

ATTACHMENT

#1



To: Titus County Commissioners Court
From: Mark W. Heidaker
Date: October 8, 2012
RE: Titus County Pass-Through Program Status Report

MEMORANDUM

Status

To keep the Titus County Commissioners Court fully updated as to the progress of the Titus County Pass-Through Program, PTP Transportation (PTP) offers the following status report.

Environmental

FM 1000

TxDOT Environmental and the Texas Historical Commission have concurred with the recommendation that construction can proceed through the archeological sites on FM 1000 and that none of the sites are eligible for listing as either a State Archeological Landmark (SAL) or on the National Register of Historic Places. Tribal Consultation is expected to be completed during the middle of October 2012.

US 271

The USACE has provided approval for temporary impacts to Wetland 2 per the plan submitted by Williams Brothers and Atkins (Williams Brothers environmental consultant).

FAA Obstruction Evaluations have been filed for an additional 6 cranes for completions of the CR 2040 and SE 48 overpasses with a start date of November 15, 2012. This will bring the total number of cranes working on these bridges to 6 for CR 2040 and 4 for SE 48.

Apex GeoScience will be conducting the third round of sampling at the former Cameron Auto Salvage site sometime between October 22-31, in regards to the underground storage tanks (UST).

Design

FM 1000

The engineering plans for the FM 1000 project have received District comments and at this time revisions are being made by SPI Engineering. The plans that have received comments from the District were submitted to the District office back at the beginning of September. Once the revisions are made and received in the PTP office we will forward the corrected plans to Austin for review. Austin has stated that with the allotted time they need to review that if we can get the corrections to them by middle of this week then we should be able to have a mid-December letting date. PTP staff is pushing SPI Engineering as hard as possible to get the corrections in as quickly as possible to allow for a letting this fiscal year.

Contract Administration

PTP has received the request from Sheila Mills, North Right of Way Project Delivery Manager, Texas Department of Transportation for the documentation request regarding the right of way acquisition acquired in the fiscal year of 2012. The report asks for the breakdown of number of parcels acquired by negotiation and total compensation as well as number of parcels acquired by condemnation and total compensation and the number of parcels acquired by administrative settlement and the total compensation. All this documentation was prepared by PTP staff and submitted to Judge Lee on October 5, 2012 to be submitted to TxDOT by the deadline date of October 15, 2012.

US 271

The following contractors are on the project to date: Williams Brothers, T. J. Lambrecht, CF Southwest, North Texas Contracting, Interstate Barricade & Markings, RK Hall, Texas Traffic Systems and Indus Construction (DBE). All Subcontractors insurances are up to date and all certified payrolls have been received through the end of September 2012. We have received the DBE Report for the month of August and no payments have been reported. Williams Brothers has been paid through August 25, 2012 and a copy of the estimate has been forwarded to TxDOT. PTP has received the September Pay estimate and it is currently being reviewed and processed for payment. Per the last pay estimate, the project is 46.00 % complete.

FM 2348

The following contractors are on the project to date: H. H. Howard and Sons, JW Payne, CF Southwest and M&D Foundation. All Subcontractors insurances are up to date and all certified payrolls have been received through the end of September 2012. We have received the DBE Report for the month of August and no payments have been reported. H.H. Howard has been paid through August 25, 2012 and a copy of the estimate has been forwarded to TxDOT. The

September pay estimate has been received by the PTP staff and currently being reviewed and processed for payment. Per the last pay estimate, the project is 24.00 % complete.

Construction

US 271 (Contract Duration: 663 days allowed/236 days charged through October 8)

Williams Brothers (WB) continues working on retaining walls between CR 2040 and CR 4530. Bridge construction is well underway at FM 1000 and the CR 2040 overpass. Columns and Caps are complete at FM 1000 and the crews are working on drill shafts, columns and caps at CR 2040. Cement stabilized base, in preparation for concrete paving, has been placed on all of the mainlanes and most of the frontage roads between CR 2040 and FM 127.

With the approval of Change order #2 and execution by all parties including FHWA as well as TxDOT, work will soon begin on the retaining wall at Wetlands 10 (Priefert's Pond) that will allow for construction of that portion of the south bound frontage road to be completed.

T.J. Lambrecht (TJL), our dirt contractor, has completed approximately 90% of the embankment on the project to date. Excavation stands at about 80%, with the only remaining excavation to be performed on the very north end of the project, between US 67 and IH 30. TJL has completed the embankments for the CR 4530 overpass and will begin placing lime on the south header this week. The north bound frontage road from the end of the project to CR 2040 is cut to grade and will be receiving lime stabilization beginning in the next two weeks with base and paving operations following soon thereafter. The removal of the existing asphalt on US 271 will begin very soon. This work will allow TJL to complete the south side of the CR 2040 embankment as well as the drainage improvements that will run along the new south bound mainlanes of the 271 Loop in this area.

Work on the North end of the project, between existing US 67 and IH 30, is scheduled to begin in the next 30-45 days. That will require north bound and south bound traffic on business 271 to share the existing north bound lanes for the first phase of this construction while new paving is constructed to replace the old south bound lanes. The first phase of the construction will also require the closing of US 67 at US 271. West bound traffic on US 67 will have to detour to IH 30 west bound and then back to US 67. East bound access across US 271 will be closed. Traffic wanting to go East on 67 will have to access it from south bound 271. The second phase of this construction will move traffic to the existing south bound lanes so that new pavement can be constructed to replace the old north bound lanes. Once complete, there will be new signalized intersections at IH 30 and US 271 and SH 49(Old 271), and US 271 and US 67.

Signal construction has begun at the intersection of IH 30 and US 271. This intersection, currently controlled by Stop signs for east and west bound traffic on the frontage roads only, will

soon see new signals going up that will include control of traffic north bound and south bound on US 271 through the IH 30 intersection, as well as the frontage roads.

US 271 Utilities

Utility relocations are almost complete. Major exceptions are the OH transmission crossing at station 161+00 (south of Blackland RR). Relocation is expected in December and to be completed approximately two weeks once work begins. A 4" CenterPoint gas line north of FM 899 is scheduled to be moved later this month. The City, along with several other utilities, are currently working on locations and or relocating utilities on Business 271 between IH 30 and US 67 that may be in conflict with the proposed construction.

US 271 Change Orders

Currently we have four change orders being work on for the project. At this time Change Order #1 for additional work for the installation of geogrid due to unstable soils encountered at soil strengthening zones in the amount of \$7,023.27 was approved and executed by all parties including TxDOT. Change Order #2 for additional work for the installation of a concrete pile supported, cast-in-place retaining wall at the location of Wetland 10 (Priefert Pond) in the amount of \$338,948.91 has been executed by all parties including the approval of Federal Highway Administration (FHWA) and the TxDOT District.

For Change Order #3, Williams Brothers has executed the change order in the amount of \$18,968.30 for services required to revise the work at Roadside Spring area (Station 252+00) to provide slope protection and removal of the roadway underdrain system due to it not being required and the conversion of 6" stone riprap to 12" stone riprap due to the ineffectiveness of the 6" rock. Currently we are awaiting the approval from FHWA and the Area TxDOT office before sending to the County for execution.

For Change Order #4, Williams Brothers has executed the change order in the amount of \$44,427.76 for a revision and addition of pay items for the traffic signal work throughout the project. PTP staff has obtained approval from the Area TxDOT office and Judge Lee has executed with the final sign off going to TxDOT District for signature. At this time, Change Order #4 is time sensitive due to the 60 day lead time to order materials for the signals and the go ahead was given to Williams Brothers to order on October 5, 2012.

There were discussions of a possible change order for electronic message boards for the project for notification of future road closures but PTP staff has worked with the Area office and decided that in lieu of spending approximately \$44,000.00 for two message boards that all road closures will be given a 7 day notice to TxDOT and announced in Commissioners Court, plus asked to be placed in the local newspaper as well as updated on the keepituscounnymoving.com website.

FM 2348 (Contract Duration: 383 days allowed/118 days charged through October 8)

H.H. Howard and Sons (Howard) have completed the drainage structures and the base material is in place on the portion of the new FM 2348 from SH 49 to approximately 1500 feet past First Street. Howard is approaching the completion of the construction of the south embankment for the UPRR Bridge as well. Drill shafts have been placed for the interior bents of the structure and column construction is expected to begin in the new few weeks.

Sub-Contractor for Howard, J.W. Payne, has almost completed work on the large cast-in-place box culvert just south of First Street, adjacent to CR 4218.

Howard is preparing to begin operations at the US 67 and FM 2348 intersection in the next few weeks. Construction at this location will begin with the installation of new storm sewer systems, followed by new paving on a portion of US 67. Work will progress south from there on the new FM 2348 alignment towards the UPRR bridge structure. Howard will begin building the header bank on the north side of the railroad (UPRR) at the same time as the storm sewer construction.

ATTACHMENT

#2

TITUS COUNTY HISTORICAL COMMISSION
CIVIL WAR MOMUMENT 100TH YEAR DEDICATION ANNIVERSARY
AND
TEXAS HISTORICAL CEMETERY DESIGNATION; EVERGREEN CEMETERY
OCTOBER 1. 2012

YOUR HONOR; COMMISSIONERS,

THE TITUS COUNTY HISTORICAL COMMISSION PRESENTS FOR CONSIDERATION AND APPROVAL, A REQUEST TO CONDUCT PUBLIC CEREMONY TO HONOR THE 100TH ANNIVERSARY OF THE DEDICATION OF THE CIVIL WAR MONUMENT AND RECOGNITION OF THE TEXAS HISTORICAL CEMETERY DESIGNATION OF THE EVERGREEN CEMETERY.

DATE: FRIDAY, NOVEMBER 2, 2012

TIME: 11:00AM*

LOCATION: TITUS COUNTY COURTHOUSE

(WEATHER PERMITTING) EAST PARKING AREA AND STATUE PLAZA

***WELCOME AND RECOGNITION- SA/GS**

INNVOICATION

PRESENTATION OF THE COLORS; UPSHUR COUNTY PATRIOTS- PH (PERIOD COSTUMED)

PLEDGES TO THE FLAGS (US / TEXAS)

COMMENTARY/ HISTORY; CONFEDREATE SOLDIERS MONUMENT- SA

COMMENTARY /HISTORY; FREEDMAN'S COLONY & EVERGREEN CEMETERY- JS

PLACEMENT OF WREATH- UDC (PERIOD COSTUMED)

RIFLE SQUAD; 3 VOLLEY SALUTE (PERIOD COSTUMED & BLACK POWDER)

"TAPS"; UPSHUR COUNTY PATRIOT BUGLAR

RETIRE THE COLORS; DISMISSED

ATTACHMENT

#3

firstname	lastname	THC_title	affiliation	mail_address	mail_city
Steve	Austin	CHC Chair	Titus CHC	109 CR 1544	Mount Pleasant
Remove Sue	Evenwel	CHC	Titus CHC	298 Greenhill Park Ave	Mount Pleasant
Jacob	Hatfield	CHC	Titus CHC	501 N Madison	Mount Pleasant
Remove Dorisula (Sue)	Hawkins	CHC	Titus CHC	114 Diane Lane	Mount Pleasant
O.C.	Hill	CHC	Titus CHC	309 CR 2735	Pittsburg
Pam	Hill	CHC	Titus CHC	822 Alexander	Mount Pleasant
Jack	Hooker	CHC	Titus CHC	1505 CR 4510	Mount Pleasant
Diana	Kennedy	CHC	Titus CHC	310 CR 2340	Mount Pleasant
Remove Paul	Lindsey	CHC	Titus CHC	109 CR 4705	Mount Pleasant
Sharon	Palmer	CHC	Titus CHC	PO BOX 1177	Mount Pleasant
Janet	Russell	CHC	Titus CHC	2991 CR 1550	Mount Pleasant
John	Shaffer	CHC	Titus CHC	86 CR 2938	Mount Pleasant
Michael	Thompson	CHC	Titus CHC	235 CR 1540	Mount Pleasant
Remove Steve	Thompson	CHC	Titus CHC	1760 FM 3417	Mount Pleasant
Mary	Turner	CHC	Titus CHC	PO Box 931	Mount Pleasant

X DROP
Remove

X Appointed For a term of 2 years.

ATTACHMENT

#4

RESOLUTION NO. 2012-12

WHEREAS, the County of Titus, Texas, and the City of Mt. Pleasant, each acting as Trustee for the benefit of all taxing entities of Titus County, Texas, have directed and authorized the Sheriff of Titus County, by Resolution of their respective governing bodies, to sell certain property at a public sale in accordance with Section 34.05 of the Texas Property Tax Code, and

WHEREAS, Section 34.05(d) of the Texas Property Tax Code allows the Commissioners Court to specify the date and location where such sale shall be conducted;

NOW THEREFORE BE IT ORDERED BY THE

Commissioner's Court of Titus County, Texas

That the public sale of property by the Sheriff of Titus County, Texas, as authorized by the governing bodies of the County of Titus and the City of Mt. Pleasant, in accordance with Section 34.05 of the Texas Property Tax Code, shall be conducted at 9:00 a.m. on October 20, 2012, at the Walnut Room of the Titus County Civic Center, 1800 N. Jefferson Avenue, Mt. Pleasant, Texas.

Resolved this the 8 day of October, 2012.

Attest:

Janne Norris

Clerk

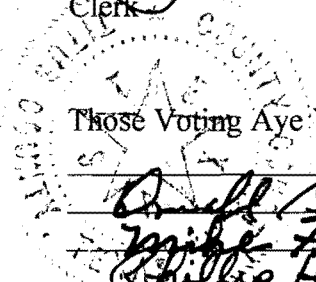
Reuben P. Lee

County Judge

Those Voting Aye Were:

Ornell B. Byrd
Josiah Fields
Phillip Hunter
Thomas E. Hockaday

Those Voting Nay Were:



ATTACHMENT

#5

TITUS COUNTY EMPLOYEE HANDBOOK

October 8, 2012

CONTENTS

Employee Acknowledgement	i
County Resolution Pages	ii-iii
Introduction.....	iv
<u>SECTION 1: GENERAL POLICIES</u>	1
A. COUNTY EMPLOYMENT	2
1A-1 Employment at Will	2
1A-2 Employee Status	2
1A-3 Equal Employment Opportunity	3
1A-4 Americans with Disabilities Act	3
1A-5 Personnel Files	3
1A-6 Nepotism	4
B. WORK RULES AND EMPLOYEE RESPONSIBILITY	7
1B-1 Attendance	7
1B-2 Dress Code and Courtesy	7
1B-3 Smoke Free Workplace	7
1B-4 Conflict of Interest	8
1B-5 Harassment	8
1B-6 Sexual Harassment	9
1B-7 Political Activities	10
1B-8 Outside Employment	10
1B-9 Breaks	11
1B-10 Grievances	11
1B-11 Discipline	11
1B-12 Licenses and Certificates	12
1B-13 Weather Closing and Emergencies	12
1B-14 Confidentiality	13
C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY	13
1C-1 County Property Usage	13
1C-2 County Vehicle Usage	13
1C-3 Cell Phone Policy	14
1C-4 Computer and Internet Usage	14
1C-5 PDA and Camera Usage	15

D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY	15
1D-1 Workers' Compensation	15
1D-2 Employee Safety	16
1D-3 Drug and Alcohol – All Employees.....	16
1D-4 Drug and Alcohol – CDL Employees	17
1D-5 Workplace Violence.....	17
1D-6 Social Media	18
<u>SECTION 2: EMPLOYEE COMPENSATION AND BENEFITS.....</u>	19
A. EMPLOYEE PAYROLL	20
2A-1 Fair Labor Standards Act Safe Harbor (FLSA).....	20
2A-2 IRS Fringe Benefits.....	22
2A-3 Compensation.....	22
2A-4 Payroll Deductions	22
2A-5 Work Weeks and Work Periods.....	23
2A-6 Time Sheets.....	23
2A-7 Pay Periods	23
2A-8 Work Schedules.....	23
2A-9 Hours Worked.....	23
2A-10 Law Enforcement Pay and Overtime.....	24
2A-11 Overtime Calculations and Rules.....	24
2A-12 Demotions	25
2A-13 Transfers.....	25
2A-14 Promotions.....	25
2A-15 Separations	25
2A-16 Retiree Rehires	26
B. EMPLOYEE BENEFITS.....	26
2B-1 Health and Dental Insurance	26
2B-2 Other Insurances – Life, Supplemental	27
2B-3 Vacation	27
2B-4 Sick.....	28
2B-5 Holiday	29
2B-6 Jury Duty	29
2B-7 Funeral Leave.....	30
2B-8 Military Leave.....	30
2B-9 Retirement	30
2B-10 Social Security/Medicare.....	31
2B-11 Family Medical Leave Act/Military Family Leave (FMLA/MFL).....	31
2B-12 Leave of Absence – Other.....	37

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Titus County Employee Handbook that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Titus County Employee Handbook is not a contract of employment. I understand that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this Employee Handbook is intended only to provide guidance in understanding Titus County policies, practices and benefits. Except for the policy of "At Will" employment, I understand that Titus County retains the right to change this handbook, and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Titus 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, to continually make suggestions for improvements and to display a spirit of team work and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County's discretion.

