxes	<u>102.88</u>				
	<hr/>				
Net Pay	794.33	Total Direct Deposits	<u>794.33</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 010-429 - Constable # 4

Pay Period: 8/15/2018 - 8/28/2018

---

Total Earnings	<u>1,688.72</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>114.98</u>	Total Employer Expenses	<u>231.19</u>	Regular	1
Total Taxes	<u>178.29</u>				
	<hr/>				
Net Pay	1,395.45	Total Direct Deposits	<u>1,395.45</u>		
		Total Check Amount	0.00		

Department 010-439 - Extension

---

Total Earnings	<u>2,273.01</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>79.15</u>	Total Employer Expenses	<u>252.95</u>	Regular	3
Total Taxes	<u>291.21</u>				
	<hr/>				
Net Pay	1,902.65	Total Direct Deposits	<u>1,902.65</u>		
		Total Check Amount	0.00		

Department 010-442 - Maintenance Dept

---

Total Earnings	<u>6,865.77</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>652.12</u>	Total Employer Expenses	<u>971.19</u>	Regular	7
Total Taxes	<u>963.01</u>				
	<hr/>				
Net Pay	5,250.64	Total Direct Deposits	<u>4,565.72</u>		
		Total Check Amount	684.92		

Department 021-448 - R&B #1 Commissioner

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Total Earnings	<u>11,453.56</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>790.44</u>	Total Employer Expenses	<u>1,614.98</u>	Regular	8
Total Taxes	<u>1,909.68</u>				
	<hr/>				
Net Pay	8,753.44	Total Direct Deposits	<u>8,753.44</u>		
		Total Check Amount	0.00		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 022-448 - R&B #2 Commissioner

Pay Period: 8/15/2018 - 8/28/2018

---

Total Earnings	<u>13,864.85</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>957.62</u>	Total Employer Expenses	<u>1,957.13</u>	Regular	9
Total Taxes	<u>2,159.68</u>				
	<hr/>				
Net Pay	10,747.55	Total Direct Deposits	<u>6,873.63</u>		
		Total Check Amount	<u>3,873.92</u>		

Department 023-448 - R&B #3 Commissioner

---

Total Earnings	<u>16,148.03</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>1,067.05</u>	Total Employer Expenses	<u>2,237.74</u>	Regular	12
Total Taxes	<u>2,269.72</u>				
	<hr/>				
Net Pay	12,811.26	Total Direct Deposits	<u>11,558.43</u>		
		Total Check Amount	<u>1,252.83</u>		

Department 024-448 - R&B #4 Commissioner

---

Total Earnings	<u>10,540.73</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>628.98</u>	Total Employer Expenses	<u>1,398.25</u>	Regular	8
Total Taxes	<u>1,679.10</u>				
	<hr/>				
Net Pay	8,232.65	Total Direct Deposits	<u>7,629.73</u>		
		Total Check Amount	<u>602.92</u>		

Department 037-448 - Collection Center

---

Total Earnings	<u>414.00</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>28.98</u>	Total Employer Expenses	<u>58.99</u>	Regular	1
Total Taxes	<u>31.67</u>				
	<hr/>				
Net Pay	353.35	Total Direct Deposits	<u>353.35</u>		
		Total Check Amount	<u>0.00</u>		

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department 044-448 - Security Officer

Pay Period: 8/15/2018 - 8/28/2018

---

Total Earnings	<u>633.15</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>44.32</u>	Total Employer Expenses	<u>90.23</u>	Regular	1
Total Taxes	<u>62.90</u>				
	<hr/>				
Net Pay	525.93	Total Direct Deposits	<u>0.00</u>		
		Total Check Amount	525.93		

Department 053-451 - Adult Probation

---

Total Earnings	<u>8,516.30</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>579.99</u>	Total Employer Expenses	<u>1,199.25</u>	Regular	6
Total Taxes	<u>1,068.57</u>				
	<hr/>				
Net Pay	6,867.74	Total Direct Deposits	<u>6,867.74</u>		
		Total Check Amount	0.00		

Department 054-451 - Juvenile Probation

---

Total Earnings	<u>4,850.87</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>409.71</u>	Total Employer Expenses	<u>686.95</u>	Regular	2
Total Taxes	<u>844.89</u>				
	<hr/>				
Net Pay	3,596.27	Total Direct Deposits	<u>3,596.27</u>		
		Total Check Amount	0.00		

Department 054-455 - JUVENILE SEC (COUNTY)

---

Total Earnings	<u>1,570.53</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>108.32</u>	Total Employer Expenses	<u>222.37</u>	Regular	1
Total Taxes	<u>276.20</u>				
	<hr/>				
Net Pay	1,186.01	Total Direct Deposits	<u>1,186.01</u>		
		Total Check Amount	0.00		



Packet PYPKT01354 - PPE 2018.08.28

Pay Period: 8/15/2018 - 8/28/2018

Payroll Set 01 - Payroll Set 01

Department 076-448 - Emergency Management

---

Total Earnings	<u>1,399.42</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>96.34</u>	Total Employer Expenses	<u>197.98</u>	Regular	1
Total Taxes	<u>200.71</u>				
	<hr/>				
Net Pay	1,102.37	Total Direct Deposits	<u>1,102.37</u>		
		Total Check Amount	0.00		

# Payroll Summary Register

Tyler County, TX  
2/28/2019 10:31:45 AM

## Payroll Summary

Packet PYPKT01354 - PPE 2018.08.28  
Payroll Set 01 - Payroll Set 01  
Department All - All Department Codes

Pay Period: 8/15/2018 - 8/28/2018

**Employees Paid 149**

---

Total Earnings	<u>205,311.03</u>	Total Benefit Allowance	<u>0.00</u>	Input Type	Count
Total Deductions	<u>14,810.80</u>	Total Employer Expenses	<u>28,660.46</u>	Regular	149
Total Taxes	<u>32,775.83</u>				
	<hr/>	Total Direct Deposits	<u>149,893.30</u>		
Net Pay	157,724.40	Total Check Amount	7,831.10		

**APPRISS SAFETY – VINE® SERVICE AGREEMENT  
APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

**VINE® SERVICE AGREEMENT**

**DIR-TSO-3937**



**DIR-TSO-3937**

**APPENDIX D (per Amendment 1)**

**VINE® SERVICE AGREEMENT**

**APPRISS SAFETY – VINE® SERVICE AGREEMENT  
APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

Agreement No. 1877851-2018

Date: September 1, 2017

**BETWEEN:**

Appriss Safety  
9901 Linn Station Rd., Suite 500  
Louisville, KY 40223-3842

**CUSTOMER:**

Tyler County  
100 West Bluff Street, #102  
Woodville, TX 75979

**I. Appriss Safety** (the “Service Provider” or “Appriss”) hereby agrees to provide victim notification services known as the VINE® Service as described herein (the “Services”).

- A. The Services will be provided to: Tyler County(the “Customer”). The Customer hereby agrees to purchase from the Service Provider the Services on the terms and conditions of DIR Contract No. DIR-TSO-3937 and hereinafter set forth herein.
- B. The Services will be provided in connection with the following sites:
  - 1. County Jail
  - 2. District Court

This Agreement shall be effective as of September 1, 2017 and continue for Twelve (12) consecutive months. Billing of ‘Recurring Operational Fees’ shall not affect the Service Agreement renewal date

- C. Description of Services. VINE® Service - Subject to the terms, conditions and limitations of DIR Contract No. DIR-TSO-3937 and contained herein, the Service Provider shall:
  - D. Be responsible for all development associated with the processing of the notification signal and the actual notification attempts once the signal has been transmitted.
  - E. The Customer and its Participating Agencies at each site will assist the Service Provider in coordinating initial work required by the existing vendors or in-house resources. Where applicable, costs of postage and stationary are excluded.
  - F. Dedicate a special telephone number for the Customer’s use of the VINE Service Center.
  - G. Process incoming and outgoing victim calls.
    - 1. Victim notification calls only occur after the Customer manually enters the required data into the Customer’s automated system which creates a file with the required data that is transmitted to the VINE Data Center.
    - 2. Upon receipt of the required data, the notification processes as defined in the VINE proposal are performed.
    - 3. After the initial start-up period, the Customer (Participating Agencies at each site) is responsible for making modifications to their automated system (Booking System) and will manage their internal resources and/or system vendor to modify or provide the required programming to provide the Service Provider with the data required.

VINE 20140114  
Agreement No. 1877851-2018

**APPRISS SAFETY – VINE® SERVICE AGREEMENT**  
**APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

The Customer shall bear all costs associated with these changes or modifications to their existing automated system after the initial connection. The Service Provider acts only in the capacity of technical advisor to assist in this work.

- H. Provide support services on a 24 hour a day, 7-days a week basis through its Customer First Center (the “CFC”)

**II. Supplies and Materials.** The Service Provider shall make available certain materials and supplies to the Customer for use in introducing VINE to the community. The creation of print, radio and television PSAs is included in the fees.

- A. Appriss will provide support materials in agreed upon quantities for all VINE services one time per contract year as part of the recurring operational fees.

1. At the Customer’s expense, support materials in excess of agreed upon quantities may be purchased from the Service Provider at our published pricing.

- B. The creation of radio and television Public Service Announcements (PSAs) is included in the service as well.

1. Appriss will provide a tailored version of our stock television PSA at no additional charge.
2. Radio PSAs will be produced and provided on a CD at no additional charge. The radio PSA can also be sent electronically for distribution by email or posted on websites.

**III. Fees and Commissions.** Prior to this Agreement being valid, and service to begin:

- A. The Service Provider must receive a purchase order from the Funding Source (as defined in Appendix A hereto) to cover the following fees as exhibited in Appendix C of DIR Contract No. DIR-TSO-3937.

- B. The Customer billing contact information and Funding Source contact information must be provided on Exhibit A (attached).

1. Non-Recurring Startup Fees. These fees are for:
  - a) Establishing the system connection
  - b) Startup
  - c) Training
  - d) Interface development

The startup fees for services on this project are \$ 0 and will be billed according to the billing schedule and in accordance to Appendix A, Section 8I of DIR Contract No. DIR-TSO-3937.

**APPRISS SAFETY – VINE® SERVICE AGREEMENT**  
**APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

2. Recurring Operational Fees. These fees cover:
  - a) The annual cost of operating and supporting the VINE Service
  - b) Hardware and proprietary software (the “VINE Software”) used to power VINE
  - c) All incoming and outgoing calls
  - d) 24 hour monitoring of the service
  - e) The cost of transmitting all data

The operational fees for the VINE Service will be \$ 6,389.38 per year

Payments will be made in accordance to Appendix A, Section 8J of DIR Contract No. DIR-TSO-3937.

- IV. Performance of Additional Services.** The parties agree that should the Service Provider choose to perform, at the Customer’s request, any services not covered by this Agreement, the Customer shall compensate the Service Provider for its direct labor, parts and subcontracted work at the Standard Rate as indicated in Appendix C of DIR Contract No. DIR-TSO-3937.

Booking System Interface Changes. All work done by Appriss Inc., related to an agency changing their booking system from their existing VINE supported booking system to a new VINE supported booking system including, but not limited to, interface installation, setup, configuration, testing and documentation is considered standard maintenance and covered under this service agreement. A VINE supported booking system is one for which an interface already exists.

Booking systems not yet supported by VINE, i.e., without an existing interface, are not considered standard maintenance and are subject to the hourly contract rate for performance of additional services as noted in section VII above. Third-party costs (booking system vendors, agency IT staff, etc.) associated with any booking system changes are not covered under this agreement.

- V. Warranty.** The Service Provider represents and warrants qualified personnel shall perform the Services in a competent and professional manner. If the VINE Software does not substantially conform to the VINE Software specification, the Service Provider’s sole obligation under this warranty is to remedy such defect, provided that the VINE Software has not been modified by anyone other than the Service Provider. These express limited warranties are in place of all other warranties, express or implied, including, without limitation, implied warranties of merchantability or fitness for a particular purpose and all such other warranties are expressly disclaimed and excluded by the Service Provider.

- VI. Ownership of Intellectual Property; Licenses.** The Service Provider retains all ownership rights in the VINE Software and all documents, designs, inventions, copyrightable material, patentable and unpatentable subject matter and other tangible materials authored or prepared by the Service Provider (the “Intellectual Property”) in connection with the Services. The Service Provider hereby grants the Customer a limited, non-exclusive, non-transferable, non-sublicensable license to use the VINE Software in connection with the provision by the Service Provider of the VINE Services for the Customer’s internal purposes only. Nothing herein shall grant the Customer a license to the source code of the VINE Software.

Nothing contained herein shall be construed to grant the Service Provider any ownership rights in data supplied by the Customer to the Service Provider in connection with this Agreement. Appriss will use the data in connection with the VINE Service while offenders are within the VINE Service window

**APPRISS SAFETY – VINE® SERVICE AGREEMENT**  
**APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

(which begins the moment the offender is in custody and ends within a number of days after the offender leaves custody as predetermined by the Customer, except that for court records, the service window ends 30 days after the final dispensation of the case) for victim notification and may use current and historical data in applications for law enforcement, government, risk management, security, or fraud detection purposes.

**VII. Intellectual Property Indemnification.** Indemnification will be handled in accordance to Appendix A, Section 10A of DIR Contract No. DIR-TSO-3937.

**VIII. Confidentiality.** The Service Provider shall not disclose any Confidential Information without the Customer's express, prior written permission, except to the extent that a disclosure is required by law or court order. For purposes of this paragraph, "Confidential Information" means all documents, reports, data, records, forms, and other materials obtained by the Service Provider from the Customer in the course of performing any Services (including, but not limited to, the Customer records and information): (i) that have been marked as confidential; (ii) whose confidential nature has been made known by the Customer to the Service Provider; or (iii) that due to their character and nature, a reasonable person under like circumstances would treat as confidential. Notwithstanding the foregoing, "Confidential Information" does not include information in the public domain.

In addition, the Service Provider shall not remarket or utilize any documents, reports, data, records, forms, or other materials created or obtained in relation to the VINE System, except as consistent with the terms of the Office of the Attorney General of Texas's Vendor Renewal Certification for the Statewide Automated Victim Notification Service.

**IX. Liability Limit.** Limitation of Liability will be handled in accordance to Appendix A, Section 10K of DIR Contract No. DIR-TSO-3937.

**X. Force Majeure.** Force Majeure will be handled in accordance to Appendix A, Section 11C of DIR Contract No. DIR-TSO-3937.

**XI. Entire Agreement; Inconsistent Terms.** DIR Contract No. DIR-TSO-3937 and this Agreement and all exhibits, appendices, and schedules attached hereto are the complete and exclusive statement of the agreement between the Customer and the Service Provider, and supersede any and all other agreements, oral or written, between the parties

This Agreement may not be modified except by written instrument signed by the Customer and by an authorized representative of the Service Provider. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate the Service Provider.

**XII. Term and Termination.** This Agreement shall commence upon the date set forth above and continue in effect for Twelve (12) months. This Agreement shall have three (3) one (1) year renewal options exercised by Customer providing 30 day written notice prior to the then- expiration date.

Any changes in pricing for this Agreement must be approved by DIR.

Termination will be handled in accordance to Appendix A, Section 11B of DIR Contract No. DIR-TSO-3937

**APPRISS SAFETY – VINE® SERVICE AGREEMENT**  
**APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

- XIII. Parties in Interest.** Nothing in this Agreement, express or implied, is intended to confer upon any other person any rights or remedies of any nature whatsoever under or by reason of this Agreement. Nothing in this Agreement shall be construed to create any rights or obligations except among the parties hereto, and no person or entity shall be regarded as a third-party beneficiary of this Agreement.
- XIV. Assignment.** Assignment will be handled in accordance to Appendix A, Section 4D of DIR Contract No. DIR-TSO-3937.
- XV. Jurisdiction and Choice of Law.** This Agreement and all questions relating to its validity, interpretation, performance, and enforcement shall be governed and construed in accordance with the laws of Texas. Service Provider and Customer hereby consent to the jurisdiction of any competent state court of Texas located in Travis County, Texas, with respect to any actions arising from this Agreement. No action may be brought by either party against the other later than four (4) years after the cause of action has accrued. Nothing herein shall be construed to waive the sovereign immunity of the State of Texas.
- XVI. Customer's Project Manager.** For the purposes of this project, the following contact will be used as the Customer's project management contact. All project responsibilities that belong to the Customer will be coordinated and managed by this contact. The Customer appoints the project manager to be Jonathan Musick, who can be reached at telephone number 502-815-3810, or via email at [jmusick@apprissafety.com](mailto:jmusick@apprissafety.com).

**Signature Page Follows**



**APPRISS SAFETY – VINE® SERVICE AGREEMENT  
APPENDIX D TO DIR-TSO-3937 (per Amendment 1)**

APPRISS SAFETY BY:



Signature

8/9/2018

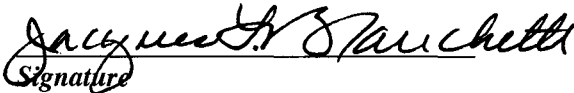
Date

Joshua P. Bruner  
Name

President  
Title

**Customer Acceptance of Proposal: The above prices, proposal, provisions and conditions are satisfactory and are hereby accepted. Service Provider is authorized to do the work as specified. Payment will be made as described on the terms outlined in this Service Agreement.**

CUSTOMER BY:



Signature

8/28/18

Date

JACQUES L. BLANCHETTE  
Name

COUNTY JUDGE  
Title

**APPRISS SAFETY – VINE® SERVICE AGREEMENT  
APPENDIX D TC DIR-TSO-3937 (per Amendment 1)**

**APPRISS INC.  
SERVICE AGREEMENT - EXIHIBIT A**

Customer: Tyler County

Billing Address: 100 W. Bluff St. Rm 110  
Street Address  
Woodville TX 75979  
City State Zip

Finance Contact: Jackie Skinner County Auditor  
Name Title

Telephone: 409-283-3652 Fax: 409-283-6305

E-mail: jkskinner.aud@co.tyler.tx.us

Funding Source: Texas Office of the Attorney General – Grant Administration Division

Billing Address: P.O. Box 12548  
Street Address  
Austin TX 78711-2548  
City State Zip

Finance Contact: Chris Gersbach Texas SAVNS Program Manager  
Name Title

Telephone: 512-936-1653 Fax: 512-370-9827

**Date funds to be received from Funding Source:** Upon submittal of FY2018 OAG required documentation.

**Mail payments to:  
APPRISS INC.  
9901 LINN STATION RD SUITE 500  
LOUISVILLE, KY 40223-3842**

**Questions and correspondence related to billings and/or payments may be directed to:**

**Colleen G. Heslin  
Appriss Inc.  
9901 Linn Station Road, Suite 500  
Louisville, KY 40223-3842  
502-815-3850**

**[cheslin@apprissafety.com](mailto:cheslin@apprissafety.com)**

## Jackie Skinner

---

**From:** Keith Loeffler <kloeffler@masamts.com >  
**Sent:** Wednesday, July 18, 2018 4:35 PM  
**To:** Jackie Skinner  
**Subject:** Re: Tyler County  
**Attachments:** MASA MTS Brochure - monthly-yearly 2-2018.pdf; References 5-17-2018.docx

Hi Jackie,

Thank you for taking the time to visit with me a bit ago.

As a recap of our conversation, below is a brief description of our benefit options. I have included three attachments; a fact sheet with details of our premium product the Platinum Membership which is our best seller with the most coverage, a brochure listing all membership options, and references for your review.

MASA - MTS is in the Peace of Mind business. We are here to protect you from the shortcomings of your health insurance coverage by providing you with comprehensive financial protection for all lifesaving emergency transportation services 100% of the time both at home and when you are away from home. **Any Ground. Any Air. Anywhere.**

**Platinum Membership:** Many benefits are worldwide  
\$39/mo. - \$19.50 per pay period - Employee + Spouse/Domestic Partner + Dependents up to the age of 26

### BENEFITS

Emergent (Emergency) Air and Ground Transportation

- Non-Emergent (Non-Emergency) Air Transport and Repatriation (Bring you home)
- Pet and Vehicle Return
- Minor Children / Grandchildren Return
- Mortal Remains Transport
- And many more...

### **Emergent Plus Membership:**

\$14.00/mo. – \$7.00 per pay period - Employee + Spouse/Domestic Partner + Dependents up to the age of 26

### BENEFITS

- Emergent Air and Ground Transportation - Covered by any emergent provider in all 50 states and Canada for any air or ground emergent transport.
- Repatriation (Bring you home) /Recuperation Transportation - covered in all 50 states and Canada

### **Emergent Ground Membership:**

\$9.00/mo. - \$4.50 per pay period - Employee + Spouse/Domestic Partner + Dependents up to the age of 26

### BENEFITS

- Covered by any emergent ground provider in all 50 states and Canada for an emergent ground transport.

I am available for questions any time, my cell 713-817-3178.

Kind regards,

*Keith Loeffler*

Manager, Business to Business

1250 Southlake Blvd.

Southlake, Texas 76092

Agent Code: 7311004

C: 713-817-3178



**From:** Jackie Skinner <[jskinner.aud@co.tyler.tx.us](mailto:jskinner.aud@co.tyler.tx.us)>

**Sent:** Wednesday, July 18, 2018 3:11:30 PM

**To:** Keith Loeffler

**Subject:** Tyler County

*Jackie Skinner*

*Tyler County Auditor*

*100 West Bluff, Room 110*

*Woodville, Texas 75979*

*(409) 283-3652 Office*

*(409) 283-6305 Fax*

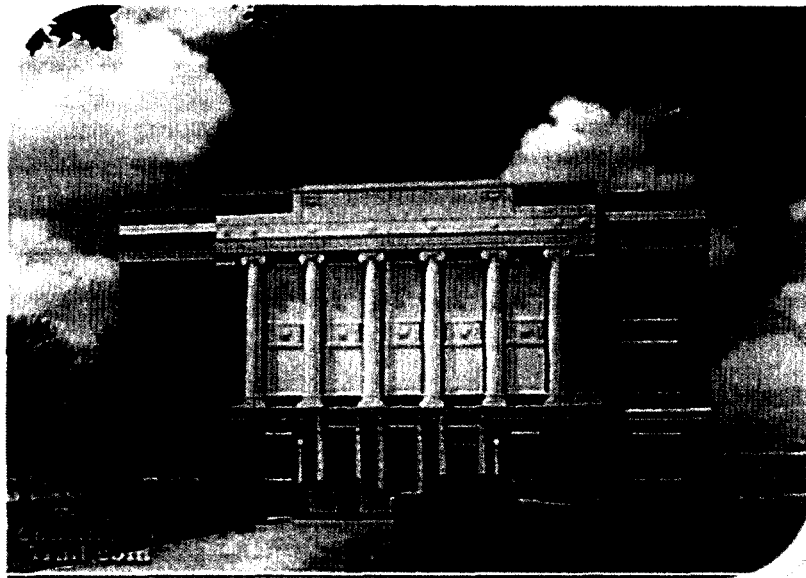
Cities	Counties	School Districts	Hospitals
Bellville	Waller	Brazos	Memorial Medical Center – Port Lavaca
Sealy	Wharton	East Bernard	Jackson County Hospital – Edna
Wallis	Jasper	Needville	
Needville	Colorado	Sealy	
El Campo	Fayette	Fayetteville	
Columbus	Lavaca	Jasper	
Schulenburg	Jackson	Hempstead	
Shiner	Fort Bend	Hitchcock	
Weimar	Llano	Brookshire Royal	
Eagle Lake	Gillespie	Silsbee	
Jasper	Kerr	Waller	
Fredericksburg	Calhoun	Rice Consolidated	
Kerrville	Matagorda	Montgomery	
Junction	Brazoria	Kirbyville	
Bandera	Bastrop (in process)	Industrial	
Edna	Grimes (in process)	Weimar	
Gonzales	Montgomery (in process)	Schulenburg	
Port Lavaca	Lee	Columbus	
Kirbyville	Burleson	Jefferson	
Yoakum	San Jacinto (in process)	Llano	
Bay City	Brazos (in process)	Harlingen CISD	
Woodville	Robertson (in process)	San Angelo	
Lake Jackson (in process)	Falls (in process)	Kerrville	
Clute (in process)		Hunt	
West Columbia (in process)		Ingram	
Bastrop (in process)		Medina	
Angleton (in process)		CCISD - TBD	
Sweeny		Bastrop	
Smithville (in process)		Bellville	
Magnolia (in process)		Navasota	
Caldwell		Leggett	
Marlin (in process)		Brazosport	
		Ganado	
		Shiner	
		Lamar Consolidated	
		Van Vleck	
		El Campo	
		Bryan (in process)	
		College Station	
		Montgomery	
		Marlin	



# TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

A LIFE QUOTE FOR

## TYLER COUNTY



**NOVEMBER 1, 2018**

Lorie Floyd

Employee Benefits Consultant | [www.county.org](http://www.county.org)

---

# Tyler County

A LIFE QUOTE



## TABLE OF CONTENTS

- TAC's Mission
  
- Cover Letter
  
- Financial Proposal
  
- TAC HEBP Partners
  
- Services, Policies and Procedures



The mission of the Texas Association of Counties is to unite counties to achieve better solutions.



August 10, 2018



Honorable Jacques Blanchette  
Tyler County Judge  
100 West Bluff Street, Room 102  
Woodville, TX 75979

Dear Judge Blanchette,

The Texas Association of Counties Health and Employee Benefits Pool (TAC HEBP) is pleased to provide a quote for Basic Life and AD&D and Voluntary Life and AD&D coverages for Tyler County's November 1, 2018 effective date.

TAC HEBP partners with VOYA Financial to provide Life and AD&D benefits. The proposed rate for Basic Life is \$0.27 per \$1,000 of base pay, which is lower than your current rate of \$0.30. We estimate a savings to Tyler County of about 8% for Basic life and AD&D, including Retirees. Our life plans include Travel Assistance and Funeral Planning and Concierge Services at no additional cost.

We appreciate our relationship with Tyler County over the past several years as the provider of your employee health benefits. Rest assured that the same value and service will be provided to your employees and their families, should you elect to offer your life benefits through TAC HEBP. We believe there is no better partner for Tyler County than TAC HEBP: the organization that is focused entirely on county needs. We are committed to providing the highest quality benefits at the best long term cost. Please feel free to contact me at (512) 765-2128 or by email at [lorief@county.org](mailto:lorief@county.org) for any additional information.

Sincerely,

Lorie Floyd  
Employee Benefits Consultant  
Texas Association of Counties Health and Employee Benefits Pool



TEXAS ASSOCIATION *of* COUNTIES  
HEALTH AND EMPLOYEE BENEFITS POOL

A Life Quote Prepared by Voya Employee Benefits

- Basic Life and AD&D Insurance
- Voluntary Life and AD&D Insurance

A Proposal for:

# Tyler County



Presented To

Tyler County

August 10, 2018

## A Proposal For Tyler County

# Life Insurance Benefits and Cost Representation

### Outline of Benefits

At Voya Employee Benefits, we've been offering group life insurance products for more than 80 years. Our broad life insurance product offerings are designed to meet the diverse needs of today's employees. All of our products can be enhanced with value-added services and technology, including a variety of enrollment options, reporting, and special transition services to aid the bereaved.

Benefit provisions and availability may vary by state.

*Insurance provided by ReliaStar Life Insurance Company. Policy form number LP00GP.*

This is a summary of certain benefit and rating features associated with this proposal. More detailed information about our products and benefits is available upon request.

#### **Basic Life Insurance**

Classification	Benefit Amount
Retirees	A flat amount of \$10,000.
No Reductions.	

#### **Basic Life and AD&D Insurance**

Classification	Benefit Amount
Actives	2 times basic annual earnings rounded to the next higher \$1,000 to a maximum of \$250,000.
Benefit amount reduces to 65% at age 65 and to 50% at age 70. Coverage terminates at retirement unless retiree coverage is provided.	

#### **Supplemental Life and AD&D Insurance**

Classification	Benefit Amount
Actives	\$10,000 to a maximum of \$500,000 in \$10,000 increments.
Benefit amount reduces to 65% at age 65 and to 50% at age 70. Coverage terminates at retirement unless retiree coverage is provided.	
If Supplemental Life Insurance is elected, an equal amount of Supplemental AD&D Insurance is automatically included.	

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# A Proposal For Tyler County

## Life Insurance Benefits and Cost Representation

### *Supplemental Spouse Life and AD&D Insurance*

Classification	Benefit Amount
Spouse	\$5,000 to a maximum of \$100,000 in \$5,000 increments, not to exceed 50% of the employee's Supplemental Life insurance amount.
Benefit amount reduces to 65% at age 65. Coverage terminates at the earliest of: retirement (unless retiree coverage is provided), age 70, or when the spouse is no longer a dependent as defined by the policy.	

### *Supplemental Dependent Life and AD&D Insurance*

Classification	Benefit Amount
Children	Live birth to age 26: \$1,000, \$2,000, \$4,000, \$5,000, or \$10,000
No Reductions. Coverage terminates at retirement unless retiree coverage is provided. Dependent child coverage terminates when the child is no longer a dependent as defined by the policy.	

### *Eligibility*

Classification	Eligibility Waiting Period	Eligibility Definition
Actives	The first of the month following 30 days.	30 Hours / Week
Retirees	N/A	N/A

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# A Proposal For Texas Association of Counties (TAC) Life Insurance Benefits and Cost Representation

## Estimated Monthly Cost

### *Basic Life and AD&D Insurance and Added Services*

Coverage	Cost/\$1,000	Volume	Monthly Cost
Basic Life Active EEs	\$0.27*	\$8,204,400	\$2,215.19
Basic Life Retiree EEs	\$3.25	\$170,000	\$552.50
AD&D	\$0.035	\$8,204,400	\$287.15
<b>Total Estimated Monthly Cost</b>			<b>\$3,054.84</b>

\* Cost includes Basic Life, Voya Travel Assistance and Funeral Planning and Concierge Services.

### *Supplemental Life Insurance - Employee Rates*

Age	Rate/\$1,000
<25	\$0.086
25-29	\$0.086
30-34	\$0.086
35-39	\$0.102
40-44	\$0.153
45-49	\$0.219
50-54	\$0.373
55-59	\$0.611
60-64	\$0.831
65-69	\$1.479
70+	\$3.266

VOYA

# A Proposal For Tyler County

## Life Insurance Benefits and Cost Representation

### *Supplemental Life Insurance - Spouse Rates*

Age	Rate/\$1,000
<25	\$0.081
25-29	\$0.081
30-34	\$0.081
35-39	\$0.091
40-44	\$0.139
45-49	\$0.198
50-54	\$0.345
55-59	\$0.584
60-64	\$0.909
65-69	\$1.618
70+	N/A

### *Supplemental AD&D Insurance*

Coverage	Rate/\$1,000
Employee	\$0.035
Spouse	\$0.035
Child(ren)	\$0.035

### *Supplemental Dependent Life Insurance*

Option	Rate/\$1,000
1	\$0.20

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# A Proposal For Tyler County

## Life Insurance Benefits and Cost Representation

### ASSUMPTIONS

#### *Assumptions - Life*

Effective Date.....	<i>November 1, 2018</i>
Proposal Expiration Date.....	<i>October 31, 2018</i>
Situs State.....	<i>Texas</i>
Eligible Employees	
Basic Eligible Employees.....	<i>126</i>
Supplemental Eligible Employees.....	<i>126</i>
Retired Eligible Employees	
Retired Basic Eligible Employees.....	<i>17</i>
Accelerated Benefit**.....	<i>Included for all employee Basic and Supplemental Life</i>
Maximum Life Expectancy.....	<i>12 months</i>
Minimum Life Coverage.....	<i>\$10,000</i>
Maximum Life Coverage.....	<i>\$500,000</i>
% of Face Amount.....	<i>75%</i>
Actively-at-Work Provision.....	<i>Required to become insured. If not actively at work on the day insurance would otherwise start, the employee will be eligible for insurance on the date he or she returns to active work.</i>
Funding.....	<i>Pooled</i>
Rate Guarantee.....	<i>Until next TAC renewal for Basic Life and AD&amp;D</i> <i>Until next TAC renewal for Supplemental Life and AD&amp;D</i>
Administration	
Basic Administration.....	<i>Employer</i>
Supplemental Administration.....	<i>Employer</i>
Employer Contribution.....	<i>100% for Basic Life and AD&amp;D</i>
Employee Participation.....	<i>100% for Basic Life and AD&amp;D</i> <i>33% for Supplemental Life and AD&amp;D</i>
Minimum Participation Required.....	<i>20% covered employees required to establish a Supplemental Life Plan. See Issue Limit requirements for further participation requirements.</i>
Suicide Exclusion.....	<i>2 years on Supplemental Life and on contributory Dependent Life</i>

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## A Proposal For Tyler County

### Life Insurance Benefits and Cost Representation

Waiver of Premium.....	<i>Included for employee coverage</i>
Waiver Waiting Period.....	<i>6 months</i>
Waiver Age at Disability.....	<i>Must be totally disabled prior to age 60 to qualify</i>
Waiver Termination.....	<i>Earlier of insured's age 65, the date of recovery, or date insured's coverage would otherwise terminate under the policy.</i>
Voya Travel Assistance.....	<i>Included</i>
Funeral Planning and Concierge Services..	<i>Included: Level 1 Employee, Spouse &amp; Child(ren)</i>
AD&D.....	<i>24-hour coverage</i>
AD&D Loss through Paralysis.....	<i>Included</i>
AD&D Safe Driver.....	<i>Included</i>
AD&D Coma.....	<i>Included</i>
AD&D Education.....	<i>Included</i>
AD&D Transportation.....	<i>Included</i>
AD&D Child Care.....	<i>Included</i>
AD&D Occupational Assault.....	<i>Included (employee only)</i>
AD&D Exposure/Disappearance.....	<i>Included</i>