Signature of Employee

Printed Name of Employee

Date Signed

COUNTY OF TITUS

COMMISSIONERS' COURT ORDER

WHEREAS the Commissioners' Court of Titus County and the County Judge wish to comply with various laws applicable to public employers in the employment relationship; and

WHEREAS the Commissioners' Court and the County Judge desire to provide the employees of Titus County with a uniform format for dealing with various employment related issues; and

WHEREAS the Titus County Commissioners' Court and the County Judge wish to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Titus County Commissioners' Court and the County Judge hereby approve and adopt the Titus County Employee Handbook.

ADOPTED THIS _____ DAY OF _____, _____

County Judge

Commissioner Pct 1

Commissioner Pct 2

Commissioner Pct 3

Commissioner Pct 4

Witnessed and Attested By:

County Clerk

RESOLUTION FOR TITUS COUNTY

We the undersigned have read the Titus County Employee Handbook that the Titus County Commissioners' Court and County Judge have adopted. As elected officials of Titus County, we endorse and approve the Employee Handbook. We approve the document as it reflects our commitment to Titus County employees and it reflects our commitment to conform to appropriate state and federal laws. We agree to be bound by the terms and conditions of the Titus County Employee Handbook, as witnessed by our signatures below.

County Clerk

District Clerk

County Treasurer

County Tax Assessor/Collector

County Sheriff

County Attorney

Constable Pct 1, 3, 4

Constable Pct 2

Justice of the Peace Pct 1, 3, 4

Justice of the Peace Pct 2

District Attorney

Department Head

TITUS COUNTY EMPLOYEE HANDBOOK

Welcome to Titus County!

We are excited to have you as an employee of Titus County. You were hired because the elected official, appointed official or department head believes you can contribute to the success of Titus County, and share our commitment to serving the public and our constituents with excellence.

Titus County is committed to providing excellent service to the public in all of our County offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This Employee Handbook contains some key policies, benefits, and expectations of Titus County, and other information you will need. Each elected official may wish to adopt their department policies which complement our Titus County Employee Handbook. Each elected official, appointed official and department head have detailed Titus County policy and procedures manuals.

Your job, every job, is essential to fulfilling our mission of serving our County constituents everyday and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Titus County employee. You should use this handbook as a ready reference as you pursue your career with Titus County. Please consult with your elected official, appointed official or department head regarding questions you may have concerning this Employee Handbook.

Welcome aboard!

Sincerely,

County Judge

Commissioner Pct 1

Commissioner Pct 2

Commissioner Pct 3

Commissioner Pct 4

SECTION 1:
GENERAL POLICIES

A. COUNTY EMPLOYMENT

1A-1 EMPLOYMENT AT WILL

All employment with Titus County shall be considered “at will” employment. No contract of employment shall exist between any individual and Titus County for any duration, either specified or unspecified.

Titus 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.

Titus 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 Titus County shall have the right to leave their employment with the County at any time, with or without notice.

1A-2 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 hours per week. Full time employees are eligible for all County benefits. Employees may be non-exempt, hourly employees or exempt employees. Non-exempt employees are eligible for overtime compensation. Exempt salaried employees are not eligible for overtime compensation. Titus 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 900 hours per year. Part time employees are not eligible for County benefits. All regular part time employees must be enrolled in Texas County and District Retirement System (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 which is expected to last for some specific duration or until a specific project is completed. Temporary employees may have work schedules as assigned by their manager. Temporary employees are not entitled to any County benefits.

All employees are considered to be “at will” employees and employee status shall not be considered a contract of employment.

1A-3 EQUAL EMPLOYMENT OPPORTUNITY

It shall be the policy of Titus County to be an equal opportunity employer. Race, color, religion, national origin, sex, age, genetic information, pregnancy and disability shall not be factors in hiring, promotion, demotion, raises, termination, training, discipline, use of employee facilities or programs, or any other benefit, condition, or privilege of employment except where required by law or where a bona fide occupational qualification (BFOQ) exists.

1A-4 AMERICANS WITH DISABILITIES ACT

Titus County is committed to the fair and equal employment of individuals with disabilities. It is Titus County's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodations will 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. Reasonable accommodation shall be determined through the interactive process of consultation with the disabled individual and, where deemed necessary, through consultation with outside resources.

It is the policy of Titus County to prohibit any harassment of, or discriminatory treatment of employees on the basis of the 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, department head or the County Attorney with confidentiality.

1A-5 PERSONNEL FILES

The Titus County Auditor's department will retain basic employee information in an individual personnel file. This file will include all pertinent employment documents such as resume, application, W-4, copy of Driver License and Social Security card, Medical insurance options and Commissioners' Approval form, as well as, records concerning performance, discipline and compensation.

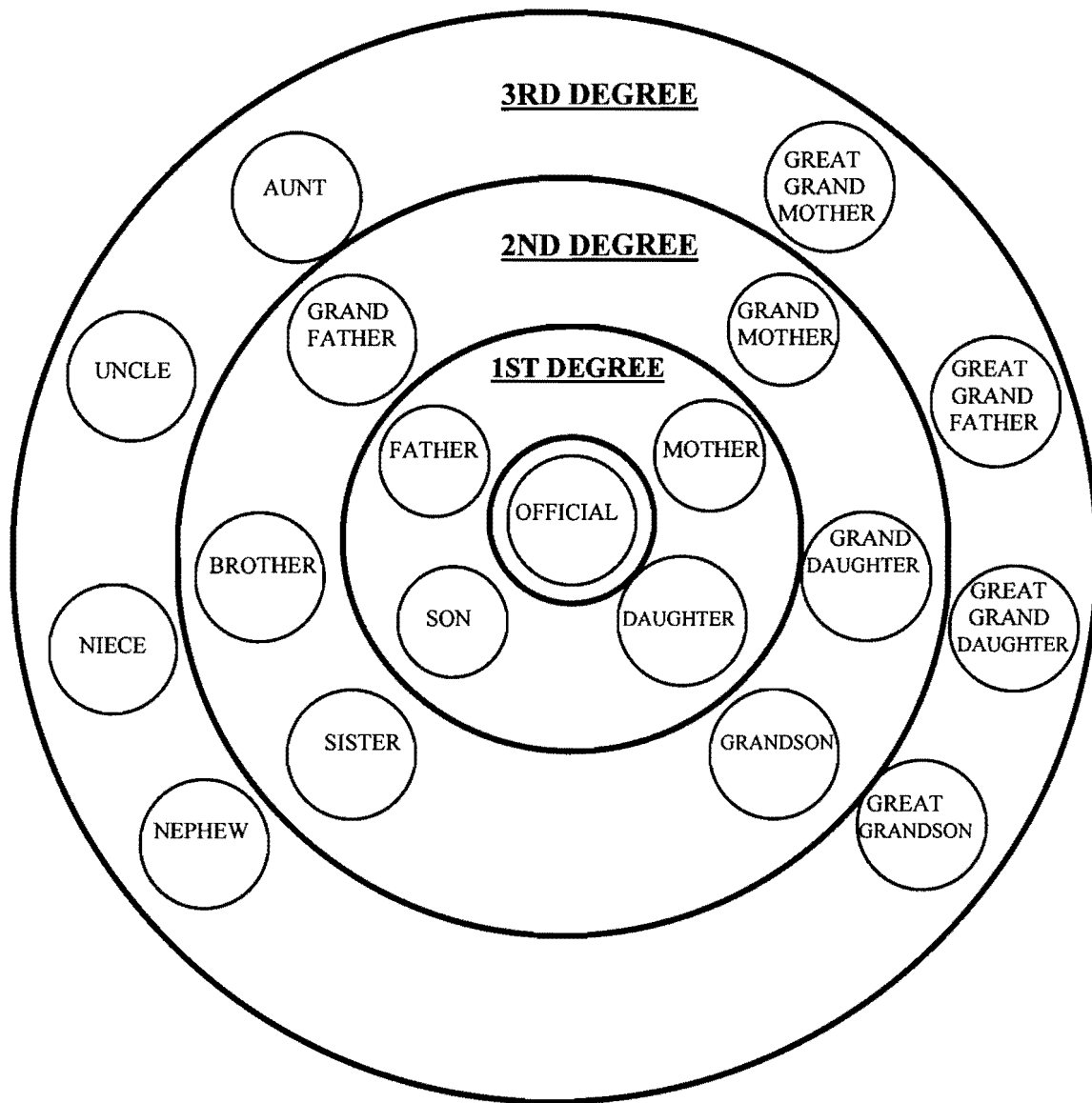
It is important that the personnel records of Titus County be accurate at all times. In order to avoid issues, compromising your benefit eligibility or having W-2's returned, Titus County requests employees to promptly notify the appropriate personnel representative of any change in name, home address, telephone number, marital status, number of dependents, or of any other pertinent information.

Texas State Law requires that all governmental entities release the home address and telephone number of employees if requested to do so. You may keep this information private by requesting in writing not to allow this information to be released.

1A-6 NEPOTISM

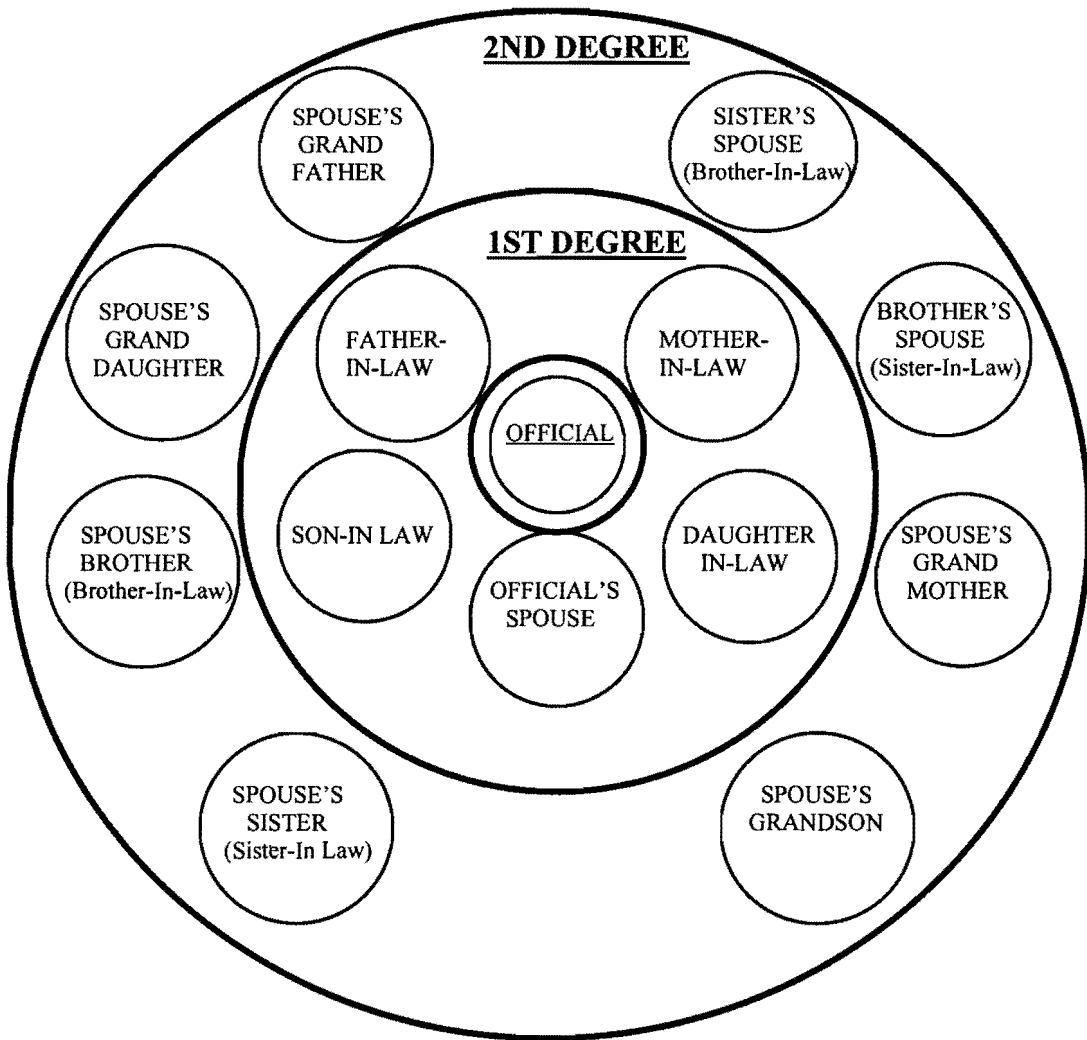
In accordance with the Texas Government Code Chapter 573 on nepotism, an elected or appointed official of Titus County shall not hire a relative related in the third degree of consanguinity (blood) or the second degree of affinity (marriage) to work in a department that he or she supervises or exercises control over.

A degree of relationship is determined under Texas Government Code Chapter 573.
(See the charts that follow.)



**Consanguinity Kinship Chart
(Blood)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**



**Affinity Kinship Chart
(Marriage)**

**TEXAS NEPOTISM CHART
CIVIL LAW METHOD**

B. WORK RULES AND EMPLOYEE RESPONSIBILITY

1B-1 ATTENDANCE

As a Titus County employee you are expected to be punctual and demonstrate consistent attendance.

Each employee shall report to work on each day they are scheduled to work and at the starting time set by their supervisor unless prior approval for absence is given by the employee's supervisor or the employee is unable to report to work because of circumstances beyond the control of the employee.

If an employee is unable to be at work at their normal reporting time, they shall be responsible for notifying their supervisor at least 4 hours prior to the scheduled start of their shift or as soon as it is reasonably practicable in the case of an emergency.

Each employee shall remain on the job until the normal quitting time established by the supervisor unless permission to leave early is given by the supervisor.

Each supervisor shall be responsible for determining if an unscheduled absence or tardiness is to be classified as excused or unexcused, based on the circumstances causing the absence or tardiness.

Frequent unexcused absences or tardiness shall make an employee subject to disciplinary measures, up to and including termination of employment.

An employee who does not report for 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.

1B-2 DRESS CODE AND COURTESY

Titus County expects all employees to be well groomed, clean, and neat at all times. Each department will determine the type of attire that is acceptable.

It is essential that you act in a professional manner 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.

1B-3 SMOKE FREE WORKPLACE

Titus County endeavors to provide a healthy environment. Therefore, any form of smoking in company buildings is strictly prohibited. Additionally, no smoking is allowed within ten (10) feet of the exterior entranceways.

1B-4 CONFLICT OF INTEREST

Employees of Titus 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 employee's job efficiency, or which would reduce his or her ability to make objective decisions in regard to his or her work and responsibility as a Titus County employee.

Employees involved in conflict of interest situations shall be subject to discipline, up to and including termination.

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

- 1) 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 the intent to influence the employee's performance;
- 2) 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
- 3) Accepting outside employment, compensation, gifts, or favors that might reasonably tend to impair independence of judgment in performance of duties for the County;
- 4) Making any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and his or her duties for the County;
- 5) 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.

1B-5 HARASSMENT

Titus 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:

- The submission to the conduct is made a condition of employment;
- The submission to, or rejection of, the conduct is used as the basis for an employment decision;
- The conduct creates an offensive, intimidating or hostile working environment or interferes with work performance.

Harassment is strictly prohibited by Titus County whether committed by an elected official, appointed official, department head, 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 department head 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 department head 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.

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

1B-6 SEXUAL HARASSMENT

Sexual harassment is strictly prohibited by Titus County, whether committed by an elected official, appointed official, department head, co-worker or non-employee the County does business with. It shall be the policy of Titus County to provide a workplace free from sexual harassment for all employees and to take active steps to eliminate any sexual harassment of which the County becomes aware.

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:

- The submission to such conduct is either an expressed or implied condition of employment;
- The submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person;
- 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.

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.

No retaliation or other adverse action shall be taken against an employee who, in good faith, files a claim of sexual harassment or those employees who cooperate in the investigation of a complaint.

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 department head 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 department head 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 may be 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, Titus County will take effective remedial action in accordance with the circumstances, up to and including termination.

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.

1B-7 POLITICAL ACTIVITY

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

County employees shall not:

- Use their official authority or influence to interfere with or affect the result of any election or nomination for office;
- 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;
- Use any equipment, property or material owned by the County for political activity or engage in political activity while on duty for the County.

1B-8 OUTSIDE EMPLOYMENT

Titus County employees should not use Titus County facilities or equipment or their association with Titus County to carry on a private business or profession unless express approval is obtained in advance and in writing from their immediate supervisor and/or elected official.

1B-9 BREAKS

All employee breaks are determined by each department head 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.

1B-10 GRIEVANCES

Any employee having a grievance related to his or her job should discuss the grievance with his or her immediate supervisor.

If the discussion with the immediate supervisor does not resolve the grievance, and, if the immediate supervisor is not the elected or appointed official with final responsibility for the employee's department, the employee shall have the right to discuss the grievance with that official.

The decision of the elected or appointed official with final responsibility for the employee's department shall be final in all grievances.

1B-11 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 leave, including failure to notify a supervisor of your absence;
- C. Repeated tardiness or early departure;
- D. Endangering the safety of other persons;
- E. Use of drugs or alcohol during work hours;
- F. Violation of any of the personnel policies;
- G. Conviction of a felony;
- H. Falsification of documents or records;
- I. Incompetence or neglect of duty;
- J. Disruptive behavior which impairs your job performance or the performance of others;
- K. Bringing a firearm or illegal weapon on County property with the exception of law enforcement personnel;

- L. The employee has been discourteous, offensive or abusive, either by attitude, language or conduct, to the public or to fellow employees, while said employee is in a work status;
- M. The employee has some permanent or chronic physical or mental ailment, or defect which incapacitates her/him from proper performance of his or her duties and there are no other jobs available that he/she can perform with or without a reasonable accommodation;
- N. The employee is guilty of misappropriation, theft or conversion of County property.

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

Titus 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.

1B-12 LICENSE AND CERTIFICATES

Titus County has many positions that require licenses and certificates. It is the responsibility of each employee to maintain all required licenses and certifications. If an employee is unable to renew or loses any licenses or certification, they must immediately notify their supervisor. If this license is a requirement for the position, the employee may be demoted, transferred or terminated. Under no circumstances will the employee be allowed to continue in the position where a license or certification is required if failure to have such license or certification is illegal under either Federal or State Law.

1B-13 WEATHER CLOSINGS AND EMERGENCIES

As a general practice, Titus County does not close unless the health, safety, or security of County employees are seriously at risk. When this does happen, either because of severe weather conditions or other emergencies, the County Judge is responsible for initiating the closing. The County Judge will notify the following entities for a public announcement: Local Newspaper and Radio Station. Announcements of an emergency closing will, to the extent possible, specify the starting and ending times of the closing.

If the County Judge does not declare the County Offices to be closed due to weather, it shall be up to each elected official to determine the operating hours of their office and their employees. Time off due to weather may be taken as compensatory time, or if the employee does not have available compensatory time, as vacation, but shall not be reported as regular hours worked.

Many County departments are continuous operating public safety and service departments. Many County personnel will be required to work during emergency closings. Each department head is responsible for designating their own employees and providing alternate information to personnel designated as essential during emergency closings. Public safety will be foremost in the development of departmental emergency action plans.

1B-14 CONFIDENTIALITY

Titus County is a public entity; however, some County employees acquire confidential information as a result of their position with the County. This information should be protected. Employees who abuse their position and reveal private information they have received as a result of their position may be subject to discipline up to and including termination.

Regarding the personnel information on employees of Titus County, the County will adhere to all open record requests and such requests will be reviewed and approved by the County Attorney. Information will be released in accordance with Texas State Law.

C. COUNTY PROPERTY AND EMPLOYEE RESPONSIBILITY

1C-1 COUNTY PROPERTY USAGE

Each County employee shall be responsible for the care, maintenance, proper use, and upkeep of any County equipment assigned to him/her. County employees shall only use equipment, tools, and other County property that they are authorized to use. Personal use of County equipment, supplies, tools, and any other County property shall not be permitted.

1C-2 COUNTY VEHICLE USAGE

Some employees may be required to use County vehicles as a part of their job. Employees who are assigned County vehicles shall be responsible for the care, maintenance, proper use and upkeep. Employees may only use the vehicles they are authorized to use. Employees may not allow other individuals to operate the vehicles they have been assigned.

If personal use of a County vehicle is permitted, the employee will be required to keep a log of all personal miles driven, including to and from work. These personal miles will be taxed at the current IRS rate in accordance with IRS rules and regulations.

Employees who operate vehicles must maintain a current active license for the operation of that vehicle. If they have any change in status of their license, they must immediately notify their supervisor. An employee whose job involves operation of a vehicle requiring a license for its legal operation shall be subject to possible job change, demotion or termination if that license is suspended or revoked.

An employee whose job involves operation of a vehicle or equipment requiring a license for its legal operation, but who is deemed uninsurable by the County's vehicle insurance carrier even though the employee's license has not been revoked or suspended, shall be subject to possible job change, demotion or termination.

Any employee involved in an accident while operating County equipment or vehicles shall immediately report the accident to his or her supervisor and to the proper law enforcement or

other authority immediately. A copy of all accident and incident reports prepared by the employee shall be sent to the supervisor and the County Judge.

1C-3 CELL PHONE POLICY

Titus County does not provide cell phones to County employees or pay the personal cell phone bill of County employees. Instead, the County compensates employees for work use of their personal cell phone. This will be in the form of a payroll item (non-taxable) which will be charged against a departmental budgeted line item.

Each department head will determine who is eligible, and how much they are to receive. For approved talk and text only employees, the maximum stipend shall be \$40 per month, and for approved smart phone plans with email and internet access, the maximum stipend shall be \$70 per month. The department head will determine the actual stipend on a per employee basis, and will consider the relative importance of cell phone usage for each position to make that determination. For example, one employee might receive a \$10 monthly stipend while another receives the full \$40, or anywhere in between. It will be up to the department head to allocate the department's cell phone budget to the individual users, and to inform the payroll department of any additions, changes or deletions of the payroll stipend related to each employee.

At the time of this writing, all County employees are eligible for a 25% discount on the primary phone number of their personal Verizon plan. Employees are encouraged to take full benefit of this offer by visiting the local Verizon office with proof of County employment (pay stub) and requesting the discount. Employees may take advantage of this discount whether or not they will receive a stipend.

1C-4 COMPUTER AND INTERNET USAGE

The use of Titus County automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for Titus 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.

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 co-workers or third parties; or disrupt the workplace.

Use of Titus County computers, networks, and Internet access is a privilege granted by management 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.

Titus County owns the rights to all data and files in any computer, network, or other information system used in the County. Titus County also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and

received using County equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by County officials at all times. Titus County has the right to inspect any and 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.

1C-5 PDA AND CAMERA USAGE

Titus County prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of each department head and of each person whose image is recorded. Employees with such devices should leave them at home unless expressly permitted by their department head to do otherwise. This provision does not apply to designated Titus County personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers to the workplace or connect them to Titus 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.

D. SAFETY AND HEALTH EMPLOYEE RESPONSIBILITY

1D-1 WORKERS' COMPENSATION

All Titus County employees are covered by Workers' Compensation insurance while on duty for the County. Workers' Compensation insurance pays for medical bills resulting from a covered injury or illness an employee incurs while carrying out the duties of his or her job. Workers' Compensation also pays a Temporary Income Benefit (TIBS) for time lost from work in excess of seven calendar days as the result of eligible work related injuries or illnesses.

Employees may use paid leave for all time off less than 7 days.

All employees who are placed on Workers' Compensation leave will fall under the Family Medical Leave Act (FMLA). Titus County runs FMLA and Workers' Compensation concurrently.

Any employee who suffers a job related illness or injury shall be required to notify his or her supervisor as soon as possible. Failure to promptly report job related injuries or illnesses may affect an employee's eligibility for benefits or delay benefit payments which are due.

An employee who has lost time because of a work related accident or illness shall be required to provide a release from the attending physician before being allowed to return to work.

An employee's Workers' Compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

1D-2 EMPLOYEE SAFETY

Titus County is committed to providing a safe workplace for our employees.

Each County employee shall be required to adhere to the general safety standards established for all employees as well as comply with their departmental safety requirements. Safety procedures may differ at each County department. Your supervisor will provide you with specific information pertaining to your position.

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

Employees seeing unsafe working conditions shall either take steps to correct those conditions or report the unsafe conditions to their supervisor.

1D-3 DRUG AND ALCOHOL – ALL EMPLOYEES

Titus County is a drug and alcohol free workplace. All County employees are required to report to work in appropriate physical and mental condition. It is the intent of the County to provide a drug-free, healthy, safe and secure work environment.

This policy shall apply to all employees of Titus County regardless of rank or position and shall include temporary and part-time employees.

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

The unlawful manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance (one prohibited by law) or drug paraphernalia on County property or while conducting County business away from the County is strictly prohibited.

Employees may not be under the influence of alcohol or illegal drugs while on County property or while on duty for the County. The unauthorized possession or use of prescription or over-the-counter drugs while on County property or while on duty for the County is strictly prohibited. Employees 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.

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

Employees taking prescription medications are required to notify their supervisor of any possible effects the medication might have regarding their job performance and physical/mental capacity.

Any information concerning prescription medications being used by an employee, and any other medical information of which the supervisor becomes aware, shall be treated as confidential information. Prescription medications used at work are to be kept in their original container.

Employees having problems with drugs or alcohol are encouraged to seek treatment from qualified professionals. Information on benefits provided for treatment of alcohol and drug problems through the County's medical insurance program is available in the employee's insurance coverage booklet or from the County Auditor's office.

1D-4 DRUG AND ALCOHOL – CDL EMPLOYEES

CDL drivers are an extremely valuable resource for Titus 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 prevent substance use or abuse from having an adverse effect on our drivers. The County maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on County property.

The adverse impact of substance abuse by CDL drivers has been recognized by the federal government. The Federal Highway Administration (FHWA) has issued regulations which require the County to implement a controlled substance testing program. The County will comply with these regulations and is committed to maintaining a drug-free workplace. 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 Titus County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) 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. FHWA stated that 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. Titus County will conduct pre-employment, random, reasonable suspicion and post-accident drug testing in accordance with federal law.

A detailed policy and procedure is available at the County Auditor's office.

1D-5 WORKPLACE VIOLENCE

Titus County is committed to providing a workplace free of violence. Titus 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, this includes jokes. All threats will be taken seriously and will be investigated. Employees must refrain from any conduct or comments that are inappropriate or 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. Possession of any firearm or weapon other than those

authorized for law enforcement employees, with or without permits is prohibited in all County offices and buildings owned or used by Titus County, this includes County owned vehicles. If employees believe that a weapon is on County premises, they should immediately report this 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.

1D-6 SOCIAL MEDIA

Titus 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 Titus County among the community at large.

Titus 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 professional 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.

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

If your post or social media mentions Titus County, make clear that you are an employee of Titus County and that the views posted are yours alone and do not represent the views of Titus County. Do not mention Titus County supervisors, employees, customers or vendors without their express consent. Do not pick fights. If you see a misrepresentation about Titus County, respond respectfully with factual information, not inflammatory comments. 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 may not use Titus County computer equipment for non-work related activities without written permission. Social media activities should not interfere with your duties at work. Titus 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 Titus County's website or post Titus County material on a social media site without written permission from your supervisor.

All Titus 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 Titus County must be kept confidential and should not be discussed through any 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 Titus County that supervisors do not engage in social media activities with their employees.

SECTION 2:

**EMPLOYEE
COMPENSATION
AND
BENEFITS**

A. EMPLOYEE PAYROLL

2A-1 FAIR LABOR STANDARDS ACT SAFE HARBOR (FLSA)

Titus County makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the County Auditor's office attention, Titus 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.

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 time card must accurately reflect all regular and overtime hours worked; any absences, late arrivals, early departures, and meal breaks. Do not sign your time card 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.

Unless you are authorized by your supervisor, you 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 Titus County policy for any employee to falsify a time card, or to alter another employee's time card. 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 time card to under- or over-report your 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 the County Auditor's office, 903-572-8101.

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, such as during salary review times, 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.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance 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 salary 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;
- 2) Full day disciplinary suspensions for infractions of our written policies and procedures;

- 3) Full day for violating safety rules of a major significance;
- 4) Family and Medical Leave or Military Leave absences;
- 5) To offset amounts received as payment for jury and witness fees or military pay;
- 6) The first or last week of employment in the event you work less than a full week.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- 1) Your absence because the facility is closed on a scheduled work day;
- 2) Your absence because of the County's operating requirements;
- 3) Absence for jury duty, attendance as a witness;
- 4) Any other deductions prohibited by state or federal law.

For non-exempt employees: You are paid for the number of hours that you are in the office. Any hours spent at your job that total less than 40 may be accounted for as comp time, vacation time, or sick leave (to be used only for illness). If you do not have available comp time, vacation or sick time, your hours paid that week may be less than 40.

County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to 15 days off per year with pay to attend authorized training sessions and exercises. There shall be no carryover of unused time.

The 15 days paid military leave shall apply to the fiscal year and any unused balance at the end of the year shall not be carried forward into the next fiscal year.

Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule.

An employee may use annual leave, earned compensatory time, or leave without pay if he/she must attend Reserve or National Guard Training sessions or exercises in excess of the fifteen day maximum.