**\*\*Accelerated Benefit exclusions apply.**

*Note: Non-insurance services included in this proposal: Voya Travel Assistance services are provided by Europ Assistance USA, Bethesda, MD. Funeral Planning and Concierge services are provided by Everest Funeral Package, LLC, Houston, TX.*

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## A Proposal For Tyler County

# Life Insurance Benefits and Cost Representation

### *Disclosure for Texas Plans and Texas Residents*

*The accelerated benefit under the group policy is intended to qualify for favorable tax treatment under the Internal Revenue Code of 1986. If the accelerated benefit qualifies for such favorable tax treatment, the benefits will be excludable from the insured's income and not subject to federal taxation. Tax laws relating to accelerated benefits are complex. The insured is advised to consult with a qualified tax advisor about circumstances under which he/she could receive accelerated benefits excludable from income under federal law.*

*Receipt of accelerated benefits may affect the insured's, the insured's spouse's, or the insured's family's eligibility for public assistance programs such as medical assistance (Medicaid), Aid to Families with Dependent Children (AFDC), supplementary social security income (SSI), and drug-assistance programs. The insured is advised to consult with a qualified tax adviser and with social service agencies concerning how receipt of such a payment will affect the insured's, the insured's spouse's, or the insured's family's eligibility for public assistance.*

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# A Proposal For Tyler County

## Life Insurance Benefits and Cost Representation

### *Additional Assumptions*

- Rates may be adjusted with enrollment shifts of 15% or more.
- Any changes may require an adjustment to the Life and AD&D rates.
- All claims are paid in U.S. dollars.
- Individuals who are U.S. Citizens and are assigned outside of the U.S., or Foreign Nationals, will not be covered by this policy.
- For any grandfathered coverage, a listing of current participants including name, DOB, and amount of insurance must be provided and approved.
- This proposal assumes our standard contract language.
- Spouse coverage includes domestic partners as defined.
- This proposal assumes pricing of basic and supplemental coverage together. Underwriting approval would be required for a quote of either coverage separately.
- Retirees are not eligible for Voya Travel Assistance.
- Retirees are not eligible for Funeral Planning and Concierge Services.
- Implementation fees may be paid for reasonable costs directly associated with the initial implementation of our products. All fees must be requested and approved during the proposal process. In order to issue payment, a detailed invoice, Statement of Work, or other applicable Agreement (as directed by us) must be provided to us showing the costs incurred that are associated with the implementation and/or ongoing administration of our product(s). We will only remit payment directly to the selected vendor providing services, and will not provide payment to an employer. We do not pay fees on behalf of the employer that the employer would have otherwise incurred unrelated to our products, nor will we issue credits against premiums for implementation fees.
- Rates are based on pricing that assumes County of Tyler continues as a member of Texas Association of Counties.

# A Proposal For Tyler County

## Life Insurance Benefits and Cost Representation

### *AD&D Exclusions (may vary by state)*

No benefit is paid for loss directly or indirectly caused by any of the following:

- Suicide or intentionally self-inflicted injury while sane or insane.
- Physical or mental illness.
- Bacterial infection or bacterial poisoning with the exception of infection from a cut or wound caused by an accident.
- Riding in or descending from an aircraft as a pilot or crew member.
- Any armed conflict, whether declared as war or not, involving any country or government.
- Injury sustained while in the military service for any country or government.
- Injury which occurs when the insured commits or attempts to commit a felony.
- Use of any drug, narcotic or hallucinogenic agent, 1) unless prescribed by a doctor, 2) which is illegal, or 3) not taken as directed by a doctor or the manufacturer.
- The insured's intoxication. Intoxication means the insured's blood alcohol content meets or exceeds the legal presumption of intoxication under the laws of the state where the accident occurred.

## A Proposal For Tyler County

# Life Insurance Benefits and Cost Representation

### Evidence of Insurability

Evidence of Insurability is required for any elected increase or any coverage amount above the limits described below:

<b>Basic Life Insurance</b>	<b>Evidence Required</b>
Coverage on the policy effective date continued from the policyholder's prior plan	Any amount exceeding the lesser of the most recent coverage from the policyholder's prior plan or the plan maximum
Initial eligibility on or after the policy effective date	Evidence is not required for any amount less than or equal to the plan maximum
Increases due to salary, job or class changes	Evidence is not required for any increase in which the total Basic Life Insurance amount is less than or equal to the plan maximum

<b>Supplemental Life Insurance</b>	<b>Evidence Required</b>
Coverage on the policy effective date continued from the policyholder's prior plan	Any amount exceeding the lesser of the most recent coverage from the policyholder's prior plan or the plan maximum
Initial eligibility for supplemental coverage on or after the policy effective date	Any amount exceeding \$100,000.
Enrollment for supplemental coverage on the policy effective date, for employees who had supplemental coverage under the policyholder's prior plan	All increased amounts
Enrollment for supplemental coverage on the policy effective date, for employees who had no supplemental coverage under the policyholder's prior plan	All amounts
Enrollment at a scheduled annual enrollment period for an increase to existing supplemental coverage...	Any amount of total Supplemental Life Insurance exceeding \$10,000 or 1 plan increment, whichever is less.

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A Proposal For Taylor County

## Life Insurance Benefits and Cost Representation

<b>Supplemental Spouse Life Insurance</b>	<b>Evidence Required</b>
Coverage on the policy effective date continued from the policyholder's prior plan	Any amount exceeding the lesser of the most recent coverage from the policyholder's prior plan or the plan maximum
Initial eligibility for supplemental spouse coverage on or after the policy effective date	Any amount exceeding \$25,000.
Enrollment for supplemental spouse coverage on the policy effective date, for employees who had supplemental spouse coverage under the policyholder's prior plan	All increased amounts
Enrollment for supplemental spouse coverage on the policy effective date, for employees who had no supplemental spouse coverage under the policyholder's prior plan	All amounts
Enrollment at a scheduled annual enrollment period for an increase to existing supplemental spouse coverage	Any amount of total Supplemental Spouse Life Insurance exceeding \$5,000 or 1 plan increment, whichever is less.

<b>Supplemental Children's Life Insurance</b>	<b>Evidence Required</b>
Coverage on the policy effective date continued from the policyholder's prior plan	Any amount exceeding the lesser of the most recent coverage from the policyholder's prior plan or the plan maximum
Initial eligibility for supplemental children's coverage on or after the policy effective date	Evidence is not required for any amount less than or equal to the plan maximum
Enrollment at a scheduled annual enrollment period for initial supplemental children's coverage, or an increase to existing supplemental children's coverage	Evidence is not required for any increase in which the total Supplemental Children's Life Insurance amount is less than or equal to the plan maximum
* If employee participation in the supplemental plan falls below or does not achieve 33%, Evidence of Insurability may be required for all future supplemental, spouse, or child coverage issued.	

VOYA

# Funeral Planning & Concierge Services

## About Voya Employee Benefits

Voya Employee Benefits offers a broad array of traditional group insurance products, voluntary benefits and value-added services to meet the financial needs of employers and their employees.

## About Funeral Planning & Concierge Services

Voya Employee Benefits works with Everest Funeral Package, LLC\* to offer employer groups funeral planning and concierge services. This is a unique opportunity for employees to discuss and obtain information from independent experts regarding the planning of a funeral.

With this service, employees have the ability to contact professionals who will aid them with funeral planning for themselves and eligible family members. Everest, an independent consumer advocate, helps consumers prepare for and deal with all aspects of a funeral.

The funeral planning and concierge service is available in conjunction with our Group Life Insurance contracts. Employers can elect to offer one of the plan levels available for all eligible employees.

## Key Program Features

Employees will receive the following benefits:

- Advisor Planning Assistance from highly trained advisors, 24 hours a day, 7 days a week
  - Assistance to discuss funeral planning issues
  - Help creating a personal funeral plan
- PriceFinder Research Reports
  - Detailed, local funeral home price comparisons
  - Available on demand via Everest's website
- Online Funeral Planning Tools
- Family Assistance and Plan Implementation
- Negotiation Assistance

## Plan Levels

Employers can choose one of the following:

**Level 1:** Employee, Spouse and Children

**Level 2:** Employee, Spouse, Children and Parents of the Employee and Spouse

*\*Funeral Planning and Concierge Services provided by Everest Funeral Package, LLC, Houston TX 77056*

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# Travel Assistance Services

## About Voya Employee Benefits

Voya Employee Benefits offers a broad array of traditional group insurance products, voluntary benefits and value-added services to meet the financial needs of employers and their employees.

*Insurance products and services are provided by ReliaStar Life Insurance Company. Plan provisions and availability may vary by state.*

## About Voya Travel Assistance

Travel assistance services have become increasingly important for employers looking to provide employees and their dependents a sense of security when traveling away from home or the office.

For this reason, Voya Employee Benefits is pleased to announce its collaboration with Europ Assistance USA, to provide the Voya Travel Assistance Program.

*Services offered under the Voya Travel Assistance Services are provided by Europ Assistance USA, 1825 K Street N.W., Suite 1000 Washington, D.C. 20006. Europ Assistance USA is not affiliated with Voya Employee Benefits or ReliaStar Life Insurance Company. The Voya family of companies shall not be held liable or responsible for any acts or omissions by Europ Assistance USA in connection with or arising under this travel assistance plan.*

## Services

When traveling more than 100 miles from home, whether domestic or international travel, Voya Travel Assistance provides employees and their dependents four types of services: Emergency Transportation Services, Medical Assistance Services, Emergency Personal Services, and Pre-trip Information. These services are described in further detail below.

Covered employees and their dependents will have toll-free access to the Voya Travel Assistance customer service center 24 hours a day from anywhere in the world.

### *Emergency Transportation Services*

This service offers the following features:

- **Emergency Evacuation/Medically Necessary Repatriation**

In the event of a medical emergency where it is determined medically necessary for an insured person to be transported under medical supervision to the nearest hospital or treatment facility or to be returned to his/her place of residence for treatment, Voya Travel Assistance will arrange and pay for the transport under proper medical supervision. All decisions as to the medical need for evacuation and/or return home, the means and/or timing of any evacuation, the medical equipment and escort to be used, and the final destination are decisions which will be made by physicians designated by Voya Travel Assistance in consultation with a local attending physician based on medical factors.

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- **Visit by a Family Member or Friend**

If an insured person is traveling alone and is likely to be hospitalized for seven (7) consecutive days, or is in critical condition, Voya Travel Assistance will arrange and pay for economy class round trip transportation for one (1) member of the insured's immediate family or one (1) friend designated by the covered person from his or her home to the place where he or she is hospitalized.

- **Traveling Companion Transportation**

If a travel companion loses previously made travel arrangements due to a covered person's medical emergency, Voya Travel Assistance will arrange and pay for the traveling companion's return home by the most direct and economical route.

- **Return of Dependent Children**

If a covered person is traveling alone and is likely to be hospitalized for seven (7) consecutive days, or is in critical condition and dependent children traveling with the covered person are left unattended because the covered person is in the hospital, Voya Travel Assistance will arrange and pay for their economy class transportation home with a qualified escort if necessary.

- **Return of Mortal Remains**

In case of death while traveling, Voya Travel Assistance will arrange and pay for the proper return of remains to the deceased's place of residence for burial, including all necessary government authorizations and transportation.

#### *Medical Assistance Services*

If medical care is required while abroad, Voya Travel Assistance can assist in the following ways:

- **Medical Referrals**

Voya Travel Assistance will assist covered persons in finding physicians, dentists, and medical facilities.

- **Medical Monitoring**

During the course of a medical emergency, professional case managers, including physicians and nurses, will make sure the appropriate level of care is maintained or determine if further intervention, medical transportation, or possibly repatriation (return to U.S.) is needed.

- **Emergency Medical Payments**

When it is necessary for a covered person to obtain needed medical services, Voya Travel Assistance, upon request, will advance up to \$10,000 to cover on-site medical expenses. The advance of funds will be made to the medical provider after Voya Travel Assistance has secured funds from the covered person or the covered person's family.

- **Replacement of Medication and Eyeglasses**

Voya Travel Assistance will arrange to fill a prescription that has been lost, stolen, or requires a refill, subject to local law, whenever possible. Voya Travel Assistance will also arrange for shipment of replacement eyeglasses. Costs for shipping of medication or eyeglasses, or a prescription refill, etc. are the covered person's responsibility.

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### *Emergency Personal Services*

To prepare for unexpected situations of a non-medical nature, Voya Travel Assistance offers these services:

- **Urgent Messages**

Voya Travel Assistance can send urgent messages and keep messages for you in its offices for up to 15 days.

- **Emergency Travel Arrangements**

If appropriate, Voya Travel Assistance will make new travel arrangements or change airline, hotel, and car rental reservations.

- **Emergency Cash**

Voya Travel Assistance will advance up to \$500 after satisfactory guarantee of reimbursement from a covered person. Any fees associated with the transfer or the delivery of funds are the covered person's responsibility.

- **Location Lost/Stolen Luggage/Personal Possessions**

Voya Travel Assistance will assist in locating and replacing lost or stolen luggage, documents, and personal possessions.

- **Legal Assistance/Bail**

Voya Travel Assistance will locate an attorney and advance bail funds, where permitted by law, with satisfactory guarantee of reimbursement (the covered person must pay attorney fees).

- **Interpretation/Translation**

Voya Travel Assistance will assist with the telephone interpretation in all major languages or will refer a covered person to an interpretation or translation service for written documents.

### *Pre-Trip Information*

Voya Travel Assistance offers a wide range of informational services before a covered person leaves home, including:

- **Visa, Passport, Inoculation and Immunization Requirements**
- **Cultural Information**
- **Temperature and Weather Conditions**
- **Embassy and Consular Referrals**
- **Foreign Exchange Rates**
- **Travel Advisories**
- **International "Hot Spots"**

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## Plan Administration

In the event of an Emergency Medical situation involving an employee or their dependent, Voya Travel Assistance will need to contact the Group Policyholder to verify coverage. Voya Travel Assistance will contact in this order:

- The Billing Contact as identified by Voya Employee Benefits
- The Case Contact as identified by Voya Employee Benefits

It is the responsibility of the Group Policyholder to notify both Voya Employee Benefits and Voya Travel Assistance if you change your contact person.

The Contact will be required to provide verification that (a) the Group Policyholder has current coverage with ReliaStar Life Insurance Company, and (b) the employee is individually covered under the Group Policy.

## Payment for Services

After coverage has been verified, Voya Travel Assistance will arrange and pay for the following within the guidelines previously described:

- Emergency Evacuation/Medically Necessary Repatriation
- Visit by a Family Member or Friend
- Traveling Companion Transportation
- Return of Dependent Children
- Return of Mortal Remains

These services are only eligible for payment by Voya Travel Assistance if Voya Travel Assistance is contacted at the time of service and arranged for the service.

## Terminations

Europ Assistance USA will provide Travel Assistance services under the Voya Travel Assistance Program until the Group Policyholder's expiration or cancellation date, whichever comes first, or if Voya Employee Benefits terminates its Travel Assistance Program with Europ Assistance USA.

## Exclusions and Limitations

- A. Voya Travel Assistance shall not evacuate or repatriate an eligible member or dependent if the individual has a) infections that are under treatment that have not yet healed or b) if the individual is pregnant and is either in or passed her sixth month of pregnancy or c) if the Voya Travel Assistance designated physician determines that such transport is not medically advisable or necessary.
- B. Voya Travel Assistance shall not provide benefits and/or services enumerated if the coverage is sought as a result of:
  - Suicide or attempted suicide;
  - Intentionally self-inflicted injuries;
  - War, invasion, acts of foreign enemies, hostilities between nations (whether declared or not), civil war;

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- Participation in any military maneuver or training exercise;
- Being under the influence of alcohol;
- Being under the influence of drugs or intoxicants unless prescribed by a physician;
- Commission or the attempt to commit a criminal act;
- Participation as a professional athlete in sports;
- Participation in bodily contact sports, skydiving, hang-gliding, parachuting, mountaineering, any race, bungee cord jumping, or speed contest;
- Spelunking or caving, heliskiing, extreme skiing;
- Pregnancy or childbirth (except for complications of pregnancy);
- Curtailments or delayed return for other than medical reasons;
- Traveling for the purpose of securing medical treatment;
- Injury or illness which can be treated locally and does not prevent the continuing of the trip;
- Travel undertaken against the advice of a physician;
- Service not shown as covered.

C. The services described above currently are available in every country except Afghanistan, Somalia, Eritrea, Yemen and Eastern Timor. Voya Travel Assistance reserves the right to update the list of countries in which its services are not available. It is the responsibility of the eligible employee to inquire whether a country is "open" for assistance prior to his or her departure and during his or her stay.