An employee going on military leave shall provide his or her supervisor with a set of orders within two (2) days after receiving them.

County employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

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 the

County Auditor's office, 903-572-8101. 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, 903-572-0382. 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 will result in disciplinary action, up to and including termination.

2A-2 IRS FRINGE BENEFITS

Titus County will comply with IRS in regards to fringe benefits such as County cell phones, County uniforms, County vehicle usage and day-trip meals. You may be responsible for paying taxes when you receive such fringe benefits.

2A-3 COMPENSATION

Titus County Commissioners' Court annually sets the maximum compensation for each employee in accordance with Texas State Law.

Titus County complies with the Fair Labor Standards Acts (FLSA) as outlined in the Fair Labor Standards Safe Harbor policy.

Law Enforcement personnel are handled in accordance with the 207(k) exemption under the Fair Labor Standards Act. The Commissioners' Court has adopted this exemption. Information regarding this exemption can be found in the policy on "Law Enforcement Compensation and Overtime." (See 2A-10 – Law Enforcement Pay and Overtime)

All non-exempt County employees shall be paid an hourly salary. Some employees may have the classification of hourly employees paid on a salary basis, but they remain non-exempt for FLSA purposes. Exempt employees shall receive a weekly salary for all hours worked. For full time non-exempt employees, the monthly salary compensates the employee for all hours worked up to 40 in any workweek.

For part time regular employees, the monthly salary compensates the employee for all hours worked in a workweek up to the amount designated by the County for the position.

Temporary employees shall be paid hourly at least the minimum wage established by the Fair Labor Standards Act, as amended.

2A-4 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 Texas County and District Retirement System 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 shall be made from an employee's paycheck unless the employee turns in written authorization for the deduction to the Auditor's Office.

2A-5 WORK WEEKS AND WORK PERIODS

For purposes of recordkeeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for Titus County shall begin at 12:01 a.m. on each Sunday and end seven (7) consecutive work days later (168 hours). Law Enforcement employees who fall under the FLSA 207(k) exemption shall have a work period of 14 days and 86 hours as established by the Titus County Commissioners' Court. (See 2A-10 – Law Enforcement Pay and Overtime)

2A-6 TIME SHEETS

Each employee shall be required to 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.

Time sheets are governmental documents and as such require accurate and truthful information and are subject to Texas Penal Code 37.10. Falsifying a timesheet, a governmental record, is a Class "A" Misdemeanor.

2A-7 PAY PERIODS

The pay period for Titus County shall be a 14 day pay period 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.

2A-8 WORK SCHEDULES

The normal hours of work for most positions in the County shall be from 8:00 a.m. until 5:00 p.m., Monday through Friday. Each department head shall determine the exact working schedules for their employees. In order to meet the needs of the County, certain departments or employees may be required to work a schedule that varies from the normal work schedule, or they may be subject to call back in case of emergency or special need.

2A-9 HOURS WORKED

Hours worked shall include all time actually spent in the service of the County as defined in the Fair Labor Standards Act (FLSA) and its regulations. The workday for the County shall begin at 12:01 a.m. each day and end 24 consecutive hours later.

2A-10 LAW ENFORCEMENT PAY AND OVERTIME

Titus County Commissioners' Court has adopted the 207(k) exemption under the Fair Labor Standards Act for law enforcement employees, which includes deputies and jailers (license holders). These employees have a work period of 14 days and overtime will be due after 86 hours actually worked. Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from their supervisor before working overtime.

2A-11 OVERTIME CALCULATIONS AND RULES

Overtime shall include all time actually worked for the County in excess of 40 hours in any workweek, with the exception of law enforcement (**See policy on "Law Enforcement Pay and Overtime" – 2A-10**). Holiday hours shall not contribute to total hours worked. For example, if a County holiday falls on Friday, and the employee works a total of 34 hours in the preceding Monday through Thursday, there is no overtime as the 8 hour holiday is not actual time worked. In all cases overtime must be approved by the elected official.

Paid leave shall not be counted in determining if overtime has been worked in any workweek. Except in emergency situations, an employee shall be required to have authorization from his or her supervisor before working overtime.

Overtime compensation shall be paid in the form of compensatory time off in accordance with the provisions of the FLSA. Covered employees shall receive compensatory time off, with pay, at a rate of one and one-half (1½) times the amount of overtime worked.

The maximum amount of unused compensatory time an employee shall be allowed to have at any one time is 40 hours. (Maximum allowed for regular employees can be 40 and 80 for law enforcement.) When an employee has reached the maximum accrual of compensatory time, any additional overtime worked shall be compensated at a rate of one and one-half (1½) the employee's regular rate of pay until compensatory time has been used to bring the balance below the minimum.

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

If an employee terminates employment, for any reason, prior to using all earned FLSA compensatory time, they shall be paid for all unused compensatory time in accordance with the requirements of the FLSA.

Titus 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. Titus 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 (1½) the employee's regular rate of pay.

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

2A-12 DEMOTIONS

Demotions are the movement of an employee from one position to another with a decreased responsibility or complexity of job duties or to a lower salary. Elected officials, appointed officials or department heads may choose to demote or re-assign any employees who are unable to meet performance requirements, for disciplinary reasons or for any other reason as deemed necessary by the official. Upon demotion, an employee's salary may be adjusted downward.

2A-13 TRANSFERS

Transfers are the lateral movement of an employee from one position to another with the same responsibility or complexity of job duties with no change in salary. Elected officials, appointed officials or department heads may transfer a qualified employee in their department to a vacant position. All transfers must be handled in accordance with the budget adopted by Commissioners' Court.

2A-14 PROMOTIONS

Promotions are the movement of an employee from one position to another with an increased responsibility or complexity of job duties, and to a higher salary. Elected officials, appointed officials or department heads may promote a qualified employee in their department to a vacant position. All promotions must be handled in accordance with the budget adopted by Commissioners' Court.

2A-15 SEPARATIONS

A separation shall be defined as any situation in which an employer-employee relationship between the County and a County employee ends. All separations from Titus County shall be designed as one of the following types:

- 1) Resignation;
- 2) Retirement;
- 3) Dismissal;
- 4) Reduction in force;
- 5) Death.

A resignation shall be classified as any situation in which an employee voluntarily leaves his or her employment with Titus County and the separation does not fall into one of the other categories. Employees who are resigning should submit a written notice of resignation to his or her supervisor.

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. An employee who is retiring should notify his or her supervisor of that intent at least 30 days prior to the actual retirement date to help prevent delays in starting the payment of retirement benefits.

A dismissal shall be any involuntary separation of employment that does not fall into one of the other categories of separation. Titus County is an "at will" employer and a supervisor may dismiss an employee at any time for any legal reason or no reason, with or without notice.

An employee shall be separated from employment because of a reduction in force when his or her position is abolished or when there is a lack of funds to support the position or there is a lack of work to justify the position.

A separation by death shall occur when an individual dies while currently employed by the County. If an employee dies while still employed by the County, their designated beneficiary or estate shall receive all earned pay and benefits.

2A-16 RETIREE REHIRES

Retired employees shall be eligible to apply for open positions with Titus County as long as the following provisions are met: 1) The retiree has been retired for at least 12 calendar months and 2) No prior arrangement or agreement was made between Titus County and the retiree for re-employment.

The retiree must have a bona fide separation of employment and have been retired for a minimum of 12 calendar months. A bona fide separation means there is no prior agreement or understanding between Titus County and the retiree that the retiree would be rehired after retirement.

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.

B. EMPLOYEE BENEFITS

2B-1 HEALTH AND DENTAL INSURANCE

All regular full time employees of Titus County shall be eligible for the group medical insurance and dental insurance benefits.

Premiums for the coverage for eligible employees shall be paid by the County. Eligible employees may cover their qualified dependents by paying the full premium for the dependents. Deductions for dependent coverage shall be made through payroll deduction from the employee's paycheck each pay period.

Details of coverage under the group medical insurance plan and dental plan are available in the County Auditor's office and may be obtained during the normal working hours for that office.

Employees, who leave the employment of Titus County or who lose their insurance eligibility, may be eligible for an extension of the medical coverage for themselves and their eligible dependents under the Consolidated Omnibus Budget Reconciliation Act (COBRA). If an employee is unable to return to work following Family Medical Leave Act (FMLA), if eligible, they will be offered COBRA. Information on extension of benefits under COBRA is available in the County 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 within 14 days of their termination.

2B-2 OTHER INSURANCE – LIFE, SUPPLEMENTAL

Employees shall have a limited amount of life insurance on themselves as part of their group medical insurance coverage. Titus County provides supplemental insurance coverage under Colonial. All supplemental insurance coverage premiums are the responsibility of the employee. Information regarding these supplemental insurances may be obtained from the County Auditor's office.

2B-3 VACATION

All regular full time employees shall be eligible for vacation benefits. Part time and temporary employees shall not be eligible for vacation benefits.

Employees who have worked for less than 10 years in a position eligible to receive vacation shall earn vacation at a rate of 1.538 hours per week, which is equivalent to 80 hours per year.

Employees who have worked for 10 or more years in a position eligible to receive vacation shall accrue vacation at the rate of 2.308 hours per week which is equivalent to 120 hours per year.

Vacation shall not be accrued while an employee is on leave without pay. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of 1 year in such a position before being eligible to take any vacation.

The maximum amount of unused vacation an employee shall be allowed to have at one time is 240 hours. When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until the employee takes vacation hours to reduce the balance below the maximum allowed under this policy.

Scheduling of vacations shall be the discretion of the individual department heads.

Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals. Employees shall not be allowed to receive pay for vacation in lieu of taking time off.

If a holiday falls during an employee's vacation, then the employee will not be charged against their vacation days for the holiday.

If an employee has worked for at least 12 months in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy.

Each employee shall be responsible for accurately recording all vacation time used on their time sheet.

2B-4 SICK

All regular full time employees shall be eligible for the paid sick leave benefit.

Eligible employees shall accrue sick leave at a rate of 4 hours per month. 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.

The maximum amount of unused sick leave an employee shall be allowed to have at any time is 480 hours.

Sick leave may be used for the following purposes:

- Illness or injury of the employee;
- Appointments with physicians, optometrists, dentists, and other qualified medical professionals;
- To attend to the illness or injury of a member of the employee's immediate family

For purposes of this policy, immediate family shall be defined as spouse, child, parent, or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify his or her supervisor of the intent to use sick leave as soon as the employee knows of the appointment. Where use of sick leave is not known in advance, an employee shall notify his or her supervisor of the intent to use sick leave within 15 minutes of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify his or her supervisor as soon as is reasonably practicable. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify his or her supervisor of the anticipated length of absence. The employee will be placed on FMLA, if event and employee is eligible. If an employee uses three (3) or more consecutive days of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness, for either the employee's own illness or the illness of an immediate family member. Employees, who have a pattern of abusing sick leave, may be required to provide a physician's statement for those absences' as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused leave at the termination of employment.

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

Employees who are terminated or leave employment prior to retirement shall not be paid for unused sick leave at the termination of employment. Employees, at retirement, shall be paid for unused sick leave at the rate of one (1) day for every four (4) days accumulated.

2B-5 HOLIDAY

All full time regular employees shall be eligible for the paid holiday benefit.

The County holidays for the following calendar year shall be determined by the Titus County Commissioners' Court at its first meeting of each December.

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.

An eligible employee called 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. Accumulation of unused holiday may be given consideration by the Sheriff for T.C.S.O. employees up to 180 days.

Special consideration shall be given to employees requesting time off for religious or other special observances which are not designated as paid holidays for Titus 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.

2B-6 JURY DUTY

Employees of Titus County who are called for jury duty shall receive their regular pay for the period they are called for jury duty which includes both the jury selection process and, if selected, the time they actually serve on the jury. Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and 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.

Employees who are 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 or her court attendance may require. If an employee is absent from work to appear in

private litigation in which he/she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.

2B-7 FUNERAL LEAVE

Employees shall be allowed up to 3 days leave with pay for a death in the immediate family. For purposes of this policy, immediate family shall include the employee's spouse, child, parent, grandparent, grandchild, brother or sister of the employee or the employee's spouse. Employees may be allowed time off with pay up to a maximum of 4 hours, to attend the funeral of a relative who is not a member of the immediate family or the funeral of a friend. If leave is needed beyond the limits set in this policy, it may be charged to available vacation, compensatory time or leave without pay.

2B-8 MILITARY LEAVE

Titus County employees who are members of the National Guard or active reserve components of the United States Armed Forces shall be allowed up to fifteen (15) days off per federal fiscal year with pay to attend authorized training sessions and exercises. The fifteen (15) day paid military leave shall apply to the Federal Fiscal year and any unused balance at the end of the year shall not be carried forward into the next Federal Fiscal year. Pay for attendance at Reserve or National Guard training sessions or exercises shall be authorized only for periods which fall within the employee's normal work schedule. An employee may use annual leave, earned compensatory time, or leave without pay if he/she must attend Reserve or National Guard training sessions or exercises in excess of the fifteen (15) day maximum.

An employee going on military leave shall provide his or her supervisor with a set of orders within two (2) business days after receiving them.

Titus County employees who leave their positions as a result of being called to active military service or who voluntarily enter the Armed Forces of the United States shall be eligible for re-employment in accordance with the state and federal regulations in effect at the time of their release from duty.

2B-9 RETIREMENT

All regular full time employees shall be eligible for the retirement benefit through the Texas County and District Retirement System (TCDRS). Part time and temporary employees will not be eligible for retirement benefits. Eligible employees shall make contributions to the retirement program through a system of payroll deduction. Titus County shall make a contribution to each eligible employee's retirement account according to requirements of TCDRS. Information on the retirement program may be obtained at the County Auditor's office during the normal working hours for that office.

DEFINITIONS

- Retirement from the Texas County and District Retirement System (TCDRS) shall be at age 60 or older with a minimum of 8 years' service to the system.

- Retirement from Titus County shall be defined as 8 years of continuous service for vestment. Benefits shall be available when the sum of the employee's age plus years of service with Titus County equals at least 75 years.
- Retirement from Titus County with Health Benefits – employees must meet rule of 75 with a minimum of 8 years of continuous service to Titus County. In such case the retired employee shall be covered by the Titus County Health Insurance Plan until age 65. Spouse and dependent coverage shall be available at the standard employee rate until age 65.

2B-10 SOCIAL SECURITY/MEDICARE

All County employees shall participate in the Federal Social Security/Medicare program which provides certain retirement, disability, and other benefits.

2B-11 FAMILY MEDICAL LEAVE ACT / MILITARY FAMILY LEAVE (FMLA/MFL)

To be eligible for benefits under this policy, an employee must: 1) have worked for Titus 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 2) have worked at least 1250 hours during the previous 12 months.

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

- 1) The birth of a child and in order to care for that child;
- 2) The placement of a child in the employee's home for adoption or foster care;
- 3) To care for a spouse, child, or parent with a serious health condition;
- 4) The serious health condition of the employee that make the employee unable to perform the essential functions of their job;
- 5) 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 (Regular, Reserve or National Guard), deployed to a foreign country or has been notified of an impending call or order to active duty in a foreign country;
- 6) To care for a covered service member (Regular, Reserve or National Guard) 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;
- 7) 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, Reserve 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 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.

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

- 1) 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: a) treatment two or more times within 30 days of incapacity, or b) 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;
- 2) Any period of incapacity due to pregnancy or pre-natal care;
- 3) Any period of incapacitation or treatment due to a chronic serious health condition that requires periodic visits to a health care provider and continues over an extended period of time;
- 4) Any period of incapacitation which is permanent or long term due to a condition that treatment is not effective;
- 5) Any period of incapacitation or absence to receive multiple treatments by a health care provider.

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:

- 1) 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;
- 2) 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 in a foreign country of a covered military member;
- 3) Leave may be taken to attend family support or assistance programs and informational briefings sponsored or 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;
- 4) 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;
- 5) Leave may be taken to make or update financial or legal arrangements to address the covered members absence while on active duty or call to active duty status in a foreign country;
- 6) 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;

- 7) Leave may be taken to attend counseling provided by someone other than a health care provider for oneself, for the covered military member or covered child provided the need for counseling arises from the active duty status or call to active duty status in a foreign country of a covered military member;
- 8) Leave may be taken to spend time with a covered military member who is on a short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to five (5) days of leave for each instance of rest and recuperation;
- 9) 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;
- 10) 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;
- 11) 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 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.

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 workweeks in a single 12 month period if leave is to care for a covered service member or covered veteran with a serious injury or illness.

An eligible employee is entitled up to 26 workweeks of leave to care for a covered service member or covered veteran with a serious injury or illness during a single 12 month period:

- 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;
- If an eligible employee does not take all of their 26 workweeks during this 12 month period, the remaining part of the 26 workweeks of leave entitlement to care for the covered service member or covered veteran is forfeited;
- 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 workweeks of leave if the leave is to care for covered service member or covered veteran with a subsequent serious illness or injury, except that no more than 26 workweeks may be taken within any single 12 month period.

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 who is taking leave for a qualifying exigency for a covered military member 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 taking leave for the care of a covered service member or covered veteran 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. While on leave under this policy, the County shall continue to pay the employee's medical insurance premium at the same rate as if the employee had been actively at work. The employee shall be required to pay for dependent coverage, and for any other insurance coverage for which the employee would normally pay, or the coverage will be discontinued. Payment for coverage shall be made through regular payroll deductions while the employee is on paid leave. While on unpaid leave, the employee shall be required to pay for premiums due to the County 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 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.

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:

- 1) The date the condition began;
- 2) Its expected duration;
- 3) The diagnosis of the condition;
- 4) A brief statement of the treatment;
- 5) 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:

- 1) The date the condition began;
- 2) Its expected duration;
- 3) The diagnosis of the condition;
- 4) A brief statement of treatment;
- 5) 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:

- 1) A copy of the covered military members' 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;
- 2) The dates of the covered military members active duty service;
- 3) A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency, sufficient to support the need for leave;
- 4) The approximate date on which the qualifying exigency will start and end;
- 5) If the request is for an intermittent leave or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency;
- 6) 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:

- 1) If the injury or illness was incurred in the line of duty while on active duty;
- 2) The approximate date on which the illness or injury occurred and the probable duration;
- 3) A description of the medical facts regarding the covered military members or covered veterans' health condition, sufficient to support the need for care;
- 4) 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;
- 5) The relationship of the employee to the covered military service member or covered veteran;
- 6) In lieu of certification, an Invitational Travel Order (ITO) or an Invitational Travel Authorization (ITA) issued is sufficient certification for an eligible employee to be allowed to take Family Medical Leave Act (FMLA) to care for a covered military member. The employee may be required to provide confirmation of the family 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 Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA).

If there is a conflict between the first and second certifications, 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.

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.

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.

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.

Any area or issue regarding family and medical leave which is not addressed in this policy shall be subject to the basic requirements of the Federal Family and Medical Leave Act (FMLA) and the 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 the medical certification may result in denial of FMLA. Employees will be required to provide a Fitness-for-Duty certification prior to returning to work.

2-B 12 LEAVE OF ABSENCE – OTHER

Employees may request a personal leave of absence to a maximum of 90 days. Personal leaves of absence may include reasons such as extended vacations, continuing education, extended bereavement, or other personal matters. Personal leaves of absence are granted solely at the discretion of the elected official, appointed official or department head. Employees on personal leaves of absence are converted to an inactive status and do not accrue any benefits. Employees may continue the County health insurance but they are responsible for the entire premium, which includes both their portion and the County portion. The employee must pay for the premium on the first of each month, lack of payment will result in insurance termination and the employee will become eligible for COBRA. Return to work from personal leave of absence is not guaranteed and is subject to current business conditions.

If for any reason an employee is absent for 6 consecutive months, their employment with the County will be terminated.

I have been provided with a copy (electronic or printed) of the Titus County Employee Handbook Dated October 8, 2012.

Signature

Printed Name

Date

ATTACHMENT

#6

FUND NAME	CHECKING ACCOUNT	CHECKING AMOUNT	FDOA ACCOUNT	FDOA AMOUNT	FUND TOTAL
2013 010 GENERAL COUNTY FUND	MAIN	500.00			
	MAIN				
	MAIN	800.00			
	MAIN	2,500.00			
	MAIN				
	MAIN	400.00			
	MAIN	100.00			
	MAIN	931,318.27	<109,419.48> = 821,898.79		
	MAIN	5,131,787.67			6,067,405.94
2013 016 SECURITY FEES FUND	MAIN	100,233.52			100,233.52
2013 017 JURY FUND	MAIN	5,000.00			
	MAIN	51,338.97	<6,336.75> = 45,002.22		56,338.97
2013 018 LAW LIBRARY FUND	MAIN	24,129.29			24,129.29
2013 021 ROAD & BRIDGE #1 FUND	MAIN	219,900.31	<35,118.66> = 184,781.65		219,900.31
2013 022 ROAD & BRIDGE #2 FUND	MAIN	72,528.02	<574.26> = 71,953.76		72,528.02
2013 023 ROAD & BRIDGE #3 FUND	MAIN	71,348.37	<31,544.84> = 39,803.53		71,348.37
2013 024 ROAD & BRIDGE #4 FUND	MAIN	152,165.81	<553.10> = 151,612.71		152,165.81
2013 025 CHAPTER 19: FY 2005	MAIN	262.98			262.98
2013 026 CHAPTER 19: FY 2005	MAIN				
2013 027 CHAPTER 19: FY 2003	MAIN				
2013 028 JUSTICE COURT TECHNOLOGY	MAIN	24,376.31			24,376.31
2013 029 JUSTICE COURT TECHNOLOGY-JP2MAIN		14,007.64			14,007.64
2013 030 COUNTY & DISTRICT CRT TECH	MAIN	3,549.00			3,549.00
2013 031 PARK FUND	MAIN	150.00			
	MAIN	5,264.60	<421.27> = 4,843.33		5,414.60
2013 032 TITUS CTY HISTORICAL SOCIETYMAIN		116.34			116.34
2013 033 PRETRIAL INTERVENTION FUND	MAIN	23,772.11			23,772.11
2013 034 STIMULUS GRANT CS0303					
2013 035 INDIGENT DEFENSE 2011	MAIN	15,442.01			15,442.01
2013 036 VITAL STATISTICS	MAIN	2,883.00			2,883.00
2013 037 COUNTY CLERK ARCHIVE	MAIN	12,633.60			12,633.60
2013 038 FEMA GRANT 4029-DR TX					
2013 039 2010 HOMELAND SECURITY GRANTMAIN					

FUND NAME	CHECKING ACCOUNT	CHECKING AMOUNT	TDOA ACCOUNT	TDOA AMOUNT	FUND TOTAL
2013 040 DISTRICT CLERK TECH FUND	MAIN	225.00			225.00
2013 041 VICTIM OF CRIME FUND	MAIN	128,443.17			128,443.17
2013 042 CRIMINAL JUSTICE FUND	MAIN	195.21			195.21
2013 043 COUNTY CLERK R&M FUND	MAIN	137,700.91			137,700.91
2013 044 DISTRICT CLERK R&M FUND	MAIN	16,090.00			16,090.00
2013 045 HOMELAND SECURITY 2009	MAIN				
2013 046 TEXAS VINE GRANT	MAIN				
2013 047 DISTRICT ATTORNEY FUND	MAIN	2,655.17			2,655.17
2013 048 COUNTY ATTORNEY FUND	MAIN	6,195.21			6,195.21
2013 049 DISTRICT CLK REC PRESERV FUNMAIN		275.00			275.00
2013 050 VEHICLE INVENTORY TAX ACCOUNMAIN		121,534.04			121,534.04
2013 051 FAMILY AND PROTECTIVE SERVICMAIN					
2013 052 TEXAS CAPITAL FUND ESCROW FUTX CAP ESC	TD-TXCAPES	64,214.17			64,214.17
		754,674.66			818,888.83
2013 053 SHERIFF SEIZED ACCOUNT	SO SEIZED	47,675.33			47,675.33
2013 054 DISTRICT ATTORNEY SEIZED ACCDA SEIZED		328,894.76			328,894.76
2013 055 DIST ATTY DRUG FORFEITURE FUDRUG FORF		584,124.53			584,124.53
2013 056 SHERIFF FORFEITURE FUND	FORFEIT SO FORFEIT	4,500.00 7,705.53			12,205.53
2013 057 CUSTOMS AND BORDER PROTECTIONMAIN		16.20			16.20
2013 058 STATE CRIMINAL ALIEN ASST PRMAIN		8,628.48			8,628.48
2013 059 SHERIFF COMMISSARY FUND	MAIN	33,511.53			33,511.53
2013 060 JAG 1-FEDERAL GRANT					
2013 064 2004 ROW I&S/2011 SERIES	ROW I&S	115,597.59			115,597.59
2013 065 TITUS COUNTY 2012 "A" BOND I'12ABNDI&S		1,000.00			1,000.00
2013 066 TITUS COUNTY 2012 "B" BOND I'12BBNDI&S		1,000.87			1,000.87
2013 067 2007 LOOP BOND	07LB I&S	1,499,983.98			1,499,983.98
2013 068 TITUS COUNTY 2009 BOND I&S	09 BND I&S	1,087,526.16			1,087,526.16
2013 071 HIGHWAY ROW FUND					

< 287.44 = 128,159.77

< 687.50 = 137,013.41

< 1,248.87 = 33,511.53

FUND NAME	CHECKING ACCOUNT	CHECKING AMOUNT	TDOA AMOUNT	TDOA AMOUNT	FUND TOTAL
2013 073 TITUS COUNTY BELL TOWER FUNDMAIN		3,757.53			3,757.53
2013 075 2004 RIGHT OF WAY	2004 POW TD 04 POW	180,259.83 3,246,522.03			3,026,781.86
2013 075 LOOP CONSTRUCTION FUND	LOOP LOOP LOOP	2,552,573.22 89,406,962.83			91,959,536.05
2013 083 COMMISSARY STORE	COMM STORE	28,689.84			28,689.84
2013 084 ELECTION FUND	MAIN	8,102.06			8,102.06
2013 085 MAINTENANCE BLDG FUND	MAIN	22,226.66	<1,305.95> - <20,920.71>		22,226.66
2013 086 INSURANCE FUND	MAIN INS	452,557.85 284,180.92	<5,894.87> - <458,452.72>		168,376.93
2013 090 DISTRICT CLERK AGENCY FUND	DIST CLK DIST CLK	499,270.74 2,362,871.01			2,862,141.75
2013 091 COUNTY CLERK CASH BOND ACCT BAIL BOND		118,404.25			118,404.25
2013 092 BAIL BOND BOARD ACCOUNT	BBB ACCT BBB ACCT BBB ACCT	30,000.01 50,000.00 50,000.00			130,000.01
2013 096 GENERAL FIXED ASSETS					
2013 097 GENERAL L/T DEBT ACCOUNT GRO					
2013 098 PAYROLL CLEARING FUND	PAYROLL				
2013 127 TJPC-Z 2010-2011					
2013 128 TJPC-F 2010-2011					
2013 129 TJPC-G 2009					
2013 130 TJPC Z 2008-225					
2013 131 TJPC F 2008-225					
2013 132 TJPC G 2005-225					
2013 133 GRANT "X" 2010-2011					
2013 137 TJPC STATE AID					
2013 138 TJPC COMMUNITY CORRECTIONS					
2013 139 TJPC COMM CORRECTION 2011					
2013 140 TJPC COMMUNITY CORP GPANT 20					
2013 141 SERVICE FEE ACCOUNT					

PHOTOGRAPHY: [unclear] CHECKING: [unclear]

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PHOTOGRAPHY: [unclear] CHECKING: [unclear]

PHOTOGRAPHY: [unclear] CHECKING: [unclear]

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PHOTOGRAPHY: [unclear] CHECKING: [unclear]

110, 109, 550, 203 <198, 579, 547> = 110, 516, 142, 169

110, 109, 550, 203

CHECK ACCOUNT

ACCOUNT BALANCE	BATH	67,968,113.07
ACCOUNT BALANCE	EX CAP ESC	24,214.17
ACCOUNT BALANCE	FD DAMAGES	71,671.86
ACCOUNT BALANCE	FD SRIED	47,675.33
ACCOUNT BALANCE	DA SRIED	75,991.76
ACCOUNT BALANCE	DRUG POFF	584,154.82
ACCOUNT BALANCE	FORFEIT	1,000.00
ACCOUNT BALANCE	SO FORFEIT	7,705.83
ACCOUNT BALANCE	POW I&S	115,597.59
ACCOUNT BALANCE	*12ABNDI&S	1,000.00
ACCOUNT BALANCE	*12BBNDI&S	1,000.87
ACCOUNT BALANCE	07LB I&S	1,499,983.98
ACCOUNT BALANCE	09 BND I&S	1,087,526.16
ACCOUNT BALANCE	0004 ROW	180,359.83
ACCOUNT BALANCE	TD 04 ROW	3,746,522.03
ACCOUNT BALANCE	LOOP	91,959,336.05
ACCOUNT BALANCE	COMM STORE	28,689.84
ACCOUNT BALANCE	INS	284,180.92
ACCOUNT BALANCE	DIST CLK	2,862,141.75
ACCOUNT BALANCE	BAIL BOND	118,404.25
ACCOUNT BALANCE	BBB ACCT	130,000.01