Voya Travel Assistance also reserves the right to suspend, curtail or limit its services in any area in the event of rebellion, riot, military uprising, war, terrorism, labor disturbance, strikes, nuclear accidents, acts of God or refusal of authorities to permit Voya Travel Assistance to fully provide services.

If a covered employee requests transport related to a condition for which a transport has not been deemed medically necessary by a physician designated by Voya Travel Assistance in consultation with a local attending physician or to any condition excluded hereunder, and the employer agrees to be financially responsible for all expenses related to that transport, Voya Travel Assistance will arrange but not pay for such transport to a medical facility or to the covered person's residence and will make such arrangements using the same degree of care and completeness as if Voya Travel Assistance was providing service under this agreement.

Voya Travel Assistance shall not be responsible for any claim, damage, loss, costs, liability or expense which arises in whole or in part as a result of Voya Travel Assistance's inability to contact the Group Policyholder's authorized Contact for any reason beyond Voya Travel Assistance's control or as a result of the failure and/or refusal of the Group Policyholder to authorize services proposed by Voya Travel Assistance.

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## PLAN ASSUMPTIONS

### Assumptions

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- Rates based upon current benefits and enrollment. A substantial change in enrollment (10 percent over 30 days or 30 percent over 90 days) may result in a change in rates.
  
- Rates are based on a minimum employer contribution of 100 percent of the employee only rate for Basic Life/AD&D, or current funding level.
  
- Enrollment dates and schedule to be determined jointly by group and TAC HEBP.
  
- Enrollments scheduled less than 30 days prior to the effective date may result in a delay in implementation of benefits.
  
- Rates quoted are for the benefits submitted in this proposal. Modifications may be considered during the negotiation phase with TAC HEBP and according to the Local Government Code. Adjustments after final approval and/or effective date will require TAC HEBP approval and may involve system programming charges from our vendors.



Texas Association *of* Counties  
HEALTH AND EMPLOYEE BENEFITS POOL

TAC HEBP Partners

## VOYA EMPLOYEE BENEFITS

TAC HEBP partners with VOYA Employee Benefits who provide employer groups with life insurance products that enhance the value of benefits for members and employers alike. Our portfolio of products, along with our commitment to providing superior service, open the way for employers to choose a program that fits the needs of their employees.

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**GROUP TERM LIFE INSURANCE, ACCIDENTAL DEATH & DISMEMBERMENT (AD&D), SHORT- AND LONG-TERM DISABILITY, VOLUNTARY TERM LIFE, VOLUNTARY SHORT- AND LONG-TERM DISABILITY.**

## OUR FINANCIAL RATINGS

We're proud of our size, strength and financial stability. You can be confident that the company you entrust to design, implement and administer your employee benefit plan meets strict financial standards.

VOYA Employee Benefits products and services are provided by ReliaStar Insurance Company. ReliaStar Life Insurance Company has more than 90 years of experience in the design, implementation and administration of employee benefit plans. ReliaStar Life Insurance Company is licensed in all states except New York.

ReliaStar Life Insurance Company is rated by all four major independent insurance industry rating organizations.

## ABOUT VOYA FINANCIAL

VOYA Financial, Inc. (NYSE: VOYA), which rebranded from ING U.S., is a premier retirement, investment and insurance company serving the financial needs of approximately 13 million individual and institutional customers in the United States. The company's vision is to be America's Retirement Company™ and its guiding principle is centered on solving the most daunting financial challenge facing Americans today – retirement readiness.



# About Voya Employee Benefits



# Voya Employee Benefits

*Offering Choice and Depth for the Benefit of our Customers*

At Voya Employee Benefits, we offer a broad array of products and services to meet the varied financial needs of mid-sized to large employers and their employees.

## Our Diverse Product Line

Whether you want to offer traditional group benefits, voluntary products, or retirement planning services, we strive to give employees choices and assure you ease and administrative efficiency. Our approach is to package our products with one another to create an integrated benefit program.

*Insurance products and services are provided by ReliaStar Life Insurance Company, ReliaStar Life Insurance Company of New York or other affiliated or non-affiliated companies. Product availability varies by state. Each insurer is solely responsible for the financial obligations under the policies or contracts it issues.*

### Life and AD&D Insurance Products & Services

Group Annual Term Life Insurance  
Portable Term Life Insurance  
Dependent Life Insurance  
Whole Life Insurance  
Personal Accident Insurance  
Beneficiary Support Services

### Disability Income Insurance Products & Services

Core Basic Disability Income Insurance  
Supplemental Disability Income Insurance  
Group Voluntary Long-Term Disability Income Insurance  
Voluntary Disability Income Insurance  
Group Voluntary Short-Term Disability Income Insurance  
Case Management  
FMLA Administration (1)

### Stop Loss Insurance

Individual Stop Loss Insurance  
Aggregate Stop Loss Insurance

### Retirement Planning

Retirement programs (2) for the corporate, health, education, and government markets

### Other Products & Services

Travel Assistance Services (3)  
Insurance products for association members  
Employee Assistance Program (4)  
International Benefits Capabilities (5)  
Online services, including billing, reports and documents

### Other Voluntary Health Insurance Products

Accident Insurance  
Critical Illness Insurance

*(1) FMLA Administration is available in conjunction with short-term salary continuation plans. FMLA Administration is provided by ComPsych® Corporation, Chicago, IL.*

*(2) For retirement programs, insurance products and annuities are issued by Voya Retirement Insurance and Annuity Company or other affiliated companies; securities are distributed by Voya Financial Partners, LLC (Member SIPC) or third parties with which it has a selling agreement.*

*(3) Voya Travel Assistance services are provided by Europ Assistance USA, Bethesda, MD.*

*(4) Employee Assistance Program (EAP) provided by ComPsych® Corporation, Chicago, IL.*

*(5) Benefits for U.S. employers who have employees abroad are provided by non-affiliated insurance companies. We are not the agents of nor do we distribute the products of those other companies.*

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## Our Financial Ratings

We're proud of our size, strength and financial stability. You can be confident that the company you entrust to design, implement and administer your employee benefit plans meets strict financial standards.

### *About the insurer:*

Voya Employee Benefits products and services are provided by ReliaStar Life Insurance Company. ReliaStar Life Insurance Company has more than 90 years of experience in the design, implementation and administration of employee benefit plans. ReliaStar Life Insurance Company is licensed in all states except New York.

ReliaStar Life Insurance Company is rated by all four of the major independent insurance industry rating organizations. Here is a summary of its current ratings:

<b>Organization</b>	<b>Rating</b>	<b>Rating Description</b>
A.M. Best	A	<b>Excellent</b> Third highest of 15 ratings. A.M. Best Company assigns ratings from A++ to F based on a company's financial strength and ability to meet obligations to contract holders.
Moody's	A2	<b>Good</b> Sixth highest of 21 ratings. Moody's Investor Service (Moody's) assigns ratings from Aaa to C based on a company's financial security.
Fitch	A	<b>Strong</b> Sixth highest of 19 ratings. Fitch assigns ratings from AAA to C based on a company's financial strength.
Standard & Poor's	A	<b>Strong</b> Sixth highest of 20 ratings. Standard & Poor's assigns ratings from AAA to CC based on a company's financial security.

*These ratings are determined at least annually after the rating agency meets with company management and reviews extensive financial information. The rating agencies evaluate the strengths and strategies of company management, the operating results of the business units, investment performance, and capitalization. Industry ratings are not a warranty of an insurer's current or future ability to meet its contractual obligations.*

## ABOUT VOYA FINANCIAL

Voya Financial, Inc. (NYSE: VOYA) is a premier retirement, investment and insurance company serving the financial needs of approximately 13 million individual and institutional customers in the United States. The company's vision is to be America's Retirement Company™ and its guiding principle is centered on solving the most daunting financial challenge facing Americans today — retirement readiness. Working directly with clients and through a broad group of financial intermediaries, independent producers, affiliated advisors and dedicated sales specialists, Voya provides a comprehensive portfolio of asset accumulation, asset protection and asset distribution products and services. With a dedicated workforce of approximately 7,000 employees, Voya is grounded in a clear mission to make a secure financial future possible — one person, one family, one institution at a time. For more information, visit [voya.com](http://voya.com). Follow Voya Financial on Facebook and Twitter @VoyaFinancial.

VOYA



Texas Association *of* Counties  
Health and Employee Benefits Pool

Services, Policies and Procedures

## SERVICES, POLICIES AND PROCEDURES

### OASYS (ON-LINE ADMINISTRATIVE SYSTEM)

Harris CAD has been using our online administrative system, OASys, to manage your health benefit enrollment. You will be able to use this same system to administer life benefits for your employees.

### PROCEDURES

---

#### NEW ENROLLEES

- Enrollees who become effective the *1ST THROUGH THE 15TH OF THE MONTH* will be invoiced for contributions for the full month.
- Enrollees who become effective the *16TH THROUGH THE END OF THE MONTH* will not be invoiced for contributions for the partial month.

### TERMINATION PROCEDURE

Employers are liable for all contributions through the end of the month in which the termination is reported. This policy will apply to both employee and dependent terminations.

- Life billing will be included on your pre-invoice, which is provided each month to ensure that eligibility is accurate and will help minimize unnecessary expenses.
- The final invoice is then generated and payment is due the 1<sup>st</sup> of each month.
- Employees will be liable for the appropriate dependent costs through the month in which he/she notifies the employer and TAC HEBP is notified appropriately. This does not change the enrollment rules for qualifying events (list available upon request).
- Employees are required to report changes such as marriage, divorce, etc. within 31 days.

## ENROLLMENT PROCEDURES

### ENROLLMENT SCHEDULES

The dates and times of enrollment will be determined jointly by TAC HEBP and the group in accordance with the deadlines set forth in the proposal.

Enrollments scheduled less than 30 days prior to the effective date may result in a delay in implementation of benefits.

### ELECTRONIC ENROLLMENT

- Electronic enrollment is an option in conjunction with certain guidelines:
  
- Enrollment data must be formatted to meet TAC HEBP programming parameters;
  
- Data must be received 60 days prior to effective date (less than 60 days must be approved) and;
  
- Group must review enrollment data for accuracy prior to sending to TAC HEBP.

# The State of Texas

**TYLER  
COUNTY**



## EMPLOYEE'S HANDBOOK OF COUNTY POLICY

Updated & Amended August 2018

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 benefits I may be eligible for. I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and 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 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 my supervisor or through official notices or bulletin boards.

I further understand that my employment is at will and subject to termination so that both the county and its employees remain free to choose to end their relationship at any time for any legal or no reason. I understand that this handbook is not a contract of employment.

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 and that the county may require me to take time off at their discretion.

I have read these policies and understand these policies and I agree to abide by and adhere to these policies.

\_\_\_\_\_  
PRINTED NAME OF EMPLOYEE

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE SIGNED

# TYLER COUNTY PERSONNEL POLICY MANUAL

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# **TYLER COUNTY POLICIES AND PROCEDURES**

(An Equal Opportunity Employer)

Welcome to the family of Tyler County Employees. As an employee of Tyler County, you may 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. Be proud to be an employee of the County as well as the county 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. During this period, your job performance will 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 OFFICIALS**

### **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**

Sue Saunders	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, 88 <sup>th</sup> Judicial District
Delinda Gibbs-Walker	Judge, 1-A Judicial District
Lou Cloy	Criminal District Attorney
Chyrl Pounds	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
Martha Dawson	Justice of the Peace, Pct. 2
Donald Powers	Justice of the Peace, Pct. 3
James Moore	Justice of the Peace, Pct. 4
Dale Freeman	Constable, Pct. 1
John Fuller	Constable, Pct. 2
Tony Reynolds	Constable, Pct. 3
Jim Zachary	Constable, Pct. 4

## **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 legal 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 9<sup>th</sup> day of December, 2002, and effective the 10<sup>th</sup> 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 18<sup>TH</sup> day of June 2010, and effective the 21<sup>st</sup> 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 17<sup>TH</sup> day of August 2012, and effective the 1<sup>st</sup> 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

## **REVISED 2013**

Revised by Commissioners' Court of Tyler County on this the 16<sup>TH</sup> day of August 2013, and effective the 1<sup>ST</sup> day of September 2013.

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 2014**

Revised by Commissioners' Court of Tyler County on this the 9<sup>TH</sup> day of June 2014, and effective the 1<sup>ST</sup> day of July 2014.

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 2017**

Revised by Commissioner's Court of Tyler County on this the 11<sup>th</sup> day of December 2017, and effective the 1<sup>st</sup> day of January 2018.

## **REVISED 2018**

Revised by Commissioner's Court of Tyler County on this the 28<sup>th</sup> day of August, 2018 and effective the 1<sup>st</sup> day of September 2018.

## **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 9<sup>th</sup>, 2002

Revised: December 9<sup>th</sup>, 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  
Revised: August 16, 2013  
Revised: June 9, 2014  
Revised: December 11, 2017  
Revised: August 28, 2018

# INTRODUCTION 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.

## **6. 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 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 supervisor with copies of new or changed policies and information when policies are deleted so that the supervisor 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 Auditor.

### **Dissemination**

1. Each supervisor 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 responsibility 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**

##### **Employment At- Will**

All employment with Tyler County shall be considered “at will” employment. No contract of employment shall exist between any individual and Tyler County for any duration, either specified or unspecified. No provision of this employee handbook shall be construed as modifying your “at will” employment status.

Tyler County shall have the right to terminate the employment of any employee for any legal reason, or no reason, at any time either with or without notice.

Tyler County shall also have the right to change any condition, benefit, policy, or privilege of employment at any time, with or without notice. Employees of Tyler County shall have the right to leave their employment with the County at any time, with or without notice.

##### **Equal Employment Opportunity**

Tyler County is an equal opportunity employer.

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

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.

##### **Reasonable Accommodation**

1. Reasonable accommodation shall be made for otherwise qualified individuals to afford them the same opportunities for selection and all conditions and privileges of employment as applicants and employees without disabilities.
2. Determination of reasonable accommodation shall be made through an interactive process of consultation.

## TYLER COUNTY POLICY ON EMPLOYEE STATUS

Each county position has an employee status that identifies how the position is paid and how benefits are granted by Commissioners Court. The status of an employee cannot be changed without the approval of the Commissioners Court.

### **Regular Full-Time**

A full-time employee shall be any employee in a position which has a normal work schedule of (40) Forty hours per week.

Full time employees are eligible for county benefits for which they are qualified. Employees may be non-exempt, hourly employees or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt employees are not eligible for overtime compensation. Tyler County makes exempt status determination based on the Fair Labor Standards Act.

### **Regular Part-time**

A part time employee shall be any employee in a position which has a normal work schedule of less than (30) thirty hours per week. Part time employees may be eligible for certain Tyler County benefits. All regular part time employees must be placed on TCDRS retirement regardless of the number of hours worked per week.

### **Temporary**

A temporary employee shall be any employee who is hired into a position that is expected to last for a specific duration or until a specific project is completed. Temporary employees may have work schedules as assigned by their supervisor. Temporary employees are not entitled to any county benefits.

### **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. If the main source of an employee's income is received by The State of Texas and the employee only receives stipend from Tyler County, the employee is *not* eligible for benefits.
3. Temporary employees and part-time employees shall *not* be eligible for any benefits except those required by law.