TOTAL 110,709,552.23

TDOA ACCOUNT

TDOA

TOTAL

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
FIRMIN	2013 010-202-050	ACCOUNTS PAYABLE	RUBBER CEMENT/FOLDE	72399-0	10/08/2012	032656	130.79	.00
FIRMIN	2013 010-202-050	ACCOUNTS PAYABLE	COPY PAPER/ENVELOPE	72371-0	10/09/2012	32781	689.77	.00
E D H ELECTRIC, INC.	2013 010-202-050	ACCOUNTS PAYABLE	REPAIR BURNED WIRE	120573	10/07/2012	32811	80.00	.00
CLINIC PHARMACY	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	JUNE 2012	10/08/2012	TITUS	826.79	.00
CLINIC PHARMACY	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	JULY 2012	10/08/2012	TITUS	732.06	.00
CLINIC PHARMACY	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	AUG. 2012	10/08/2012	TITUS	1,281.92	.00
TRI SPECIAL UTILITY DIS	2013 010-202-050	ACCOUNTS PAYABLE	*REPLACE CK#87663	**WEIGH-NORT	10/07/2012		22.20	.00
TRI SPECIAL UTILITY DIS	2013 010-202-050	ACCOUNTS PAYABLE	*REPLACE CK#87663	**WEIGH-SOUT	10/07/2012		22.20	.00
AMSAN	2013 010-202-050	ACCOUNTS PAYABLE	ROLL TOWELS	274104835	10/08/2012	32737	95.53	.00
AMSAN	2013 010-202-050	ACCOUNTS PAYABLE	FLOOR DISINFECTANT	3296832	10/07/2012	32762	86.22	.00
AMSAN	2013 010-202-050	ACCOUNTS PAYABLE	TOWELS & CLEANER	272729336	10/08/2012	32590	438.85	.00
AMSAN	2013 010-202-050	ACCOUNTS PAYABLE	SUPPLIES	SHERIFF DEPT	10/08/2012	32024	854.00	.00
JOHNSON, CLEVELAND *CLE	2013 010-202-050	ACCOUNTS PAYABLE	REIMBURSE MILAGE	9-28-2012	10/08/2012	TERREL	124.87	.00
HINSON, LANCE	2013 010-202-050	ACCOUNTS PAYABLE	MHMR: HINSON	3RD QTR..201	10/08/2012	TITUS	1,350.00	.00
ICS	2013 010-202-050	ACCOUNTS PAYABLE	DISINFECTANT SPRAY	100814	10/08/2012	32752	216.00	.00
THURMAN'S TELEPHONE SER	2013 010-202-050	ACCOUNTS PAYABLE	SWITCH LINES FROM A	007175	10/08/2012	TITUS	550.00	.00
DOTSON ELECTRIC SERVICE	2013 010-202-050	ACCOUNTS PAYABLE	REPLACE BALLAST	2107	10/08/2012	32793	98.00	.00
TITUS REGIONAL MEDICAL	2013 010-202-050	ACCOUNTS PAYABLE	INMATE MEDICAL	DIAZ, JESUS	10/08/2012	X-RAY	161.00	.00
TITUS REGIONAL MEDICAL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	SEPT 2012	10/08/2012	TITUS	800.00	.00
CARROLL, LINDA CSR/RPR	2013 010-202-050	ACCOUNTS PAYABLE	COURT REPORTING	MOYA, EDWARD	10/08/2012		2,337.00	.00
KIRBY RESTAURANT SUPPLY	2013 010-202-050	ACCOUNTS PAYABLE	TILE CLEANER	050518	10/09/2012	032830	59.80	.00
OFFICE EQUIPMENT CENTER	2013 010-202-050	ACCOUNTS PAYABLE	MONTHLY MAINT	281242-0	10/08/2012	CO AGT	52.57	.00
OFFICE EQUIPMENT CENTER	2013 010-202-050	ACCOUNTS PAYABLE	MONTHLY MAINT	281243-0	10/08/2012	SHERIF	88.73	.00
GT DISTRIBUTORS, INC.	2013 010-202-050	ACCOUNTS PAYABLE	GLOCK/HOLSTER	QTE0059262	10/08/2012	32775	489.42	.00
LOWES	2013 010-202-050	ACCOUNTS PAYABLE	QUICKRETE REPAIR	901743	10/08/2012	32625	39.26	.00
LOWES	2013 010-202-050	ACCOUNTS PAYABLE	SECURITY SAFE	906963	10/09/2012	32601	149.00	.00
STAPLES ADVANTAGE	2013 010-202-050	ACCOUNTS PAYABLE	USB FLASH DRIVE	49892	10/08/2012	32564	29.99	.00
LEE, JEWEL	2013 010-202-050	ACCOUNTS PAYABLE	MEAL	9-28-2012	10/08/2012	TERREL	7.03	.00
TLC TONERLAND LP	2013 010-202-050	ACCOUNTS PAYABLE	MONTHLY MAINT	12771404	10/08/2012	TITUS	2,214.31	.00
TEXAS COMMISSION ENVIR	2013 010-202-050	ACCOUNTS PAYABLE	ONSITE COUNCIL FEE	WTR0037476	10/08/2012		84.78	.00
MOTAZ ALBAHRA MD	2013 010-202-050	ACCOUNTS PAYABLE	EMPLOYEE	HOLLOWAY, ALL	10/08/2012		54.00	.00
MOTAZ ALBAHRA MD	2013 010-202-050	ACCOUNTS PAYABLE	INMATE	WILLIAMS, MOR	10/08/2012		54.00	.00
RUSSELL & WOOTTEN, P.C.	2013 010-202-050	ACCOUNTS PAYABLE	ATTY FEES:WOOTTEN	LEVI SCALES	10/09/2012		75.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	DIAZ, JESUS	10/08/2012	TITUS	195.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	SEARCY, MICH	10/08/2012	TITUS	30.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	LOPEZ, JAVIE	10/08/2012	TITUS	30.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	LOPEZ, JAVIER	10/08/2012	TITUS	30.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	GARCIA, SERG	10/08/2012	TITUS	30.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	HERNANDEZ, AN	10/08/2012	TITUS	30.00	.00
RED RIVER VALLEY RADIOL	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	LOPEZ, JAVIER	10/08/2012	TITUS	30.00	.00
PORTION PAC	2013 010-202-050	ACCOUNTS PAYABLE	NEUTRAL CLEANER	095005	10/08/2012	32019	477.60	.00
PURCHASE POWER	2013 010-202-050	ACCOUNTS PAYABLE	POSTAGE 15836043883	2012264	10/08/2012	TITUS	1,958.83	.00
STANSELL CONSTRUCTION	2013 010-202-050	ACCOUNTS PAYABLE	WORK-DPS TRAILER	257	10/08/2012	32725	3,250.00	.00
INDEPENDENT HEALTH SERV	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	MAY 2012	10/08/2012	TITUS	2,116.30	.00
INDEPENDENT HEALTH SERV	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	JUNE 2012	10/08/2012	TITUS	1,573.21	.00
INDEPENDENT HEALTH SERV	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	JULY 2012	10/08/2012	TITUS	1,664.42	.00
INDEPENDENT HEALTH SERV	2013 010-202-050	ACCOUNTS PAYABLE	PRISONER MEDICAL	AUG. 2012	10/08/2012	TITUS	1,414.52	.00
THE POLICE AND SHERIFFS	2013 010-202-238	BAIL BOND APPLICA	ID CARDS-BAIL BOND	38015	10/08/2012		17.45	.00

27,142.42

KELLPRO	2013 010-403-310	OFFICE EXPENSE	PLAT MAP VIEWER SYS	00126315	10/09/2012	032823	620.00	92.90
COUNTY CLERK - EXPENDITURES							620.00	
CITY OF MT PLEASANT	2013 010-409-407	ANIMAL CARE/SHELT	ANIMAL SHELTER	TITUS-MONTHL	10/06/2012		950.92	91.97

*Dianne Norris
COURT
10-8-2012*

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
SUDDENLINK	2013 010-409-424	TELEPHONE - NOT D	PHONE-ANNEX	710781901	10/08/2012	ANNEX	353.42	98.88
AT&T	2013 010-409-424	TELEPHONE - NOT D	LINE CHARGES	903577122195	10/07/2012	TITUS	100.61	98.88
KILGORE COLLEGE	2013 010-409-427	TRAVEL & SEMINARS	TCLCSE TRAINING	RODRIGUEZ,MO	10/06/2012	TITUS	30.00	97.67
MOON, SHELIA	2013 010-409-427	TRAVEL & SEMINARS	AUSTIN	MEALS	10/06/2012	MOON	80.00	97.67
MOON, SHELIA	2013 010-409-427	TRAVEL & SEMINARS	AUSTIN	MILAGE	10/06/2012	MOON	329.67	97.67
SMITH, BRENT	2013 010-409-427	TRAVEL & SEMINARS	MEALS	SAN ANTONIO	10/06/2012		160.00	97.67
LAKES REGIONAL MHMR CEN	2013 010-409-505	DHS RENT(DR.LAWLE	CONTRIBUTION	TITUS COUNTY	10/06/2012		303.90	91.67
NONDEPARTMENTAL - EXPENDITURES							2,308.52	
JACKSON OIL COMPANY, IN	2013 010-410-330	VEHICLE EXP-BUS M	GAS RNL 16.008 GA @	204350	10/07/2012	032796	56.40	94.36
BUSINESS MANAGER-EXPENDITURES							56.40	
KOPECH, MICHAEL P	2013 010-426-410	CO COURT - APPOIN	ATTY;KOPECH	24020	10/08/2012		250.00	94.29
STOVALL & SHELTON	2013 010-426-410	CO COURT - APPOIN	ATTY; STOVALL	PIFFS	10/08/2012		250.00	94.29
STOVALL & SHELTON	2013 010-426-410	CO COURT - APPOIN	ATTY; STOVALL	CARR	10/08/2012		250.00	94.29
STOVALL & SHELTON	2013 010-426-410	CO COURT - APPOIN	ATTY; SHELTON	WICKERSON..	10/08/2012		250.00	94.29
STOVALL & SHELTON	2013 010-426-410	CO COURT - APPOIN	ATTY; SHELTON	CLARK	10/08/2012		250.00	94.29
SIMMONS, STEVE	2013 010-426-410	CO COURT - APPOIN	ATTY; SIMMONS	PINA	10/08/2012		250.00	94.29
CROSS, CASEY	2013 010-426-410	CO COURT - APPOIN	ATTY; CROSS	NINO	10/08/2012		250.00	94.29
KECK LADYE HAROLYN	2013 010-426-410	CO COURT - APPOIN	ATTY; KECK	L. MARTINEZ	10/08/2012		250.00	94.29
OLVERA, J. FELIX	2013 010-426-412	CO COURT - TRANSL	TRANSLATING	10-3-2012	10/07/2012	(4)	100.00	96.00
COUNTY COURT - EXPENDITURES							2,100.00	
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	MANILLA FOLDERS UNV	72185-0	10/08/2012	032733	6.99	92.93
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	COPY PAPER 8.5 X 11	72185-0	10/08/2012	032733	32.99	92.93
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	PAPER CLIPS UNV 722	72185-0	10/08/2012	032733	8.08	92.93
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	BINDER CLIPS UNV 10	72185-0	10/08/2012	032733	1.70	92.93
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	BINDER CLIPS UNV 10	72185-0	10/08/2012	032733	3.72	92.93
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	POSTITS UNV 35688 1	72185-0	10/08/2012	032733	10.44	92.93
FIRMIN	2013 010-435-310	OFFICE EXP-DIST J	FILE FOLDER RED EXP	72185-0	10/08/2012	032733	18.76	92.93
JON KREGEL CONSULTANTS	2013 010-435-412	DIST COURT - TRAN	TRANSLATING	100512	10/09/2012		2,739.00	92.17
DISTRICT COURT - EXPENDITURES							2,821.68	
JUSTICE OF THE PEACE PC	2013 010-455-485	JURORS	JURY MONEY	10-23-2012	10/07/2012	MCNUTT	500.00	50.00
JP COURT - EXPENDITURES							500.00	
FIRMIN	2013 010-475-310	OFFICE EXP-CO ATT	PILOT PEN BE 31257	72183-0	10/08/2012	032734	30.82	96.77
FIRMIN	2013 010-475-310	OFFICE EXP-CO ATT	COPY PAPER 8.5 XD 1	72183-0	10/08/2012	032734	65.98	96.77
COUNTY ATTY - EXPENDITURES							96.80	
FIRMIN	2013 010-495-310	OFFICE EXPENSE	BINDER D RING 5" AS	72425-0	10/07/2012	032791	299.90	94.76
FIRMIN	2013 010-495-310	OFFICE EXPENSE	LABELS AVE 05444	72425-0	10/07/2012	032791	4.09	94.76
AREA WIDE MOVERS AND ST	2013 010-495-310	OFFICE EXPENSE	RENT	OCT 2012	10/08/2012	TITUS	115.00	94.76

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
							418.99	

							COUNTY AUDITOR-EXPENDITURES	
							418.99	
BRYAN, SHAWN R	2013 010-503-401	COMPUTER MANAGER	MONTHLY MAINT.	1513	10/09/2012		4,791.67	91.67

							DATA PROCESSING-EXPENDITURES	
							4,791.67	
MUSIC MOUNTAIN WATER	2013 010-510-363	SUPPLIES - COURTH	BOTTLE WATER	COOK 8082650	10/08/2012	TITUS	32.70	99.19
STANLEY'S LANDSCAPE MAN	2013 010-510-452	LAWN MAINTENANCE	MONTHLY LAWN MAINT.	OCTOBER 2012	10/09/2012		595.00	93.39

							COURTHOUSE EXPENDITURES	
							627.70	
STANSELL, MARK	2013 010-515-495	OTHER EXPENSE-EXT	RODENT CONTROL	EXT OFFICE	10/07/2012	032807	40.00	.00

							EXTENSION MEETING ROOM-EXPEND.	
							40.00	
CITY OF MT PLEASANT	2013 010-541-416	FIRE PROTECTION-M	FIRE PROTECTION	TITUS COUNTY	10/06/2012		31,513.89	91.90

							TOTAL MT PLEASANT FIRE EXP	
							31,513.89	
WINFIELD VOLUNTEER FIRE	2013 010-542-416	FIRE PROTECTION-W	FIRE PROTECTION	TITUS-MONTHL	10/06/2012	VFD	800.00	91.67

							TOTAL WINFIELD FIRE EXP	
							800.00	
TRI LAKES VOLUNTEER FIR	2013 010-544-416	FIRE PROTECTION-T	FIRE PROTECTION	TITUS-MONTHL	10/06/2012	VFD	800.00	91.67

							TOTAL TRI LAKES FIRE EXP	
							800.00	
COOKVILLE VOLUNTEER FIR	2013 010-545-416	FIRE PROTECTION-C	FIRE PROTECTION	TITUS-MONTHL	10/06/2012	VFD	1,200.00	91.67

							TOTAL COOKVILLE FIRE EXP	
							1,200.00	
FIVE STAR VOLUNTEER FIR	2013 010-546-416	FIRE PROTECTION-F	FIRE PROTECTION	TITUS-MONTHL	10/06/2012	VFD	1,000.00	91.67

							TOTAL FIVE STAR FIRE EXP	
							1,000.00	
NORTEX VOLUNTEER FIRE D	2013 010-547-416	FIRE PROTECTION-N	FIRE PROTECTION	TITUS-MONTHL	10/06/2012	VFD	1,000.00	91.67

							TOTAL NORTEX FIRE EXP	
							1,000.00	
SUGAR HILL VOLUNTEER FI	2013 010-548-416	FIRE PROTECTION-S	FIRE DEPARTMENT	TITUS-MONTHL	10/06/2012	VFD	1,200.00	91.67

							TOTAL SUGAR HILL-EXPEN	
							1,200.00	
JACKSON OIL COMPANY, IN	2013 010-552-330	GAS & OIL	GAS RNL 14.4910 GA	204353	10/08/2012	032799	51.05	96.60