## 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)

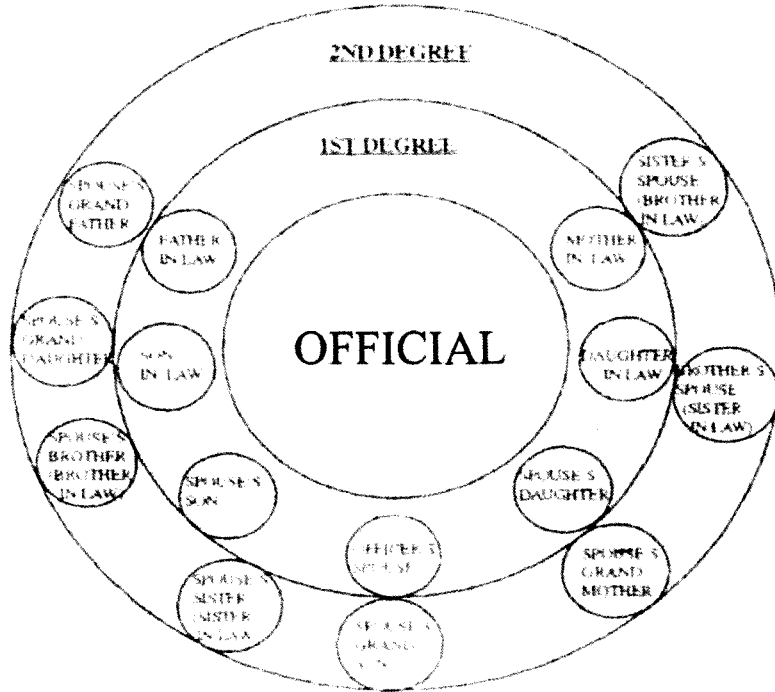
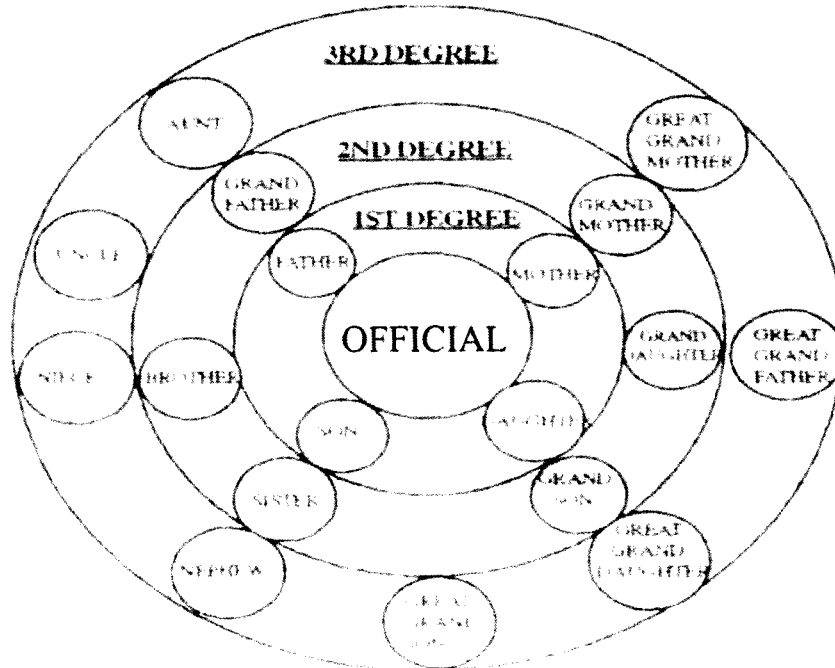


Chart 2: Consanguinity Kinship Chart (Relationship by blood)



**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 supervisor.

**WORKPLACE VIOLENCE**

Tyler County is committed to providing a workplace free of violence. Tyler County will not tolerate or condone violence of any kind in the workplace. The county will also not tolerate or condone any threats of violence, direct or indirect, including inappropriate or off-color jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that might make another employee suspicious or in fear for their safety. Employees are required to report all suspicious conduct or comments to their immediate supervisor. Employees should be aware of their surroundings at all times and report any suspicious behavior from the public, former employees or current employees to their immediate supervisor or the sheriff's department. No employee may possess a firearm or other weapon other than an authorized law enforcement official, with or without permits in all county offices and buildings owned or used by Tyler County, this also includes county owned vehicles. If employees believe that a person is violating this policy, they should immediately report to their immediate supervisor or the sheriff's department. Employees found in violation of this policy may be subject to discipline up to and including immediate termination.

**TYLER COUNTY  
POLICY ON ADA**

**Americans with Disabilities Act Amendments Act (ADAAA)**

It is the policy of Tyler County to prohibit any harassment of, or discriminatory treatment of employees based on a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported to your elected official, appointed official, supervisor or the county attorney. All elected officials, appointed

officials, supervisors and employees with responsibilities requiring knowledge are instructed to treat the employee's disability with confidentiality.

It is Tyler County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the county. In accordance with the Americans with Disabilities Act, as amended (ADAAA), reasonable accommodations may be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment, and all employees. If you require accommodation, please contact your elected official, appointed official, supervisor or the county attorney. Reasonable accommodation shall be determined through an interactive process of consultation.

### **TYLER COUNTY POLICY ON PERSONNEL FILES**

The Tyler County Human Resources Department will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, driver's license, social security card, health insurance, as well as, records concerning performance, discipline and compensation.

It is important that the personnel records of Tyler County be accurate at all times. To avoid issues, compromising your benefit eligibility or having W2's returned, Tyler County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

The Public Information Act allows county employees to keep their home addresses and telephone numbers confidential. You may keep this information private by requesting in writing not to allow this information to be released to the public no later than 14 days after your first day of employment.

### **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 6 months 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 6 months 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 supervisor 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. Nor less than minimum wage, the employee shall receive any benefit by law.

### **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, which is prohibited by law.
2. In cases of appeal based on 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 an Introductory Period, he/she shall be removed from Introductory Status.

### **Promoted Employees**

1. 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.
2. Demoted employees shall be subject to an Introductory Period in their new capacities.
3. 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 may be subject to the applicable provisions of the policy on Introductory Period.

### **Pay Increase**

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

All promotions must be handled in accordance with the budget adopted by Commissioner's Court.

## **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 up to and including termination of employment.

### **Abandonment of Position**

An employee who does not report to work for three (3) consecutive scheduled work days and who fails to notify his or her supervisor, shall be considered to have resigned their 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 and get approval beforehand.

## **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. County employees shall only use tools, equipment and other county property that they are authorized to use.

### **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 dismissal.

### **Personal Use**

Personal use of any county property, materials, supplies, tools, equipment or vehicles shall not be permitted and may result in discipline up to and including termination. Improper use may subject you to criminal prosecution.

### **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 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 could be viewed as a conflict of interest because of the potential or appearance of affecting the employees job efficiency or which would reduce his/her ability to make objective decisions regarding 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.

Employees involved in conflict of interest situations shall be subject to discipline up to and including termination and these actions may have criminal consequences for employees.

## **DRESS CODE**

Tyler County expects all employees to be well groomed, clean, and neat at all times. Each department head will determine the type of attire that is acceptable. You are required to act in a professional manner at all times and extend the highest courtesy to co-workers and to the public being served. A cheerful and positive attitude is essential to our commitment to customer service.

## TYLER COUNTY POLICY ON POLITICAL ACTIVITY

Employees of Tyler County shall have the right to support candidates of their choice and to engage in political activity during their personal time.

### **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 another person 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.
- D. Use any equipment, property, or material owned by the County for political activity or engage in political activity while on duty for the county is prohibited.

## **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 the completion of 60 days of employment. Life Insurance will begin 6 months after the date of hire.
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.
4. 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. The County will pay the

full premium after they reach sixty-two (62) years of age until sixty-five (65) and 4 months.

5. Retirees are only eligible if they meet the above guidelines and have formally separated from the County and begin drawing an annuity.

Employees who leave the employment of Tyler County or who lose their coverage eligibility, may be eligible for an extension of the medical plan for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). This is at the expense of the employee. The county does not pay for COBRA. If an employee is unable to return to work following FMLA leave, if eligible, they will be offered COBRA. Information on extension of benefits under COBRA is available in the County Tyler Auditor's Office and may be obtained during the normal working hours for that office. COBRA notifications will be provided to all employees within 30 days of their hire date. All eligible employees and qualified dependents will be provided with COBRA information following their termination.

### **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. This benefit is subject to change due to budgetary constraints.

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

## **TYLER COUNTY POLICY ON LONGEVITY** *A Reward 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. Longevity pay will begin the next fiscal year following the completion of the three years. Effective 1/1/2018 when an employee reaches eight (8) years of unbroken service longevity increases to \$ 20.00 per month. This will also begin the next fiscal year following the eight (8) year anniversary.

## **TYLER COUNTY POLICY ON RETIREMENT BENEFITS**

### **Texas County and District Retirement System**

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

### **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. Temporary employees will not be eligible for retirement benefits.

**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**

Deductions shall be made from each employee’s paycheck for Federal Withholding, Social Security, Medicare, and any other deductions required by law.

Employees eligible for membership in the TCDRS shall have their contributions to that system deducted from each paycheck. Any optional deduction authorized by the Commissioners’ Court and approved by the employee shall also be made from the employee’s paycheck.

No optional deduction that the county allows shall be made from an employee’s paycheck unless the employee turns in written authorization for the deduction to the Auditor’s Office.

**Benefit Provisions**

Employee Deposit Rate	7 %
Employer Matching Rate	<u>200</u> %

**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 RETIREMENT BENEFITS.

**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 to the 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 covered 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 Temporary Income Benefits (TIBS) 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.

## **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. Workers Compensation Indemnify Benefits shall continue for the period of job related injury/illness 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 (exception law enforcement).
3. The Workers Compensation Indemnify 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 Workers Compensation Indemnify Benefits 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, engaging in horseplay or 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 Workers Compensation Indemnify 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 a leave of absence, without pay, for a reasonable period if so recommended by his/her supervisor.
- E. The exception to this is the salary continuation for injured law enforcement (deputies and jailers) while incapacitated as stated in the Texas State constitution Section 52E.

All employees who are placed on Workers Compensation Indemnify Benefits Leave will fall under the Family Medical Leave Act. Tyler County runs FMLA and Workers Compensation concurrently.

### **Claims**

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

Employees have twenty-four (24) hours in which to inform their supervisor of an on-the-job injury.

Supervisors have seven (7) 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, Tyler County will pay large fines.

## **TYLER COUNTY POLICY ON MEAL AND BREAK PERIODS**

### **Scheduling**

The scheduling of employee meal and break periods shall be determined by the supervisor 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 supervisor. 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.

### **Nursing Mothers**

The Patient Protection and Affordable Care Act amended the Fair Labor Standards Act to require reasonable breaks for nursing mothers to express breast milk during the first year following the birth of a child.

Tyler County will provide two paid 15-minute breaks daily for nursing mothers. The nursing mother will be allowed whatever time is needed to express breast milk, however, if the break is longer than 15 minutes in duration, the break time will be unpaid time off.

The mother will be given a private location, other than a bathroom. The location will be shielded from view and free from intrusion and appropriate for expressing breast milk. The specific location will be determined on a case by case basis.

Tyler County does not allow any retaliation against nursing mothers for asking for this break. Nursing mothers are entitled to this break for 1 year following the birth of their child.

All other employee breaks are determined by each supervisor and are not required to be given. If your department provides you with a break, they may not be accumulated or used for time off. The Fair Labor Standards Act does not require any breaks other than for nursing mothers, however if paid breaks are provided for employees, nursing mothers must be given the same amount of paid break time.

## **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 supervisors will also be notified of the closure and to the extent possible, the start and end of the closing. However, each elected official controls the working hours of their employees, even in an emergency.

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.

Any 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 supervisor.

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 supervisor.



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/Supervisors. Each department is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closing.

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.

## **TYLER COUNTY POLICY ON HOLIDAYS**

### **Eligibility**

1. All regular full-time employees (40 hour work week) 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 (40-hour work week) 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 (Observed on the Monday)
- Thanksgiving Holidays – 4<sup>th</sup> Thursday in November (Thursday & Friday)
- Christmas Holidays - (Christmas Eve, Christmas Day & the day after)
- 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.

An eligible employee called in to work on a holiday because of an emergency, or other special need of the County, shall be given paid time off during the next 30 days equivalent to the amount of time worked on the holiday.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Tyler County. Each supervisor is responsible for granting this leave based on the needs of their individual departments. Vacation, compensatory time, or leave without pay may be used for special leave granted.

Holidays do not accrue and if they are not taken, they will not be paid at termination.

\*\*Exception being law enforcement. (Dispatchers are not law enforcement.) \*\*

**Work on a Holiday**

If a paid holiday occurs during the vacation of an eligible employee, that day shall be paid as a holiday and not be charged against the employee's vacation balance. If a designated holiday falls on an eligible employee's day off, the employee shall be allowed to take another day off with pay during the following 30 days. An employee shall not be allowed to take a day off with pay prior to a holiday in anticipation of working on the holiday. \*Exception being law enforcement. (Dispatchers are not law enforcement.)

**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 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. Part-time and temporary employees shall not be eligible for vacation benefits.

**Amount**

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

**TYLER COUNTY VACATION ACCRUAL SCHEDULE**

**Full-time Regular Employees**

Years of Service	Hrs. Accrued Per Month	Annual Accrual (Hours)
Less than 5	7.00	84
5 and over	10.00	180

### **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**

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 if employed for five (five) or more years.
2. Accrual more than 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 of the county allow it.

### **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.
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**

In the event an employee has received permission to borrow vacation;

1. Employees shall not be allowed to borrow vacation against possible future years vacation earnings until employee has worked a minimum of one (1) year.
2. In the event that an employee qualifies he/she will only be allowed to borrow the amount that one paycheck would cover [monetarily].

### **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 employee's 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 up to the max allowed under this policy 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**

The permanent records are kept in the Auditor's Office. Employees can view and print their vacation history from Tyler Technologies Time Entry program. Should an employee feel his/her time is incorrect they should notify their supervisor. If a correction needs to be made the supervisor shall give a written request to the auditor's office to correct the error.

**TYLER COUNTY POLICY ON SICK LEAVE**

**Eligibility**

All full-time employees shall be eligible for paid sick leave. Part-time and temporary employees shall not be eligible for vacation benefits.

**Amount**

Full-time regular employees shall accrue seven (7) hours of sick leave per month or a total of 84 hours per year. Accrual of sick leave shall start at the time an individual begins work for the county in a position eligible for the sick leave benefit.

**TYLER COUNTY SICK LEAVE ACCRUAL SCHEDULE**

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

**Accumulation**

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

**Maximum Accrual**

The maximum accrual that can be carried over into a new calendar year is 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 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. Illness or injury of the employee

- B. Medical, dental or optical examinations or treatment; or other qualified medical professionals
- 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. For purposes of this policy, immediate household shall be defined as anyone living within your household.

Sick leave cannot be used as vacation or any other reason not addressed this policy.

### **Notification of sick leave**

1. An employee shall be required to notify his/her supervisor of the intent to use sick leave for non-emergency medical, dental, optical and other appointments as soon as the employee knows of the appointment.
2. 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.
3. 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.
4. The employee will be placed on FMLA if the event and employee are eligible.

### **Documentation**

An employee's supervisor shall have the right to request acceptable documentation of an employee's illness or injury or the injury or illness of an immediate household member where it is deemed necessary after three (3) consecutive days of illness or injury.

Employees having a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

### **Borrowing**

1. Employees shall not be allowed to borrow sick leave against possible future years accruals unless approved by Commissioners Court due to extenuating circumstances.
2. In the event that an employee qualifies he/she will only be allowed to borrow the amount that one paycheck would cover [monetarily].

### **New Employees**

1. An employee eligible to earn sick leave who begins employment on or prior to the 15<sup>th</sup> 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 16<sup>th</sup> 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. Balance cannot exceed maximum accrual amount.

### **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.

**Record Keeping**

The permanent records are kept in the Auditor's Office. Employees can view and print their sick leave history from Tyler Technologies Time Entry program. Should an employee feel his/her time is incorrect they should notify their supervisor. If a correction needs to be made the supervisor shall give a written request to the auditor's office to correct the error.

**TYLER COUNTY POLICY ON BEREAVEMENT**

Up to three (3) days paid leave may be authorized by a supervisor in case of a death in the employee's immediate family. For purposes of this policy, immediate family shall be defined as the employee's spouse, parent, child, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law and grandchildren of the employee or the employee's spouse.

**TYLER COUNTY POLICY ON JURY DUTY****Jury Duty**

All 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 spends serving on the jury. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work – will not include extra pay if jury service involves time outside the employee's normal work schedule. Any fees paid for jury service may be kept by the employee.

**Official Court Attendance**

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.

**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 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 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 (under the age of 18 or if over the age of 18, incapable of self-care), or parent with a serious health condition;
- d. The serious health condition of the employee that makes the employee unable to perform the essential functions of their job;
- e. A qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member of the Armed Forces (National Guard or Reserves or Regular) deployed to a foreign country or has been notified of an impending call or order to active duty in a foreign country;
- 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;
- g. To care for a covered veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (Regular, Reserves, or National Guard) at any time during the period of 5 years preceding the date on which the veteran began that medical treatment, recuperation or therapy.

## **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.
- 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.
- d. Any period of incapacity which permanent or long term is 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 a foreign country. 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 in a foreign country 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 in a foreign country.
- 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 in a foreign country 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 in a foreign country 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 fifteen (15) 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 in a foreign country. Certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty or 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 in a foreign country provided the County agrees the leave shall qualify as an exigency and agree to both the timing and the duration of such leave.
- 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 in a foreign country 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 in 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 26 work weeks of leave to care for a covered service member or covered veteran 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 or covered veteran 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 covered veteran or covered veteran 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.

#### **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, 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 plan 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.

## **INTERMITTENT 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 or covered veteran.

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 or covered veteran.

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 or covered veteran 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. 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 a foreign country;
- 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 or covered veteran 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 or covered veterans' 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 or veteran;
- f. In lieu of certification, an ITO (invitational travel orders) or an 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 family or next of kin relationship to the seriously injured or ill covered military member or covered veteran.

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 medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family 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**

### **TYLER COUNTY POLICY ON FAIR LABOR STANDARDS ACT SAFE HARBOR**

Tyler County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to Payroll's attention, Tyler County will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below. If you are overpaid the county will make the necessary corrections at the next payroll.

Employees who are classified as non-exempt employees must maintain an accurate record of the total hours you work each day. It is the responsibility of each employee to verify that their time sheets are correct. Your timesheet must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your timesheet if it is not accurate. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Non-exempt employees, unless authorized by your supervisor, should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless you are authorized to do so. That time worked is to be recorded on your time card. Employees are prohibited

from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of Tyler County policy for any employee to falsify a timesheet, or to alter another employee's timesheet. It is also a serious violation of County policy for any employee, supervisor or official to instruct another employee to incorrectly or falsely report hours worked, or to alter another employee's timesheet to under- or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to Jackie Skinner, County Auditor; 100 West Bluff, Room 110 Woodville, TX 75979; 409-283-3652.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours worked for the County. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, the salary will be a pre-determined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

For exempt employees, your salary may also be reduced for certain types of deductions such as your portion of health, dental or life premiums; state, federal or local taxes, social security, retirement; or, voluntary contributions to a deferred compensation plan. In any workweek in which you performed any work, your wages may be reduced for any of the following reasons: 1) absence from work for one or more full days for personal reasons, other than sickness or disability; or 2) full day disciplinary suspensions for infractions of our written policies and procedures; or 3) full day for violating safety rules of a major significance; or 4) Family and Medical Leave or Military Leave absences; or 5) to offset amounts received as payment for jury and witness fees or military pay; or 6) the first or last week of employment in the event you work less than a full week.

If you are an exempt employee, in any workweek in which you performed any work, your salary will not be reduced for any of the following reasons: 1) partial day absences for personal reasons, sickness or disability; or 2) your absence because the facility is closed on a scheduled work day; or 3) your absence because of the County's operating requirements; or 4) absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or 5) any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to Payroll in the Auditor's Office, 100 West Bluff, Room 110, Woodville, TX 75979; 409-283-3652. If you are unsure of who to contact or if you have not received a satisfactory response within five business days after reporting the incident, please immediately contact the County Attorney (409-283-8136). Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the County will not allow any form of

retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including termination.

## **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.

Hours worked shall include all time spent in the service of the county as defined in the Fair Labor Standards Act.

#### **Exceptions**

1. 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 supervisor.

#### **Workday**

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

#### **Work Period & Work Week**

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).

Law enforcement employees who fall under the FLSA 207(k) exemption shall have a work period of (14) fourteen days and 86 hours.

## **TYLER COUNTY POLICY ON PAY PERIODS**

#### **Pay Period**

The pay period for Tyler County shall be a 26 pay period cycle with the pay period dates established by the Commissioners' Court. If a payday falls on a holiday or a weekend, paychecks shall be issued on the last workday immediately preceding the holiday or weekend or otherwise decided by Commissioners' Court.

The pay period for Tyler 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 supervisors, for identifying the positions exempt under the FLSA.

## **Overtime**

1. Payment of overtime is discouraged, but it is at the discretion of the Elected Official whether the employee receives payment for overtime or compensatory time accrual.
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, with the exception of Law Enforcement.

## **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; or
- 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 regular 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. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works. Compensatory time may be used for any purpose desired by the employee with



supervisor approval. Tyler County shall have the right to require employees to use earned compensatory time at the convenience of the county.

2. Use of compensatory time shall be subject to approval by the employee's supervisor.
3. Compensatory time may be used as vacation, sick leave or for any other reason as leave with pay.
4. 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.
5. Tyler County shall have the right to require employees to use earned comp time at the convenience of the county.

### **Buy back**

Tyler County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate. Tyler County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee's regular rate of pay.

### **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 supervisor 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 supervisor 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.
5. Each employee shall be responsible for recording any compensatory time used within a pay period on the time sheet for that pay period.

### **Compensatory Time / Employee Notification**

Compensatory Time is earned is entered through Time-Entry with Tyler Technologies. Compensatory time is printed on the payroll stub of the employees check. If an employee would like to receive a compensatory time report they can contact their supervisor or the Human Resource Department.

### **Compensation and Paid Time off for 207 (k) Employees: Jailers and Deputies**

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.

1. The annual salary of jailers and sheriff's deputies is intended to compensate the employee for twenty-six (26), 14-day work periods during the year. This salary is based on the employee working 86 hours in each 14-day work period; and, the full salary will be paid if the employee works at least 72 hours in a 14-day work period.
2. Since the county pays on a bi-weekly basis on every other Thursday, the 14-day work period for jailers and deputies coincides with the county's pay periods. Any adjustments to salary for overtime (either cash or compensatory time) or reduction (because the

employee did not work or have enough leave time to reach 72 hours during the work period) will be made on the following pay check for the previous work period.

3. In the event that the employee has not worked the minimum 72 hours in the 14-day work period, the employees may use vacation, sick leave, holiday, or federal compensatory time, as appropriate, to reach the 72-hour minimum.
4. In the event that the employee has worked the minimum 72 hours in the 14- day work period and also takes days or hours off using compensatory, vacation, sick leave, or holiday time, the employee will not be charged those compensatory, vacation, sick time, or holiday time hours. These hours will be credited back into their own accrual banks.
5. If the employee has not worked the minimum 72 hours, only the minimum number of hours will be deducted from the appropriate banks to reach the 72 hour minimum.
6. In the event that the employee has worked the maximum 86 hours in the 14- day work period and also takes hours or days off utilizing vacation, holiday, or compensatory time, then the vacation, holiday, and compensatory time will be compensated for on the following pay period with the banks being reduced accordingly.
7. If the employee utilizes a sick day hour while working the maximum 86 hours, the sick day hours will be credited back into the sick leave bank.

\*Dispatchers are not law enforcement employees and will be considered civilian employees and are subject to Fair Labor Laws.

## **TYLER COUNTY POLICY ON PAYROLL RECORDS**

### **Time Sheets**

1. Each employee must fill out a time sheet to be turned in to their supervisor on the last day of each pay period. Failure to complete a timesheet may result in an employee only receiving minimum wage payment until the proper time sheet has been completed and turned into the payroll department. All corrections will be made on the next regularly scheduled payroll. The time sheet prepared by the employee shall show an accurate record of all time worked and leave taken, whether paid or unpaid, for the pay period.
2. Time sheets are governmental documents and as such require accurate and truthful information. Falsifying a time sheet, a governmental record is a criminal offense.
3. Each department shall be required to keep an accurate time sheet each pay period which shows all hours worked and all requests for leave used.
4. 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.
5. 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.
6. 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 supervisor shall determine the amount of pay reduction when such a reduction is necessary for disciplinary reasons while still complying with the FLSA.

### 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

A separation shall be defined as any situation in which the employer-employee relationship between the County and a County employee ends.

### 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)
- F. Death
- G. Other

## **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**

A retirement shall be any situation in which an employee meets the requirements to collect benefits under the County's retirement program and voluntarily elects to leave employment with the County to do so.

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.

## **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 to support the position or there is a lack of work to justify the position.
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.

## **Other**

Type of separation that does not fall into other categories listed in policy.

# **TYLER COUNTY POLICY ON LAYOFFS**

## **Reasons**

1. While such action is avoided whenever possible, employees of the County may be laid off where a supervisor 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.

## **Re-employment**

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

## **Part 6**

### **DISCIPLINE**

#### **TYLER COUNTY POLICY ON DISCIPLINE**

Each supervisor shall have the authority to administer discipline to employees in their department for poor performance, violation of policies, disruptive behavior, or any other behavior or activity which the supervisor feels is not acceptable as it relates to the employee's job or the best interest of the department or County.

Depending on the severity of the situation, discipline may range from informal counseling up to and including immediate termination.

Examples of reasons for administering discipline 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 from alcohol use 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.

This is **not** an all-inclusive list.

**All County employees are "at will" employees and nothing in this policy gives an employee any contract of employment, guarantee of any duration of employment, or any other property interest in his/her job.**

Tyler County retains the right to terminate the employment of any individual at any time for any legal reason, or no reason, with or without notice. The County also retains the right to change any condition, benefit, privilege, or policy of employment at any time, with or without notice.

## **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 1<sup>st</sup>, of the following year.

Reimbursement for the transportation is made from odometer 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.

## **Part 8**

### **POST- RETIREMENT EMPLOYMENT**

#### **TYLER COUNTY POLICY FOR POST – RETIREMENT EMPLOYMENT**

(Texas County and District Retirement System (TCDRS) requires at least a full calendar month break in service with no pre-arranged return)

Retired employees shall be eligible to apply for open positions with Tyler County as long as the following provisions are met: 1) The retiree has been retired for at least (1) one full calendar month, 2) No prior arrangement or agreement was made between Tyler County and the retiree for re-employment, and 3) strict adherence to normal leaving employment procedures were followed at the time of the employee's retirement.

The retiree must have a bona fide separation of employment and have been retired for a minimum of (1) one full calendar month. A bona fide separation means there is no prior agreement or understanding between Tyler County and the retiree that the retiree would be rehired after retirement. According to Rule 107.4 adopted by the TCDRS Board of Trustees, restrictions apply to elected officials, people employed for the same or different position in the same or different department, employee status changes, and independent contractors.

Newly elected officials who have recently retired from the county cannot draw their retirement because they have an arrangement to return to work for the county. Employees also cannot retire with an agreement to go work in a different department or different position. Changing employee status does not matter when determining if someone is still working for the county. Also, an employee cannot retire from the county with an arrangement to begin work as an independent contractor either.

Rehired retirees who did not have a bona fide separation of employment may owe a 10 percent excise tax and be required to repay all of their monthly retirement payments. Abusing the retirement provisions in such a manner would violate a qualification requirement for retirement plans under Section 401(a) of the Internal Revenue Code, potentially resulting in significant tax consequences for the employer, its participating members and those retired employees.

Any retiree who meets all other TCDRS requirements, who is rehired consistent with this policy, must establish a new membership with TCDRS and will be considered to be a new member for the purposes of beneficiary determination and benefit selections.

## **Part 9**

### **TECHNOLOGY / INTERNET USE**

#### **TYLER COUNTY TECHNOLOGY & INTERNET POLICY**

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Tyler County computers, networks, and Internet access is a privilege granted by supervisors and may be revoked at any time for inappropriate conduct carried out on such systems. Improper use may result in discipline up to and including termination.

Employees should not bring personal computers to the workplace or connect them to Tyler County electronic systems, unless expressly permitted to do so by their supervisor and or IT department. Violation of this policy may result in disciplinary action, up to and including termination of employment.

## **Definition**

Computers, computer systems and electronic media equipment (including but not limited to all forms of 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.
3. The use of Tyler County information systems, including computers, fax machines, smart phones, tablet computers and all forms of Internet/Intranet access, is for Tyler County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system 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 any expense to the County.

## **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, Facebook, twitter, etc.) 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 all files stored in private areas of the network or 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. No employee shall break any copy right laws; download any illegal or unauthorized downloads. Tyler County monitors its entire informational systems and employees may be subject to discipline up to and including termination for any misuse of county informational systems.

## **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 supervisor 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 if 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 Supervisor 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.

## TYLER COUNTY SOCIAL MEDIA POLICY

For purposes of this policy “social media” includes, but is not limited to, online forums, blogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Tyler County recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work; is used to harass supervisors, co-workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of Tyler County among the community at large. Tyler County encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

Where no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your manager or supervisor.

- If your posts on social media mention Tyler County make clear that you are an employee of Tyler County and that the views posted are yours alone and do not represent the views of Tyler County.
- Do not mention Tyler County supervisors, employees, customers or vendors without their express consent.
- Do not pick fights. If you see a misrepresentation about Tyler County, respond respectfully with factual information, not inflammatory comments.
- Remember, you are responsible for what you write or present on social media. You can be sued by other employees, supervisors, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination for what they post on social media platforms, even if the employee did not use a county computer or if the post did not occur during work hours or on county property.
- Employees may not use Tyler County computer equipment for non-work-related activities without written permission. Social media activities should not interfere with your duties at work. Tyler County monitors its computers to ensure compliance with this restriction.
- You must comply with copyright laws and cite or reference sources accurately.
- Do not link to Tyler County's website or post Tyler County material on a social media site without written permission from your supervisor.
- All Tyler County policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
- Any confidential information that you obtained through your position at Tyler County must be kept confidential and should not be discussed through in social media forum.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

It is the policy of Tyler County that supervisors do not engage in social media activities with their employees.

## **Part 10**

### **ALCOHOL AND DRUG ABUSE FOR ALL EMPLOYEES**

#### **TYLER COUNTY POLICY ON ALCOHOL AND DRUG ABUSE**

Tyler County is a drug and alcohol-free workplace. A county employee may not be present at work during a period the employee's ability to perform his or her duties are impaired by drugs or alcohol. The County believes that a drug and alcohol-free workplace will help ensure a healthy, safe, and secure work environment.

This policy applies to all employees of Tyler County regardless of rank or position and shall include full time, part time and temporary employees.

The only exception to this policy is the possession of controlled substances by law enforcement personnel as part of their law enforcement duties.

An employee may not unlawfully manufacture, distribute, dispense, possess, sell, purchase, or use a controlled substance or drug paraphernalia on County property or while conducting County business not on County property.

An employee may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County.

An employee may not possess or use unauthorized prescription or over-the-counter drugs while on County property or while on duty for the County. An employee may not use prescription or over-the-counter drugs while on County property or while on duty for the County, in a manner other than that intended by the manufacturer or prescribed by a physician.

An employee may use prescription and over-the-counter drugs in standard dosage or according to a physician's prescription if the use will not impair the employee's ability to do his or her job safely and effectively. An employee must keep prescription medications used at work in their original container.

An employee taking prescribed or over-the-counter medications is responsible for consulting the prescribing physician or a pharmacist to determine if the medication could interfere with the safe and effective performance of his or her job duties.

If the use of a medication could compromise an employee's ability to do his or her job or the safety of the employee, fellow employees or the public, the employee must report the condition to his or her supervisor at the start of the workday or used appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify company doctor).

A supervisor must treat any information related to an employee's authorized use of prescription medications and any other medical information provided by the employee as confidential information.

An employee having problems with drugs or alcohol is encouraged to seek treatment from a qualified professional.

Any employee who violates this policy shall be subject to disciplinary measures up to and including termination.

## **TYLER COUNTY POLICY ON ALCOHOL AND DRUG ABUSE FOR CDL DRIVERS**

### **Statement of Purpose and Policy**

CDL Drivers are an extremely valuable resource for Tyler County's business. Their health and safety is a serious County concern. Drug or alcohol use may pose a serious threat to driver health and safety. It is, therefore, the policy of the County to prohibit CDL employees from being under the influence of or using illegal drugs or alcohol during working hours.

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. All CDL 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 Tyler County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) or alcohol by any CDL driver while on County premises, engaged in County business, while operating County equipment, or while under the authority of the County is strictly prohibited. Mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement. Tyler County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

## **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. 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 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, because 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 ensure 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 supervisor, 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 is intended to help individuals understand the personal consequences of substance abuse.

## **ALCOHOL**

Alcohol is a central nervous system depressant found in beer, wine, hard liquor and in some over-the-counter medications (e.g. cold medicine).

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.

### **Signs of Abuse**

- Dulled mental processes;
- Lack of coordination;
- Odor of alcohol on breath;
- Pupils may be constricted;
- Sleepy or stuporous condition;
- Slowed reactions;
- Slurred speech
- Great impaired driving ability;
- Reduced coordination and reflex actions

### **Health Effects**

An average of three or more servings per day of beer (12 oz.), whiskey (1 ½ oz.), or wine (5 oz.) over time may result in the following health hazards.

- Liver damage
- Inflammation of the esophagus
- Peptic ulcers
- Pancreatitis
- Malnutrition
- Heart Attack;
- Hypertension;
- Stroke;
- Immune system depression;
- Cancer;
- Brain damage

\*\*Heavy drinkers shorten their life by about 10 years.

## **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 dies during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin this resulting in diabetes.

**Pancreas:** Alcohol irritates the cells of the pancreas, causing them to swell and block the flow of digestive enzymes. Unable to enter the small intestine, the digestive juices begin to digest the pancreas, leading to acute hemorrhagic pancreatitis. One out of five people who develop this disease dies during the first attack. Pancreatitis can destroy the pancreas and cause a lack of insulin, 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. About 30,000 people die of liver disease each year. 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, reaching and affecting it within 15 minutes of consumption. Alcohol kills brain cells and brain damage is permanent. It depresses brain centers, producing progressive lack of coordination, confusion, disorientation, stupor, anesthesia, coma and even death. Drinking over a period of time causes loss of memory, judgment and learning ability. About 40,000 people die each year from brain disease.

## **Social Issues**

- The majority of people convicted of driving under the influence – 75 percent – are considered either heavy drinkers or alcoholics.
- About two in every five Americans will be involved in an alcohol-related vehicle accident in their lifetime.
- The risk of a traffic fatality per mile driven is at least either times higher for a drunk driver than a sober one.
- A 12-ounce can of beer, a 5-ounce glass of wine and a 1½ ounce shot of hard liquor all contain the same amount of alcohol.