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
CONSTABLE #2 (JOHNSON)-EXPENDI							51.05	
JACKSON OIL COMPANY, IN	2013 010-554-330	GAS & OIL	GAS RNL 6.0 GA @ 3.	204352	10/07/2012	032798	21.14	98.59
CONSTABLE #1 (DURANT)-EXPENDIT							21.14	
JOHNSON, CLEVELAND "CLE LEE, JEWEL	2013 010-555-425 2013 010-555-425	TRANSPORTING TRANSPORTING	REIMBURSE MILEAGE MEAL	10-4-2012 10/4/2012	10/09/2012 10/09/2012	TERREL TERREL	124.87 7.03	95.60 95.60
OPC/JUV. OFFICER EXPENDITURES							131.90	
FIRMINS	2013 010-560-310	OFFICE EXPENSE -	FILE FOLDER ESS RK1	724330	10/08/2012	032809	30.08	95.65
JACKSON OIL COMPANY, IN	2013 010-560-354	AUTO EXPENSE	DIESEL LS 12.003 GA	204345	10/08/2012	032803	40.60	81.76
JACKSON OIL COMPANY, IN	2013 010-560-354	AUTO EXPENSE	GAS RNL 1098.395 GA	204345	10/08/2012	032803	3,869.76	81.76
ELLIOTT FORD LINCOLN ME	2013 010-560-354	AUTO EXPENSE	WHEEL ASSY 7W7Z*100	65614	10/08/2012	032817	354.90	81.76
ELLIOTT FORD LINCOLN ME	2013 010-560-354	AUTO EXPENSE	WHEEL COVER 7W7Z*11	65614	10/08/2012	032817	113.80	81.76
TNT AUTOMOTIVE	2013 010-560-354	AUTO EXPENSE	2 WHEEL ALIGNMENT	311581	10/08/2012	032815	39.95	81.76
MOORE MEDICAL	2013 010-560-405	PRISONER MEDICAL	LANCETS 76513	96985901	10/08/2012	032812	257.56	99.86
MOORE MEDICAL	2013 010-560-405	PRISONER MEDICAL	ANTACID TABS 87675	96985901	10/08/2012	032812	41.07	99.86
MOORE MEDICAL	2013 010-560-405	PRISONER MEDICAL	PEPTO BISMOL 82473	96985901	10/08/2012	032812	46.47	99.86
MOORE MEDICAL	2013 010-560-405	PRISONER MEDICAL	FUEL CHARGE	96985901	10/08/2012	032812	.95	99.86
MOORE MEDICAL	2013 010-560-405	PRISONER MEDICAL	CREDIT ATTACHED	96985901	10/08/2012	032812	338.00	99.86
STANSELL, MARK	2013 010-560-450	BUILDING MAINTENA	SPRAY AT JAIL	ROACH/RAT JA	10/09/2012	032832	290.00	93.63
JON-WAYNE COMPANY	2013 010-560-450	BUILDING MAINTENA	INV S 30272	S-30272	10/09/2012	032831	3,818.18	93.63
PORTION PAC	2013 010-560-450	BUILDING MAINTENA	FLOOR FINISH	94618	10/08/2012	31822	196.80	93.63
SHERIFF OPCE/JAIL-EXPENDITURES							8,762.12	
76TH & 276TH JUD. DIST.	2013 010-570-493	JUVENILE BOARD	JUVENILE BOARD	OCT/NOV/DEC/	10/08/2012	TITUS	5,382.25	75.00
76TH & 276TH JUD. DIST.	2013 010-570-496	LOCAL FUND - JUV	LOCAL FUNDING	OCT/NOV/DEC	10/08/2012	TITUS	10,448.00	75.00
JUVENILE PROB - EXPENDITURES							15,830.25	
CITY OF MT PLEASANT	2013 010-581-401	EMERGENCY MANAGER	EMERGENCY MANAGMENT	TITUS COUNTY	10/06/2012		1,000.00	93.59
EMERGENCY MANAGER-EXPENDITURES							1,000.00	
TRI SPECIAL UTILITY DIS	2013 010-585-442	WEIGH STATION-WAT	WATER	WEIGH N <>	10/08/2012	TITUS	24.52	95.10
TRI SPECIAL UTILITY DIS	2013 010-585-442	WEIGH STATION-WAT	WATER	WEIGH S <>	10/08/2012	TITUS	24.52	95.10
THURMAN'S TELEPHONE SER	2013 010-585-495	WEIGH STATION-OTH	RUN TELEPHONE/NETWO	007177	10/07/2012	032806	650.00	24.07
JIMMY W SMITH	2013 010-585-495	WEIGH STATION-OTH	DPS WEIGHT STA FLOO	548624	10/09/2012	032834	489.00	24.07
WEIGH STATION-EXPENDITURES							1,188.04	
TITUS COUNTY CHILD WELF	2013 010-631-402	CHILD WELFARE BOA	CHILD WELFARE	TITUS COUNTY	10/06/2012		650.00	91.67
LAKE COUNTY CASA	2013 010-631-412	CASA	MONTHLY PAYMENT	TITUS CO	10/06/2012		2,500.00	91.67
HUMAN SERVICES							3,150.00	
WELLS FARGO FINANCIAL L	2013 010-665-310	OFFICE EXP-CO AGT	COPIER PAYMENT	6745112232	10/08/2012		246.91	94.51

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
MORRIS COUNTY	2013 017-202-050	ACCOUNTS PAYABLE	COURT REPORTER TITU CARROLL/LIND		10/07/2012	SEPT	2,874.40	.00
MORRIS COUNTY	2013 017-202-050	ACCOUNTS PAYABLE	COURT REPORTER TITU LEFEVRE/CRES		10/07/2012	SEPT	3,462.35	.00
							----- 6,336.75	
		JURY FUND					----- FUND TOTAL	
							6,336.75	

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
FIRMINS	2013 021-202-050	ACCOUNTS PAYABLE	PEN REFILLS	723780	10/08/2012	32785	43.80	.00
RICHARD DRAKE CONSTRUCT	2013 021-202-050	ACCOUNTS PAYABLE	COLD MIX-PCT 1	153795	10/08/2012	32718	8,317.34	.00
RICHARD DRAKE CONSTRUCT	2013 021-202-050	ACCOUNTS PAYABLE	COLD MIX-PCT 1	153833	10/08/2012	32748	9,694.39	.00
LOWES	2013 021-202-050	ACCOUNTS PAYABLE	MAILBOX & POST	909388	10/08/2012	32598	41.24	.00

							18,096.77	
JACKSON OIL COMPANY, IN	2013 021-611-330	GAS & OIL	DIESEL RED LS 121.1	204346	10/08/2012	032800	409.83	96.57
H.H. HOWARD & SONS	2013 021-611-360	REPAIRS	CR 2400	LABOR	10/07/2012	PCT 1	14,900.00	.67
CATERPILLAR FINANCIAL S	2013 021-611-463	LEASE-CATERPILLAR	LEASE ON BLADE	14857711-NOV	10/08/2012	PCT1	1,712.06	.00

ROAD & BRIDGE #1							17,021.89	

ROAD & BRIDGE #1 FUND							FUND TOTAL	35,118.66

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
JACKSON OIL COMPANY, IN	2013 022-612-330	GAS & OIL	GAS RNL 40.412 GA @	204347	10/07/2012	032801	142.38	99.43
TRI SPECIAL UTILITY DIS	2013 022-612-442	UTILITIES-WATER	WATER	PCT 2 <>	10/08/2012	TITUS	22.20	95.56
ALLIED WASTE SERVICE #0	2013 022-612-443	TRASH PICKUP	TRASH PICK UP	1977515	10/07/2012	PCT 2	109.69	89.03
ABC AUTO	2013 022-612-495	MISCELLANEOUS	FLOOR JACK MVP 2703	35134505	10/08/2012	032794	299.99	.00

ROAD & BRIDGE #2 574.26

ROAD & BRIDGE #2 FUND FUND TOTAL 574.26

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
TRI SPECIAL UTILITY DIS	2013 023-202-050	ACCOUNTS PAYABLE	*REPLACE CK#87663	**PCT 3	10/07/2012		22.20	.00
O'REILLY AUTOMOTIVE, IN	2013 023-202-050	ACCOUNTS PAYABLE	DISK PADS/BRAKE ROT	385339918	10/08/2012	32782	266.39	.00
RICHARD DRAKE CONSTRUCT	2013 023-202-050	ACCOUNTS PAYABLE	COLD MIX-PCT 3	153834	10/07/2012	32740	27,480.03	.00

							27,768.62	
JACKSON OIL COMPANY, IN	2013 023-613-330	GAS & OIL	DIESEL LS 145.976 G	204348	10/07/2012	032802	520.13	92.10
JACKSON OIL COMPANY, IN	2013 023-613-330	GAS & OIL	GAS RNL 66.417 GA @	204348	10/07/2012	032802	233.99	92.10
TRI SPECIAL UTILITY DIS	2013 023-613-442	UTILITY-WATER	WATER	PCT 3 <>	10/08/2012	TITUS	24.52	95.10

							778.64	
ROAD & BRIDGE #3								
GUARANTY BOND BANK	2013 023-680-630	PRIN-GUARANTY	DUMP TRUCK/FLAT BED	PRIN-OCT 201	10/08/2012	PCT 2	2,965.57	66.77
GUARANTY BOND BANK	2013 023-680-630	PRIN-GUARANTY	DUMP TRUCK/FLAT BED	PRIN-OCT 201	10/08/2012	PCT 2	.83	66.77
GUARANTY BOND BANK	2013 023-680-670	INT -GUARANTY	DUMP TRUCK/FLAT BED	INT.-OCT 201	10/08/2012	PCT 2	31.18	50.51

							2,997.58	
ROAD & BRIDGE #3 FUND								

FUND TOTAL								
							31,544.84	

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
CARQUEST AUTO PARTS	2013 024-202-050	ACCOUNTS PAYABLE	HOSE, FITTING	12880-124698	10/08/2012	032784	71.18	.00
OLMSTED-KIRK	2013 024-202-050	ACCOUNTS PAYABLE	SHOP TOWELS	2970898/2975	10/07/2012	32695	297.90	.00

							369.08	
BOWIE CASS	2013 024-614-440	ELECTRICITY	ELECTRIC	PCT 4	10/08/2012	TITUS	161.42	91.93
TRI SPECIAL UTILITY DIS	2013 024-614-442	UTILITIES-WATER	WATER	PCT 4 <>	10/08/2012	TITUS	22.60	95.48

							184.02	

							FUND TOTAL	553.10

ROAD & BRIDGE #4 FUND

FUND TOTAL

553.10

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
WOOD COUNTY ELECTRIC CO	2013 031-660-440	ELECTRICITY-PARK	ELECTRIC-CO PARK	GUARD HOUSE	10/08/2012	TITUS	58.98	94.78
WOOD COUNTY ELECTRIC CO	2013 031-660-440	ELECTRICITY-PARK	ELECTRIC-CO PARK	PARK METER	10/08/2012	TITUS	46.40	94.78
WOOD COUNTY ELECTRIC CO	2013 031-660-440	ELECTRICITY-PARK	ELECTRIC-CO PARK	CAMPER METER	10/08/2012	TITUS	68.50	94.78
WOOD COUNTY ELECTRIC CO	2013 031-660-440	ELECTRICITY-PARK	ELECTRIC-CO PARK	BATH HOUSE	10/08/2012	TITUS	87.02	94.78
ALLIED WASTE SERVICE #0	2013 031-660-442	TRASH PICKUP - PA	TRASH PICK UP	1977573	10/07/2012	PARK	160.37	89.31

							421.27	

		PARK FUND		FUND TOTAL			421.27	

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
NET DATA	2013 041-202-154 JP#1	ITF TO NETDA	I-TICKET-AUGUST 201 JP#1		10/08/2012	14084	204.00	.00
NET DATA	2013 041-202-155 JP#2	ITF TO NETDA	I-TICKET-AUGUST 201 JP#2		10/08/2012	14084	80.00	.00
							----- 284.00	
		VICTIM OF CRIME FUND		FUND TOTAL			----- 284.00	

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
TYLER TECHNOLOGIES	2013 043-403-330	R&M EXPENSE	STAGING	025-52386	10/09/2012	032822	220.00	68.10
TYLER TECHNOLOGIES	2013 043-403-330	R&M EXPENSE	STAGING	025-52386	10/09/2012	032822	110.00	68.10
TYLER TECHNOLOGIES	2013 043-403-330	R&M EXPENSE	ANALYSIS	025-52386	10/09/2012	032822	110.00	68.10
TYLER TECHNOLOGIES	2013 043-403-330	R&M EXPENSE	STAGING	025-52386	10/09/2012	032822	110.00	68.10
TYLER TECHNOLOGIES	2013 043-403-330	R&M EXPENSE	STAGING	025-52386	10/09/2012	032822	110.00	68.10
TYLER TECHNOLOGIES	2013 043-403-330	R&M EXPENSE	PROJECT	025-52386	10/09/2012	032822	27.50	68.10

							687.50	

COUNTY CLERK R&M FUND							FUND TOTAL	687.50

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
ICS	2013 059-202-050	ACCOUNTS PAYABLE	TUMBLERS	100813/10081	10/08/2012	32751	179.28	.00
TLC OFFICE SYSTEMS	2013 059-202-050	ACCOUNTS PAYABLE	COPIES	211378	10/08/2012	JAIL	515.20	.00

							694.48	
SUDDENLINK	2013 059-512-371	RECREATION SUPPLI	CABLE PRISONERS	710528601	10/08/2012	TITUS	188.46	83.14
SUDDENLINK	2013 059-512-371	RECREATION SUPPLI	JP CENTER-PHONES	716452401	10/08/2012	TITUS	485.92	83.14

							674.38	

SHERIFF COMMISSARY FUND				FUND TOTAL			1,368.86	

ALL RECORDS FROM 10/05/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
CARQUEST AUTO PARTS	2013 085-202-050	ACCOUNTS PAYABLE	CYCLE OIL	12880-124699	10/08/2012	032783	11.96	.00
							----- 11.96	
JACKSON OIL COMPANY, IN	2013 085-615-330	GAS & OIL	DIESEL RED LS 81.0	204349	10/07/2012	032795	273.99	93.82
SOUTHERN TIRE MART	2013 085-615-331	TIRES	TIRES P225/60R16 FI	57062250	10/07/2012	032816	156.00	90.83
SOUTHERN TIRE MART	2013 085-615-331	TIRES	TIRES P225/60R18 FI	57062250	10/07/2012	032816	864.00	90.83
							----- 1,293.99	
							----- 1,305.95	

MAINTENANCE BLDG FUND

FUND TOTAL

1,305.95

ALL RECORDS FROM 10/06/2012 TO 10/09/2012 DATE-TO-BE-PAID

VENDOR NAME	ACCOUNT #	ACCOUNT NAME	ITEM/REASON	INVOICE #	DATE TBP	PO NO	AMOUNT	% REM
COLONIAL INSURANCE COMP	2013 086-697-275	COLONIAL PREMIUMS	MONTHLY PREMIUM	OCT 2012	10/07/2012	TITUS	5,894.87	91.81
							----- 5,894.87	
		INSURANCE FUND					----- FUND TOTAL	
							----- 5,894.87	
							----- GRAND TOTAL	
							----- 193,509.54	

ATTACHMENT

#7

TITUS COUNTY TREASURER'S REPORT TO COMMISSIONERS COURT

AT THE REGULAR TERM

This affidavit states that Article 114.026, Subsection C of the Local Government Code has been complied with for the monthly reports of the Titus County Treasurer, Titus County, Texas for the month of October, 2012, which have been submitted to Commissioners' Court for approval. The cash balance for Titus County combined funds on this date is \$110,709,552.23

Submitted by Sheryl Preddy Sheryl Preddy, Titus County Treasurer,
October 8, 2012,