- Each 1½ ounce of alcohol takes the average body about one hour to process and eliminate.
- Coffee, cold showers and exercise do not quicken sobriety.

## **DRUGS**

### **MARIJUANA**

#### **Health Effects**

- Lung Irritations
- Emphysema-like conditions
- Cancer
- Heart conditions
- Respiratory tract and sinus infections caused by the fungus *Aspergilli's*, a common contaminant of marijuana
- Lowered immune system response
- Aggravation of ulcers
- Brain damage

#### **Workplace Issues**

- 
- Marijuana remains in the body for 28 days. This contrasts with alcohol which dissipates in a matter of hours.
- Marijuana smoking has long-term effects on performance.
- 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**

- Accelerate pulse, blood pressure and respiration. May cause spasms of blood vessels in the brain and heart leading to ruptured vessels that lead to heart attack and stroke.
- 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.
- Mental dependence on crack cocaine occurs within days (within several months when coke is snorted).
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid and the fatal effects of an overdose are usually not reversible by medical intervention.

#### **Workplace Issues**

- Cocaine chemically alters the brain and gross motor functioning of the body, having a direct impact on the complex system of critical thinking skills and reflexes that allow people to drive safely and conscientiously.

- Impaired driving, fatigue, anxiety and agitation
- Hallucinations
- Paranoia
- 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 HIV 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 (CDL)**

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**

Tyler County is committed to a workplace free of harassment. Harassment includes unlawful, unwelcome words, acts or displays based on sex, race, color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status or veteran's status. Such conduct becomes harassment when (1) the submission to the conduct is made a condition of employment; (2) the submission to, or rejection of, the conduct is used as the basis for an employment decision; or (3) the conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Tyler County whether committed by an elected official, appointed official, supervisor, co-worker or non-employee with whom the county does business.

Employees who feel they have been harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the supervisor may not be the best course of action, the report should be made to the County Judge or to the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. The official or supervisor to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

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 against an employee who reports harassment or who cooperates in the investigation is prohibited by law as well as this policy. Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the supervisor may not be the best course of action, the report should be made to the County Judge or to the County Attorney.

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, unlawful, unwelcome words, acts, or displays based on sex, race color, religion, national origin, age, genetic information, pregnancy, disability, family or military leave status, or veteran's status. Such conduct becomes harassment when:

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; or
- c. Such conduct creates an intimidating, hostile, or offensive working environment or interferes with work performance.

Examples of harassment include but are not limited to:

- (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.

Remedial action will be taken in accordance with the circumstances when the county determines unlawful harassment or retaliation has occurred, up to and including termination.

## 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; or
2. the elected official or supervisor who is responsible for the department in which they work.

If, for any reason, the employee feels that reporting the harassment to the supervisor 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 elected official, or supervisor to whom a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

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 prohibited by law as well as 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**

Sexual harassment is strictly prohibited by Tyler County, whether committed by elected official, appointed official, supervisor, co-worker or non-employee the county does business with. It is the policy of Tyler County to provide a work place free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

### **Policy**

Employees engaging in sexual harassment shall be subject to discipline, up to and including termination of employment. Sexual harassment shall include, but not be limited to, unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, which includes slurs, jokes, statements, gestures, touching, pictures, emails or cartoons where: (1) the submission to such conduct is either an expressed or implied condition of employment; or (2) the submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person; or (3) the conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

### **Procedure**

All claims of sexual harassment shall be taken seriously and investigated promptly and thoroughly. While all claims of sexual harassment shall be handled with discretion, there can be no complete assurance of full confidentiality.



Employees who feel they have been sexually harassed should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the harassment to the supervisor may not be the best course of action, the report should be made to the County Judge or to the County Attorney.

Every reported complaint will be investigated promptly and thoroughly. The official or supervisor to which a claim has been reported shall be responsible for seeing that prompt action is taken to investigate the claim.

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.

Use the following procedures so that your complaint maybe resolved quickly and fairly.

- a. When practical, confront the harasser and ask them to stop the unwanted behavior.
- b. Record the time, place and specifics of each incident, including any witnesses.
- c. Report continuing sexual harassment to the Elected Official or Appointed Official who is responsible for your department or to the County Judge or the County Attorney.
- d. If a thorough investigation reveals that unlawful sexual harassment has occurred, Tyler County will take effective remedial action in accordance with the circumstances, up to and including termination.

Retaliation against an employee who reports sexual harassment or who cooperates as a witness in the investigation is prohibited by law as well as this policy.

Employees who feel they have been subjected to illegal retaliation should immediately report the situation to the elected or appointed official who is responsible for the department in which they work. If, for any reason, the employee feels that reporting the retaliation to the supervisor may not be the best course of action, the report should be made to the County Judge or to the County Attorney.

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 sexual harassment charges.

# Tyler County Fixed Asset Policy

## BACKGROUND

This procedure documents general policies and guidelines, which should be followed by all County departments, as applicable. These guidelines should be considered as the minimal requirements for establishing adequate internal controls for processing property transactions and safeguarding County property. The elected or appointed official is responsible for all County property within their department. Written policies/procedures should be established within each department for handling and safeguarding County property.

Local Government Code (LGC) §157.903 provides Commissioners Court the ability to indemnify (at their discretion) an elected or appointed county officer against personal liability for the loss of county funds, or loss of or damage to personal property incurred by the officer in the performance of official duties if the loss was not the result of the officer's negligence or criminal action.

## PURPOSE

The purpose of this document is to prescribe general policies and guidelines regarding the handling of property and property transactions.

This policy will insure that transfers of assets between departments within the county or disposals of assets are properly documented.

## ASSESTS

### A. Fixed Assets

1. Each department within Tyler County has purchased and maintains items defined as "Fixed Assets." A Fixed Asset is defined as tangible personal property having a useful life of one year or more and acquisition cost of \$5,000 or more.
2. Classification of Fixed Assets
  - a. Land
  - b. Buildings
  - c. Land Improvements
  - d. Machinery and Equipment
  - e. Vehicles

### B. Infrastructure Assets

1. Infrastructure asset are long-lived fixed assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most fixed assets.
2. Classification of Infrastructure Assets
  - a. Roads
  - b. Bridges

**C. Other Assets**

1. Detailed records shall be maintained for certain items below the capitalization thresholds that should be safeguarded from loss. These items will be part of the annual physical inventory. These items include:
  - a. Furniture
  - b. Computer / Office Equipment
  - c. Tools

**D. Asset Costs**

1. Capitalized costs include, but are not limited to, the following:
  - a. The purchase price, net of any purchase discounts
  - b. Freight and handling
  - c. Installation and inspection costs
2. Cost excluded from capitalization include, but are not limited to, the following:
  - a. Licensing and registration
  - b. Costs related to the training of personnel in the use of the fixed asset

**E. Depreciation and Useful Life**

1. The Auditor's office will assign an estimated useful life to all applicable assets for the purpose of recording depreciation. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Adjustments should be properly documented. Deprecation will be recorded based on the straight line method using actual month convention and depreciated down to the assets salvage.
2. Depreciation will be recorded on Fixed Assets with an original value of \$5,000 or greater only. Other fixed assets will be expensed upon purchase. Infrastructure assets will not be depreciated.
3. Depreciated will be recorded on the following fixed assets:
  - a. Buildings and improvements
  - b. Land improvements
  - c. Machinery and equipment
  - d. Vehicles
4. Depreciation will not be recorded on the following fixed assets:
  - a. Land

**F. Asset Identification and Tracking**

1. All machinery and equipment, vehicles, furniture and computer / office equipment will be assigned an asset number and identified with a fixed asset tag. Any fixed assets that are purchased, disposed of or transferred during the year must be reported by the department head in custody of that asset by preparing a Fixed Asset Disposition Form. Once completed, this form is then forwarded to the County Auditor.
  - a. Purchased Assets – At the time an asset is purchased, the Fixed Asset Disposition form is completed by the Department Head. The completed form should be forwarded to the County Auditor with the following information:
    1. Department
    2. Date

3. Location
  4. Make
  5. Model Number
  6. Serial Number
  7. Brief description of asset
  8. Cost Information
  - b. Transferred Assets- If it is determined an asset it is no longer needed but that the item surplus could be possibly used by another department arrangements can be made to transfer the item directly.
1. The Fixed Asset Disposition form should include:
    - a. Asset Number
    - b. Serial Number
    - c. Name and signature of the department head the asset is being transferred to and the department head the asset is being transferred from
    - d. Forward completed form to the County Auditor.
  - c. Disposed Asset
    1. Surplus
      - a. If it is determined an asset is to be declared as surplus a Fixed Asset Disposition form should be prepared to include the asset number, serial number and status of the asset.
      - b. Forward completed form to County Auditor
      - c. Commissioner's Court will approve / disapprove items as salvage
      - d. Bids will be received and awarded to highest bidder or rejected at least twice
      - e. Commissioner's Court then may order the assets destroyed or placed into storage
  2. Salvage
    - a. If it is determined an asset is to be declared as salvage, is lost or stolen a Fixed Asset Disposition form should be prepared to include the asset number, serial number and status of the asset.
    - b. Forward completed form to County Auditor
    - c. Commissioner's Court will approve / disapprove items as salvage
    - d. Property will be disposed of in an approved manner

### **GENERAL GUIDELINES**

1. Department management should establish internal property access and use guidelines to ensure the safeguarding of property in the department's control.
2. Property should be secured at all times when the department is closed or the property is not in use.
3. The processing and / or approval of lost, stolen, damaged, or destroyed property documentation should be limited to supervisors.
4. Ensures for all items inventoried, regardless of Department inventoried property or Tyler County inventoried property, that inventory records reflect sufficient identifying information including each item's received date and serial number.

5. All property valued at or above \$5,000 must be tagged (if possible) with a Tyler County inventory identification number issued and applied by the auditor's office. These tags should not be removed except at the direction of or by the auditor's office. Property suspected to require an inventory tag, which is not tagged, should be reported to the auditor's office.
6. Stolen property as well as property damaged or lost due to natural causes valued at or above \$5,000 should be reported to the auditor's office for potential insurance claim processing.
7. The record retention period for records of deleted property is the fiscal year end of the date of deletion +4 years.
8. Inventoried property records maintained by the department and / or auditor's office, should be kept current with new items added and deleted items removed timely (e.g., due to transfer, loss, theft, destruction) or otherwise indicated in accordance with department internal policy.
9. All or portions of inventoried property on hand should be counted annually and compared to perpetual inventory records, as maintained by the department and by the auditor's office on the County's Official Inventory Listing, as applicable. Discrepancies should be documented, investigated, and reconciled.
10. Tyler County Auditor's office shall:
  - a. Perform annual inventory verification for property valued at or above \$5,000
  - b. Completes, signs, and returns to auditor's office, "*Inventory Completion Statement*," documenting completion of the annual inventory verification and any discrepancies noted.
11. Performs annual inventory verification for computer and computer related equipment valued at \$1,000 to \$4,999 and retains verification documentation in department records.
12. Performs annual inventory for weapons and firearms (any value) and retains verification documentation in department records.
13. All or portions of perpetual inventory records should be compared to counted property on hand within the department with discrepancies documented, investigated, and reconciled.
14. Department employees should report any misuse, neglect, or impropriety regarding use of property to department management upon discovery of such use.
15. All suspected criminal misconduct activities will be investigated and reported to the District Attorney's Office. If a theft is suspected or discovered, contact **each** of the following:
  - County Auditor – 409-283-3652
  - County Sheriff – 409-283-2172
  - District Attorney – 409-283-8136

**Note:** The removal of lost or stolen property from Tyler County Official Inventory Listing does not relieve the elected or appointed official's responsibility for the property.

**Capital Asset Classification**

Assets purchased, constructed or donated that meet or exceed the Comptroller's established capitalization thresholds or minimum reporting requirements must be uniformly classified, utilizing the SPA class code structure. A list of current class code structures for personal and real Property is in Appendix B. Included in the SPA class code structure are codes that can be used to componentize buildings as required by Senate Bill 482.

Each class code in the SPA system contains a default value for both residual value (expressed as a percentage of historical cost) and estimated useful life (expressed in months). The default values are based upon statewide historical data for each class of asset. Agencies will follow set Comptroller accounting standards for establishing the historical costs for each asset. Agencies will be allowed to substitute information for residual value and/or estimated life based on individual experience for each class or asset. Any substitutions must be substantiated and auditable.

**Capitalization Thresholds**

Standard capitalization thresholds for capitalizing assets have been established for each major class of assets. All state entities are required to use these thresholds.

<b>Class of Asset</b>	<b>Threshold</b>
Land/land improvements	Capitalize All
Buildings/building improvements	Capitalize All
Facilities and other improvements	Capitalize All
Infrastructure	\$5,000
Personal property (equipment)	\$5,000*
Electronic Equipment	Capitalize All
Library books/materials (collections)	Capitalize All
Works of art/historical treasures	Capitalize All
Leasehold improvements	\$10,000

**GASB Statement No. 34 (See attached)**

## G.A.S.B. Website Information

The Governmental Accounting Standards Board's (GASB) Statement No. 34, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments, will require that governments depreciate their exhaustible capital assets, including infrastructure.

Depreciation is the systematic and rational allocation of the (estimated) historical cost of a capital asset, (or if donated, the fair value of a capital asset at the time of donation), over its estimated useful service life. Accordingly, one of the principal challenges facing those attempting to implement depreciation accounting for previously undepreciated categories of capital assets is estimating the useful service lives of those assets (i.e., "lifing"). This section will attempt to provide financial statement preparers with information that may be useful for making such estimates.

**Background** GASB Statement No. 34, paragraph 161, provides the following guidance on estimating the useful lives of capital assets:

For estimated useful lives, governments can use (a) general guidelines obtained from professional or industry organizations, (b) information for comparable assets of other governments, or (c) internal information. In determining estimated useful life, a government also should consider an asset's present condition and how long it is expected to meet service demands.

As discussed in an previous issue of GAAFR Review (October 2001), a number of states (especially state departments of transportation) are using the internet to make information available to local governments on the estimated useful lives of various categories of capital assets. Likewise, professional groups and consultants have provided information that should be useful for lifing purposes. It is important, however, that such general information be adapted to a government's specific circumstances. GFOA issued a recommended practice earlier this year on Estimating the Useful Lives of Capital Assets that emphasized the need to take into account each of the following factors:

- *Quality* Similar assets may differ substantially in quality, and hence in their useful lives, because of differences in materials, design and workmanship. For example, an asphalt road will not have the same useful life as a concrete road. Likewise, the depth of the material used for paving purposes, as well as the quality of the underlying base, will also affect the useful life of a road.

- *Application* The useful life of a given type of capital asset may vary significantly depending upon its intended use. Thus, the life of a motor vehicle used in the public safety function may differ from the life of the same type of vehicle used in the parks and recreation function.
- *Environment* Environmental differences among governments can have an important impact on the useful lives of their respective capital assets. For instance, the useful life of a road in a climate subject to extremes in temperature is likely to be different from that of a similar road located in a more temperate climate. Also, regulatory obsolescence may shorten the service life of some capital assets used in connection with highly regulated activities (e.g., utilities).

**Data on estimated useful lives.** The paragraphs that follow will offer information on the *average* estimated useful lives of various types of capital assets.

It should be mentioned that sometimes a given asset grouping may be classified either as a land improvement or as infrastructure depending upon the specific circumstances (e.g., parking lots, sidewalks, pedestrian paths). The criterion used to make a classification in such cases often is the location of the asset. A parking lot adjacent to a building, for example, might be classified as a land improvement, whereas a public parking lot on a street corner operated by the government might be classified as infrastructure.

**Roadways** When arriving at an estimated life for a roadway it is assumed all normal maintenance will be performed to maintain the roadway during its normal life. “Average” lives for roadways are as follows:

Dirt	10 years (subject to weather conditions)
Gravel	15 years (subject to weather conditions)
Concrete	30 years
Asphaltic Concrete	20 years
Brick or Stone	50 years

**Sidewalks** As with roadways, climatic conditions affect the life of sidewalks. Otherwise, the average lives for sidewalks depend upon the material used for construction, as follows:

Concrete	30 years
Asphalt	25 years
Brick or Stone	50 years (subject to weather conditions)



**Parking Lots** Once again, the key variable in determining useful life is the construction material:

Concrete	35 years
Asphalt	15 years
Gravel	10 years
Brick or Stone	45 years

**Bridges and Culverts** Sometimes there is confusion when attempting to distinguish bridges from culverts. One approach to resolve this potential problem is to use the length of a structure as the determining factor (e.g., all structures with a span of more than 20 feet are to be classified as bridges).

For financial reporting purposes, the following average lives may be useful, subject to any adjustment needed to reflect climate and temperature fluctuations:

Precast Concrete	40 years
Prestressed Concrete	45 years
Steel with Truss	50 years
Steel without Truss	45 years
Timber/Wood	30 years
Pedestrian	
Steel	30 years
Concrete	30 years
Wood	25 years

Unique structures, such as suspension bridges, cable staid bridges, movable bridges, and covered bridges typically are evaluated on a case-by-case basis.

Culverts can be divided into two categories: major and small. Major culverts have a side area of 35 square feet or greater. Small culverts have a side area less than 35 feet.

**Major Culverts:**

Concrete (precast box, precast elliptical, cast in place)	40 years
Concrete pre stress	45 years
Timber log treated	30 years
Steel	30 years

*Small Culverts:*

Plastic	25 years
Cast Iron	30 years
Metal Corrugated	30 years
Concrete	40 years

**Road Signage** GASB limits the mandatory retroactive reporting of infrastructure assets to major networks and subsystems. Consequently, road signage normally is exempt from this requirement. Most governments are choosing to report roadway signage because information is readily available. The average useful life of road signage is 10 years.

**Traffic Lights** The situation for traffic lights is the same as described for road signage. The following are average useful lives:

Mast Arms	20 years
Hung Wire	15 years

**Street Lighting** Most governments will report street lighting voluntarily. The average useful life varies, as follows:

Concrete	30 years
Metal	20 years
Wood	15 Years

**Sewer Lines** The key factor in estimating the average useful life is the material used, as follows:

Concrete	50 years
Brick	90 years
Metal	40 years

**Man-made Lakes, Water Ways/Canals, and Boat Ramps** The average useful life of a man-made lake or waterway or canal is 100 years. The average useful life of a boat ramp depends upon the construction material, as follows:

Wood	10 years
Concrete/Asphalt	20 years
Metal	15 years

**Marinas** Estimated useful lives apply as follows:

Piers	50 years
Seawalls	50 years
Bulkheads	50 years

**Reservoirs and Dams** Reservoirs have an estimated useful life of 50 years. Dams require individual research, as a general rule, however, earthen dams have a life of 40 years and concrete dams of 60 years.

**Airport Runways** On average an estimated life of 10 years.

**Moveable Equipment** The following is a list of average estimated useful lives for some of the most commonly encountered categories:

Athletic Equipment	10 years
Appliances/food Service	10 years
Audio Visual Equipment	7 years
Books, Multi-Media	5 years
Business Machines	7 years
Communications Equipment	10 years
Computer Software	5 years
Contractors/Construction Eq.	12 years
Computer Equipment	5 years
Fire Department Equipment	12 years
Furniture	20 years
Grounds, Agricultural Eq.	15 years
Lab, Science Equipment	10 years
Law Enforcement Eq.	10 years
Licensed Vehicles	6 years
Machinery and Tools	15 years
Outdoors Recreational Eq.	15 years
Custodial Equipment	15 years
Photocopiers	5 years

**Land Improvements** The following is a list of common categories of land improvements:

Fencing, gates	20 years
Landscaping	10 years
Outside Sprinkler Systems	25 years

Septic Systems	15 years
Stadiums	45 years
Swimming Pools	20 years
Tennis Courts	20 years
Fountains	20 years
Retaining Walls	20 years

***Buildings, Building Components, and Building Services*** The following is a list of common categories:

Permanent Structures	50 years
Portable Structures	25 years
Foundation	50 years
Frame	50 years
Floor Structure	50 years
Floor Covering	15 years
Carpeting	5 years
Computer Flooring	10 years
Fire System	25 years
Elevators	20 years

# Agreement for Tax Collection Services

This Agreement is made between Linebarger Goggan Blair & Sampson, LLP (hereinafter referred to as the "Firm") and Tyler County (hereinafter referred to as the "Client").

## Article I

### *Nature of Relationship*

**1.01** The parties hereto acknowledge that this Agreement creates an attorney-client relationship.

**1.02** The Client hereby employs the Firm to provide the services hereinafter described for compensation hereinafter provided.

## Article 2

### *Scope of Services*

**2.01** The Firm shall take reasonable and necessary actions to collect property taxes that are owed to the Client and to any other taxing unit whose taxes are assessed and collected by the Client, and that are subject to this agreement, as hereinafter provided.

**2.02** The Client may from time-to-time specify in writing additional actions to be taken by the Firm in connection with the collection of taxes that are owed to the Client. Client further constitutes and appoints the Firm as Client's attorneys to sign all legal instruments, pleadings, drafts, authorizations and papers as shall be reasonably necessary to prosecute the Client's claim for taxes.

**2.03** Taxes owed to the Client shall become subject to this agreement upon the following dates, whichever occurs first:

(a) On February 1 of the year in which the taxes become delinquent if a previously filed tax suit is then pending against the property subject to the tax;

(b) On the date any lawsuit is filed with respect to the recovery of the tax if the tax is delinquent and is required to be included in the suit pursuant to TEX. TAX CODE § 33.42(a);

(c) On the date of filing any application for tax warrant where recovery of the tax or estimated tax is sought and where the filing of an application for tax warrant by the Firm is at the request of Client's Tax Assessor-Collector;

(d) On the date of filing any claim in bankruptcy where recovery of the tax is sought; or

(e) In the case of tangible personal property, on the 60th day after the February 1 delinquency date; or

(f) On July 1 of the year in which the taxes become delinquent.

## Article 3

### *Compensation*

**3.01** Client agrees to pay to the Firm, as compensation for the services required herein, as follows:

(a) fifteen (15%) percent of the amount of all 2002 and prior year taxes, penalty and interest subject to the terms of this contract as set forth in Paragraph 2.03 above, collected and paid to the collector of taxes during the term of this contract, as and when collected; and

(b) twenty (20%) percent of the amount of all 2003 and subsequent year taxes, penalty and interest subject to the terms of this contract as set forth in Paragraph 2.03 above, collected and paid to the collector of taxes during the term of this contract, as and when collected.

**3.02** The Client shall pay the Firm by the twentieth day of each month, all compensation earned by the Firm for the previous month as provided in this Article 3. All compensation above provided for shall become the property of the Firm at the time payment of the taxes, penalty and interest is made to the collector.

#### **Article 4**

##### *Intellectual Property Rights*

**4.01** The Client recognizes and acknowledges that the Firm owns all right, title and interest in certain proprietary software that the Firm may utilize in conjunction with performing the services provided in this Agreement. The Client agrees and hereby grants to the Firm the right to use and incorporate any information provided by the Client ("Client Information") to update the databases in this proprietary software, and, notwithstanding that Client Information has been or shall be used to update the databases in this proprietary software, further stipulates and agrees that the Client shall have no rights or ownership whatsoever in and to the software or the data contained therein, except that the Client shall be entitled to obtain a copy of such data that directly relates to the Client's accounts at any time.

**4.02** The Firm agrees that it will not share or disclose any specific confidential Client Information with any other company, individual, organization or agency, without the prior written consent of the Client, except as may be required by law or where such information is otherwise publicly available. It is agreed that the Firm shall have the right to use Client Information for internal analysis, purposes of improving the proprietary software and database, and to generate aggregate data and statistics that may inherently contain Client Information. These aggregate statistics are owned solely by the Firm and will generally be used internally, but may be shared with the Firm's affiliates, partners or other third parties for purposes of improving the Firm's software and services.

#### **Article 5**

##### *Costs*

**5.01** The Firm and Client recognize that publication costs for citations and notices of sale and title abstract costs will be incurred in the process of providing the litigation services contemplated in this Agreement. All such costs shall be billed to the Client, in care of the Firm, and the Firm will advance the payment of such costs on behalf of the Client. Upon recovery of such costs from the defendants or from the tax sale of defendants' property, the Firm shall be reimbursed for the advance payment. Alternatively, the Firm may arrange with the vendor or agency providing the service that actual payment of the costs of services is wholly contingent upon recovery of such costs by the Client or the Firm from the defendants or from the tax sale of defendants' property. In such contingent arrangements, the Client has no responsibility or liability for payment or advancement of any costs, other than forwarding to the vendor or service provider any cost amounts received from defendants or from the tax sale of defendants' property.

**5.02** The Client acknowledges that the Firm may provide services, such as title research, with its own employees or with other entities or individuals who may be affiliated with the Firm, but the Firm agrees that any charges for such services will be reasonable and consistent with what the same services would cost if obtained from a third party. The Client agrees that upon the recovery of such costs, the Client will: (i) pay the Firm for any such costs which have been advanced by the Firm or performed by the Firm, and (ii) pay any third party agency or vendor owed for performing such services.

#### **Article 6**

## *Term and Termination*

**6.01** This Agreement shall be effective on June 12, 2017 (The "Effective Date") and shall expire on June 12, 2021 (the "Expiration Date") unless extended as hereinafter provided.

**6.02** Unless prior to 60 days before the Expiration Date, the Client or the Firm notifies the other in writing that it does not wish to continue this Agreement beyond its initial term, this Agreement shall be automatically extended for an additional one year period without the necessity of any further action by either party. In the absence of any such 60 day notice by either the Client or the Firm, the Agreement shall continue to automatically renew for additional and successive one-year terms in the same manner at the end of each renewal period.

**6.03** If at any time during the initial term of this Agreement or any extension hereof, the Client determines that the Firm's performance under this Agreement is unsatisfactory, the Client shall notify the Firm in writing of the Client's determination. The notice from the Client shall specify the particular deficiencies that the Client has observed in the Firm's performance. The Firm shall have sixty (60) days from the date of the notice to cure any such deficiencies. If at the conclusion of that sixty-day remedial period, the Client remains unsatisfied with the Firm's performance, the Client may terminate this Agreement effective upon the expiration of thirty days following the date of written notice to the Firm of such termination ("Termination Date").

**6.04** Whether this Agreement expires or is terminated, the Firm shall be entitled to continue to prosecute any tax suits, applications for tax warrants or bankruptcy claims pending on the Termination Date or Expiration Date for an additional six months following termination or expiration. The Client agrees that the Firm shall be compensated as provided by Article 3 for any base tax, penalties and interest collected in the pending matters during the six-month period.

**6.05** The Client agrees that the Firm shall be reimbursed for any costs advanced and shall be paid for any services performed pursuant to Article 5 when such costs are recovered by or on behalf of the Client, regardless of the date recovered. It is expressly agreed that neither the expiration nor the termination of this Agreement constitutes a waiver by the Firm of its entitlement to be reimbursed for such costs and to be paid for such services. It is further expressly agreed that the expiration of any six-month period under Section 6.04 does not constitute any such waiver by the Firm.

## **Article 7**

### *Miscellaneous*

**7.01** *Assignment and Subcontracting.* This Agreement is not assignable, provided however, the Firm may from time-to-time obtain co-counsel or subcontract some of the services provided for herein to other law firms or entities. In such cases, the Firm will retain supervisory control and responsibility for any services provided by such co-counsel or subcontractors and shall be responsible to pay any compensation due to any such co-counsel or subcontractor.

**7.02** *Arbitration.* Any controversy between the parties to this Agreement involving the construction or application of any of the terms, covenants, or conditions of this Agreement shall, on the written request of one party served on the other, be submitted to arbitration, and such arbitration shall comply with and be governed by the provisions of the Texas General Arbitration Act.

**7.03** *Integration.* This Agreement contains the entire agreement between the parties hereto and may only be modified in a written amendment, executed by both parties.

**7.04** *Representation of Other Taxing Entities.* The Client acknowledges and consents to the representation by the Firm of other taxing entities that may be owed taxes or other claims and be secured by the same property as the Client's claim.

**7.05 Retention of Files.** The Firm will retain the files created in the course of performing the Services specified in Article 2 above according to the following schedule. After the time periods specified in this Section, Client consents to the destruction of such files, so long as such destruction is undertaken in a manner to protect the confidentiality of any personal or private information contained therein.

Tax Warrant files: Five years from the date of issuance of a warrant.

Litigation files: Two years from the date of nonsuit or dismissal of a suit occurring prior to a final judgment.

Five years from the date of sale of the last property pursuant to the judgment or other satisfaction of the judgment.

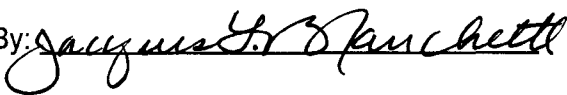
Ten years from the date of filing of an abstract of judgment, or five years from the date of satisfaction of the judgment, whichever is earlier.

Bankruptcy Files: Two years from the date of dismissal of a bankruptcy proceeding or other order closing the case, or from satisfaction of a claim, whichever is earlier, with respect to Chapter 7 and 13 proceedings.

Three years from the date of dismissal of a bankruptcy proceeding or other order closing the case, or from satisfaction of a claim, whichever is earlier, with respect to Chapter 11 proceedings.


**In consideration of the terms and compensation herein stated,** the Firm hereby accepts said employment and undertakes the performance of this Agreement as above written. This Agreement is executed on behalf of the Firm and of the Client by the duly authorized persons whose signatures appear below.

**Judge, Tyler County**

By: 

Date: June 12, 2017

**Linebarger Goggan Blair  
& Sampson, LLP**

By: 

Date: June 12, 2017





# TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

*Donece*

Tuesday  
August 28, 2018  
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 considered and/or discussed;

## Agenda

### ➤ CALL TO ORDER

- Establish Quorum
- Acknowledge Guests
- Invocation – *Mike Marshall*
- Pledge of Allegiance – *Mike Marshall*

### I. CONSIDER/APPROVE/INFORMATIONAL

*M/m*

A. Minutes from previous meeting (8/15) – *J. Blanchette/Donece Gregory, County Clerk*

*none*

~~B. Budget amendments/line item transfers – *J. Blanchette/Jackie Skinner, County Auditor*~~

*W/H*

C. Accounts Payable/Paying County Bills – *J. Blanchette/J. Skinner*

*M/W*

D. County Payroll - *J. Blanchette/J. Skinner*

*none*

~~E. Seek Bids for Road Repairs to County Road 2025 (Tyler County Airport/Arena Road) – *R. Hughes*~~

F. Discuss Right-of-Way for Tax Purposes on All County Roads – *M. Nash*

*no act*

*to ask — Ind appro comm's they need to proceed & find out if they can pay up to tax pay... then Comm will check out & bring to court for approval marked*

*M/m*

G. Award Bids for Emergency Stand-by Services - *J. Blanchette/J. Skinner*

*Bronco, Napco, Garner & DRE  
→ Napco Lowest bid*

H. APPRISS Service Agreement for SAVNS/VINE Grant (Replaces R-14 Service Agreement) - J. Blanchette

J/W  
W/H

I. Renewal of Victim Identification Notification Service (VINE) - J. Blanchette/J. Skinner

W/M

J. Fill Vacancies for Election Judges and Alternates - J. Blanchette/D. Gregory

W/W

K. Set Maximum Number of Election Clerks for the General Election in November - J. Blanchette/D. Gregory

City W, City of Iverh (3) 2: all others

W/N

L. Transfer of Tundra Truck from Emergency Operations to Pct. #1 and Pct #4 - J. Blanchette/J. Skinner

W/M

M. Terminating Air Med Group Policy for Group and Payroll Deduction - J. Blanchette/J. Skinner

W/W

N. Medical Transport Solutions for Group Policy for Payroll Deduction - J. Blanchette/J. Skinner

No exp to County

W/N

O. Terminating Life Insurance from Standard Insurance Company - J. Blanchette/J. Skinner

plan

problem w/ billing - NOW TAC offers some laborous to staff

W/H

P. Proposal for Voya Life Insurance through Texas Association of Counties (TAC) for Employees and Retirees - J. Blanchette/J. Skinner

repl standard - Admin thru TAC

W/W

Q. Revisions to Employee Handbook - J. Blanchette/J. Skinner

W/H

R. Open Bids for Repairs to Tyler County Jail Cell Blocks A, B, G, & H - J. Blanchette/J. Skinner

not quora tomorrow

Adv for tomorrow

W/N

S. Award Bids for Repairs to Tyler County Jail Cell Blocks A, B, G, & H - J. Blanchette/J. Skinner

T. Capital Asset Policy - J. Blanchette/J. Skinner *more "detail" in*

*M/LW*

*M/A*

U. Ratify Contract with Linebarger Law Firm for Collection of Delinquent Taxes Acted on June 12, 2017  
Blanchette

*- original cont be found John had signed his copy*

V. Adoption of Fixed Sheriff Fees for Services Connected to Tax Sales - J. Blanchette

*Comptroller*

*John ~~chook~~ fixed fee \$35 per parcel*

*M/M*

**EXECUTIVE SESSION**

Consult with Criminal District Attorney and/or her legal staff in a closed meeting executive session held in accordance with Texas Government Codes §551.071 regarding pending and/or contemplated litigation and settlement offers, and/or §551.074 regarding personnel matters, and/or §551.072 to deliberate the purchase, exchange, lease or value of real property.

**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 in the Tyler County Courthouse at 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 §551.002 & 551.041.

Executed on \_\_\_\_\_ 2018 Time \_\_\_\_\_

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

By: \_\_\_\_\_ (Deputy)