BY OUR SIGNATURES HERETO WE HEREBY APPROVE SAID REPORTS

Brian P. Lee

TITUS COUNTY JUDGE

Dwight B. Byrd

TITUS CO COMMISSIONER PR #1

Mike Fields

TITUS CO COMMISSIONER PR #2

Phillip Hunter

TITUS CO COMMISSIONER PR #3

Thomas E. Hockaday

TITUS CO COMMISSIONER PR #4

DATE APPROVED: October 8, 2012

ACCOUNT NAME	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
2013 010 GENERAL COUNTY FUND				
JURY JP#1 C-O-H	500.00	.00	.00	500.00
JURY JP#2 C-O-H	.00	.00	.00	.00
CO CLERK C-O-H	800.00	.00	.00	800.00
JURY CO.CLERK	2,500.00	.00	.00	2,500.00
JP#1 C-O-H	.00	.00	.00	.00
TAX A/C CASH ON HAND	400.00	.00	.00	400.00
PETTY CASH JP#1	100.00	.00	.00	100.00
PETTY CASH- CO CLERK	.00	.00	.00	.00
JP#1	.00	.00	.00	.00
CASH IN BANK	1,079,675.24	12,181.61	160,538.58-	931,318.27
CIB-CDS	5,131,787.67	.00	.00	5,131,787.67
JUV PROB ACCT	.00	.00	.00	.00
INVESTMENT	.00	.00	.00	.00
FUND TOTALS	6,215,762.91	12,181.61	160,538.58-	6,067,405.94
2013 016 SECURITY FEES FUND				
CASH IN BANK	100,475.73	.00	242.21-	100,233.52
FUND TOTALS	100,475.73	.00	242.21-	100,233.52
2013 017 JURY FUND				
CASH ON HAND JURY	5,000.00	.00	.00	5,000.00
CASH IN BANK	52,871.34	.00	1,532.37-	51,338.97
FUND TOTALS	57,871.34	.00	1,532.37-	56,338.97
2013 018 LAW LIBRARY FUND				
CASH IN BANK	24,129.29	.00	.00	24,129.29
FUND TOTALS	24,129.29	.00	.00	24,129.29
2013 021 ROAD & BRIDGE #1 FUND				
CASH IN BANK	228,036.10	.00	8,135.79-	219,900.31
FUND TOTALS	228,036.10	.00	8,135.79-	219,900.31
2013 022 ROAD & BRIDGE #2 FUND				
CASH IN BANK	82,003.53	.00	9,475.51-	72,528.02
FUND TOTALS	82,003.53	.00	9,475.51-	72,528.02
2013 023 ROAD & BRIDGE #3 FUND				
CASH IN BANK	79,216.92	.00	7,868.55-	71,348.37
FUND TOTALS	79,216.92	.00	7,868.55-	71,348.37
2013 024 ROAD & BRIDGE #4 FUND				
CASH IN BANK	160,264.34	.00	8,098.53-	152,165.81
FUND TOTALS	160,264.34	.00	8,098.53-	152,165.81
2013 025 CHAPTER 19: FY 2005				
CASH IN BANK	262.98-	.00	.00	262.98-
FUND TOTALS	262.98-	.00	.00	262.98-
2013 026 CHAPTER 19: FY 2005				
CASH IN BANK	.00	.00	.00	.00
FUND TOTALS	.00	.00	.00	.00
2013 027 CHAPTER 19: FY 2003				
CASH IN BANK	.00	.00	.00	.00
FUND TOTALS	.00	.00	.00	.00

ACCOUNT NAME	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
2013 028 JUSTICE COURT TECHNOLOGY				
CASH IN BANK	<u>24,376.31</u>	<u>.00</u>	<u>.00</u>	<u>24,376.31</u>
FUND TOTALS	24,376.31	.00	.00	24,376.31
2013 029 JUSTICE COURT TECHNOLOGY-JP2				
CASH IN BANK	<u>14,007.64</u>	<u>.00</u>	<u>.00</u>	<u>14,007.64</u>
FUND TOTALS	14,007.64	.00	.00	14,007.64
2013 030 COUNTY & DISTRICT CRT TECH				
CASH IN BANK	<u>3,549.00</u>	<u>.00</u>	<u>.00</u>	<u>3,549.00</u>
FUND TOTALS	3,549.00	.00	.00	3,549.00
2013 031 PARK FUND				
PETTY CASH	150.00	.00	.00	150.00
CASH IN BANK	<u>5,830.69</u>	<u>.00</u>	<u>566.09-</u>	<u>5,264.60</u>
FUND TOTALS	5,980.69	.00	566.09-	5,414.60
2013 032 TITUS CTY HISTORICAL SOCIETY				
CASH IN BANK	<u>116.34</u>	<u>.00</u>	<u>.00</u>	<u>116.34</u>
FUND TOTALS	116.34	.00	.00	116.34
2013 033 PRETRIAL INTERVENTION FUND				
CASH IN BANK	<u>23,772.11</u>	<u>.00</u>	<u>.00</u>	<u>23,772.11</u>
FUND TOTALS	23,772.11	.00	.00	23,772.11
2013 034 STIMULUS GRANT CS0303				
FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 035 INDIGENT DEFENSE 2011				
CASH IN BANK	<u>15,442.01</u>	<u>.00</u>	<u>.00</u>	<u>15,442.01</u>
FUND TOTALS	15,442.01	.00	.00	15,442.01
2013 036 VITAL STATISTICS				
CASH IN BANK	<u>2,883.00</u>	<u>.00</u>	<u>.00</u>	<u>2,883.00</u>
FUND TOTALS	2,883.00	.00	.00	2,883.00
2013 037 COUNTY CLERK ARCHIVE				
CASH IN BANK	<u>12,633.60</u>	<u>.00</u>	<u>.00</u>	<u>12,633.60</u>
FUND TOTALS	12,633.60	.00	.00	12,633.60
2013 038 FEMA GRANT 4029-DR-TX				
FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 039 2010 HOMELAND SECURITY GRANT				
CASH IN BANK	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
FUND TOTALS	.00	.00	.00	.00
2013 040 DISTRICT CLERK TECH FUND				
CASH IN BANK	<u>225.00</u>	<u>.00</u>	<u>.00</u>	<u>225.00</u>
FUND TOTALS	225.00	.00	.00	225.00
2013 041 VICTIM OF CRIME FUND				
CASH IN BANK	<u>127,588.17</u>	<u>855.00</u>	<u>.00</u>	<u>128,443.17</u>
FUND TOTALS	127,588.17	855.00	.00	128,443.17
2013 042 CRIMINAL JUSTICE FUND				
CASH IN BANK	195.21	.00	.00	195.21

ACCOUNT NAME	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
FUND TOTALS	195.21	.00	.00	195.21
2013 043 COUNTY CLERK R&M FUND				
CASH IN BANK	138,281.23	.00	580.32-	137,700.91
FUND TOTALS	138,281.23	.00	580.32-	137,700.91
2013 044 DISTRICT CLERK R&M FUND				
CASH IN BANK	16,090.00	.00	.00	16,090.00
FUND TOTALS	16,090.00	.00	.00	16,090.00
2013 045 HOMELAND SECURITY 2009				
CASH IN BANK	.00	.00	.00	.00
FUND TOTALS	.00	.00	.00	.00
2013 046 TEXAS VINE GRANT				
CASH IN BANK	.00	.00	.00	.00
FUND TOTALS	.00	.00	.00	.00
2013 047 DISTRICT ATTORNEY FUND				
CASH IN BANK	2,655.17	.00	.00	2,655.17
FUND TOTALS	2,655.17	.00	.00	2,655.17
2013 048 COUNTY ATTORNEY FUND				
CASH IN BANK	5,946.36	248.85	.00	6,195.21
FUND TOTALS	5,946.36	248.85	.00	6,195.21
2013 049 DISTRICT CLK REC PRESERV FUND				
CASH IN BANK	275.00	.00	.00	275.00
FUND TOTALS	275.00	.00	.00	275.00
2013 050 VEHICLE INVENTORY TAX ACCOUNT				
CASH IN BANK	121,534.04	.00	.00	121,534.04
FUND TOTALS	121,534.04	.00	.00	121,534.04
2013 051 FAMILY AND PROTECTIVE SERVICES				
CASH IN BANK	.00	.00	.00	.00
FUND TOTALS	.00	.00	.00	.00
2013 052 TEXAS CAPITAL FUND ESCROW FUND				
CASH IN BANK	64,214.17	.00	.00	64,214.17
CIB-CD	754,674.66	.00	.00	754,674.66
FUND TOTALS	818,888.83	.00	.00	818,888.83
2013 053 SHERIFF SEIZED ACCOUNT				
CASH IN BANK	47,675.33	.00	.00	47,675.33
FUND TOTALS	47,675.33	.00	.00	47,675.33
2013 054 DISTRICT ATTORNEY SEIZED ACCT				
CASH IN BANK	328,894.76	.00	.00	328,894.76
FUND TOTALS	328,894.76	.00	.00	328,894.76
2013 055 DIST ATTY DRUG FORFEITURE FUND				
CASH IN BANK	584,124.53	.00	.00	584,124.53
FUND TOTALS	584,124.53	.00	.00	584,124.53
2013 056 SHERIFF FORFEITURE FUND				
PETTY CASH	4,500.00	.00	.00	4,500.00

ACCOUNT NAME	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
CASH IN BANK	<u>7,705.53</u>	<u>.00</u>	<u>.00</u>	<u>7,705.53</u>
FUND TOTALS	12,205.53	.00	.00	12,205.53
2013 057 CUSTOMS AND BORDER PROTECTION				
CASH IN BANK	<u>16.20</u>	<u>.00</u>	<u>.00</u>	<u>16.20</u>
FUND TOTALS	16.20	.00	.00	16.20
2013 058 STATE CRIMINAL ALIEN ASST PROG				
CASH IN BANK	<u>8,628.48</u>	<u>.00</u>	<u>.00</u>	<u>8,628.48</u>
FUND TOTALS	8,628.48	.00	.00	8,628.48
2013 059 SHERIFF COMMISSARY FUND				
CASH IN BANK	<u>13,511.53</u>	<u>20,000.00</u>	<u>.00</u>	<u>33,511.53</u>
FUND TOTALS	13,511.53	20,000.00	.00	33,511.53
2013 060 JAG 1-FEDERAL GRANT				
FUND TOTALS	.00	.00	.00	.00
2013 064 2004 ROW I&S/2011 SERIES				
CASH IN BANK	<u>115,597.59</u>	<u>.00</u>	<u>.00</u>	<u>115,597.59</u>
FUND TOTALS	115,597.59	.00	.00	115,597.59
2013 065 TITUS COUNTY 2012 "A" BOND I&S				
CASH IN BANK	<u>1,000.00</u>	<u>.00</u>	<u>.00</u>	<u>1,000.00</u>
FUND TOTALS	1,000.00	.00	.00	1,000.00
2013 066 TITUS COUNTY 2012 "B" BOND I&S				
2012 B BOND I&S	<u>1,000.87</u>	<u>.00</u>	<u>.00</u>	<u>1,000.87</u>
FUND TOTALS	1,000.87	.00	.00	1,000.87
2013 067 2007 LOOP BOND				
CASH IN BANK	<u>1,499,983.98</u>	<u>.00</u>	<u>.00</u>	<u>1,499,983.98</u>
FUND TOTALS	1,499,983.98	.00	.00	1,499,983.98
2013 068 TITUS COUNTY 2009 BOND I&S				
CASH IN BANK	<u>1,087,526.16</u>	<u>.00</u>	<u>.00</u>	<u>1,087,526.16</u>
FUND TOTALS	1,087,526.16	.00	.00	1,087,526.16
2013 071 HIGHWAY ROW FUND				
FUND TOTALS	.00	.00	.00	.00
2013 073 TITUS COUNTY BELL TOWER FUND				
CASH IN BANK	<u>3,897.32</u>	<u>.00</u>	<u>.00</u>	<u>3,897.32</u>
FUND TOTALS	3,897.32	.00	.00	3,897.32
2013 075 2004 RIGHT OF WAY				
CASH IN BANK	<u>180,259.83</u>	<u>.00</u>	<u>.00</u>	<u>180,259.83</u>
CIB-CD	<u>3,746,522.03</u>	<u>.00</u>	<u>.00</u>	<u>3,746,522.03</u>
FUND TOTALS	3,926,781.86	.00	.00	3,926,781.86
2013 076 LOOP CONSTRUCTION FUND				
CASH IN BANK	<u>2,552,373.22</u>	<u>.00</u>	<u>.00</u>	<u>2,552,373.22</u>
CASH IN BANK (TEX POOL)	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
CASH IN BANK (GFS)	<u>89,406,962.83</u>	<u>.00</u>	<u>.00</u>	<u>89,406,962.83</u>
FUND TOTALS	91,959,336.05	.00	.00	91,959,336.05
2013 083 COMMISSARY STORE				
CASH IN BANK	<u>28,689.84</u>	<u>.00</u>	<u>.00</u>	<u>28,689.84</u>

ACCOUNT NAME	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
FUND TOTALS	28,689.84	.00	.00	28,689.84
2013 084 ELECTION FUND				
CASH IN BANK	11,045.11	.00	2,943.05-	8,102.06
FUND TOTALS	11,045.11	.00	2,943.05-	8,102.06
2013 085 MAINTENANCE BLDG FUND				
CASH IN BANK	24,543.32	758.27	3,074.93-	22,226.66
FUND TOTALS	24,543.32	758.27	3,074.93-	22,226.66
2013 086 INSURANCE FUND				
CASH IN BANK	458,090.61-	5,532.76	.00	452,557.85-
CASH IN BANK	284,180.92	.00	.00	284,180.92
FUND TOTALS	173,909.69-	5,532.76	.00	168,376.93-
2013 090 DISTRICT CLERK AGENCY FUND				
CASH IN BANK	499,270.74	.00	.00	499,270.74
CD-DISTRICT CLERK	2,362,871.01	.00	.00	2,362,871.01
FUND TOTALS	2,862,141.75	.00	.00	2,862,141.75
2013 091 COUNTY CLERK CASH BOND ACCT				
CASH IN BANK	118,404.25	.00	.00	118,404.25
FUND TOTALS	118,404.25	.00	.00	118,404.25
2013 092 BAIL BOND BOARD ACCOUNT				
CASH IN BANK	30,000.01	.00	.00	30,000.01
CD-ANTHONY COOPER	50,000.00	.00	.00	50,000.00
CD-TONY MCGILL	50,000.00	.00	.00	50,000.00
FUND TOTALS	130,000.01	.00	.00	130,000.01
2013 096 GENERAL FIXED ASSETS				
FUND TOTALS	.00	.00	.00	.00
2013 097 GENERAL L/T DEBT ACCOUNT GROUP				
CASH IN BANK	.00	.00	.00	.00
FUND TOTALS	.00	.00	.00	.00
2013 098 PAYROLL CLEARING FUND				
CASH IN BANK	.00	151,553.68	151,553.68-	.00
FUND TOTALS	.00	151,553.68	151,553.68-	.00
2013 127 TJPC-Z-2010-2011				
FUND TOTALS	.00	.00	.00	.00
2013 128 TJPC-F-2010-2011				
FUND TOTALS	.00	.00	.00	.00
2013 129 TJPC-G-2009				
FUND TOTALS	.00	.00	.00	.00
2013 130 TJPC-Z-2008-225				
FUND TOTALS	.00	.00	.00	.00
2013 131 TJPC-F-2008-225				
FUND TOTALS	.00	.00	.00	.00
2013 132 TJPC-G-2005-225				
FUND TOTALS	.00	.00	.00	.00

ACCOUNT NAME	BEGINNING CASH BALANCE	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING CASH BALANCE
2013 133 GRANT "X" 2010-2011 FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 137 TJPC-STATE AID FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 138 TJPC-COMMUNITY CORRECTIONS FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 139 TJPC-COMM CORRECTION 2011 FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 140 TJPC-COMMUNITY CORR GRANT 2008 FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 141 SERVICE FEE ACCOUNT FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
2013 143 GRANT H DIVERSIONARY 2010-2011 FUND TOTALS	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
GRAND TOTALS	<u>110,873,031.67</u>	<u>191,130.17</u>	<u>354,609.61-</u>	<u>110,709,552.23</u>