



UPSHUR COUNTY COMMISSIONERS COURT

GILMER, TEXAS

3-28-91

Commissioners Court met in special session with all members present.

Motion by David Loyd seconded by Tommy Stanley to approve the minutes of the previous meeting. Motion carried.

Motion by Tommy Stanley seconded by Gaddis Lindsey to approve the special road use agreement by Lone Star Timber Products to haul logs on Sweet William Road. Motion carried, copy attached.

Motion by Tommy Eatherton seconded by David Loyd to approve the special road use agreement by W. G. Davis to haul logs on Mule Deer Road. Motion carried, copy attached.

Motion by Gaddis Lindsey seconded by Tommy Stanley to approve the special road use agreement by Steve Adams to haul logs on Snider and Glenwood Acres Roads. Motion carried, copy attached.

Motion by David Loyd seconded by Tommy Stanley to approve the payroll change of Randy Burris. Motion carried, copy attached.

Motion by Tommy Eatherton seconded by Tommy Stanley to approve the payment of the payroll for March. Motion carried, copy attached.

Motion by Tommy Eatherton seconded by David Loyd to approve the payment of the bills now due. Motion carried.

Cloddie Henson asked the court if the bills included the installation of his radio and equipment. Motion by Judge Dean seconded by Tommy Eatherton to pay all cost for complete installation and programming of the radio. Motion carried with a no vote by Tommy Stanley. Copy attached.

Ronnie Mitchell met with the court to request the payment of \$875.00 to keep an employee. Motion by Gaddis Lindsey seconded by Tommy Eatherton to approve this.

Vernon Vick presented a revision for the employee benefits information booklet. Motion to give each employee one and have them sign and return to the treasurer's office made by David Loyd and seconded by Tommy Stanley. Motion carried, copy attached.

Motion by Gaddis Lindsey seconded by Tommy Stanley to adjourn. Motion carried.

[Signature]
COUNTY JUDGE

[Signature]
COMMISSIONER PCT. # 1

[Signature]
COMMISSIONER PCT. # 2

[Signature]
COMMISSIONER PCT. # 3

[Signature]
COMMISSIONER PCT. # 4

SPECIAL ROAD USE AGREEMENT CONTRACT

THE STATE OF TEXAS §
COUNTY OF UPSHUR §

KNOW ALL MEN BY THESE PRESENTS

The undersigned Lone Star Timber Products, Inc. hereinafter referred to as First Party, enters into and makes an agreement with Upshur County Commissioner of Precinct No. 2, Upshur County, Texas, and in order to get material to market it is necessary to use a portion of Upshur County roads located in Precinct No. 2, over which Commissioner has jurisdiction and obligation to maintain in good repair, and both parties being aware of possible damage to said roads as a result of hauling on and over same, enter into the following agreement:

1.
First Party agrees to use only that section of (describe exact route, direction and miles in tenths) _____
Sweet William

2.
First Party agrees to use its vehicles in such a manner as not to block or interfere with other traffic on said road, so that said road will be open to travel by the public at all times.

3.
First Party agrees to grade, maintain and otherwise repair said road, using its own equipment, labor and materials, if any needed, during the duration of time that First Party is removing logs from its lands located in Precinct No. 2, Upshur County.

4.
First Party agrees to put said road back into the same condition as it was prior to the commencement of hauling operations on the part of First Party.

5.
First Party agrees to POST SURETY BOND in the amount of \$ _____ to Upshur County Commissioner's Court to insure performance of agreement.

6.
Nothing herein shall be construed as a waiver by the Commissioner of the authority granted him by Article 6716, V.A.C.S., but the rights and authority granted the Commissioner by the terms of Article 6716, V.A.C.S., are expressly reserved by the Commissioner in the event First Party fails to abide by the conditions above set forth.

Alton Davis
First Party Signature

[Signature]
County Judge

P.O. Box 309
Street or Box

Gadde Lindsey
Commissioner 1

Scottsville, TX 75688-0309
City, State and Zip Code

Tom P. Stahl
Commissioner 2

903--935-0055
Telephone

David Kay
Commissioner 3

Hancock
Timber Tract

[Signature]
Commissioner 4

March 27, 1991
Date Signed

Date Signed

Permit issued for a period not to exceed 90 days.

THE STATE OF TEXAS §
COUNTY OF UPSHUR §

KNOW ALL MEN BY THESE PRESENTS

The undersigned W. M. Davis, hereinafter referred to as First Party, enters into and makes an agreement with Upshur County Commissioner of Precinct No. 4, Upshur County, Texas, and in order to get material to market it is necessary to use a portion of Upshur County roads located in Precinct No. 4, over which Commissioner has jurisdiction and obligation to maintain in good repair, and both parties being aware of possible damage to said roads as a result of hauling on and over same, enter into the following agreement:

1.
First Party agrees to use only that section of (describe exact route, direction and miles in tenths) Mull Deer

2.
First Party agrees to use its vehicles in such a manner as not to block or interfere with other traffic on said road, so that said road will be open to travel by the public at all times.

3.
First Party agrees to grade, maintain and otherwise repair said road, using its own equipment, labor and materials, if any needed, during the duration of time that First Party is removing logs from its lands located in Precinct No. 4, Upshur County.

4.
First Party agrees to put said road back into the same condition as it was prior to the commencement of hauling operations on the part of First Party.

5.
First Party agrees to POST SURETY BOND in the amount of \$ _____ to Upshur County Commissioner's Court to insure performance of agreement.

6.
Nothing herein shall be construed as a waiver by the Commissioner of the authority granted him by Article 6716, V.A.C.S., but the rights and authority granted the Commissioner by the terms of Article 6716, V.A.C.S., are expressly reserved by the Commissioner in the event First Party fails to abide by the conditions above set forth.

W. M. Davis
First Party Signature

P.O. Box 243
Street or Box

BLOOMBERG, TEXAS 75556
City, State and Zip Code

913 728-5543
Telephone

PAUL JOHNSON
Timber Tract

3-27-91
Date Signed

[Signature]
County Judge

[Signature]
Commissioner 1

[Signature]
Commissioner 2

[Signature]
Commissioner 3

[Signature]
Commissioner 4

Date Signed

Permit issued for a period not to exceed 90 days.

SPECIAL ROAD USE AGREEMENT CONTRACT

THE STATE OF TEXAS §
COUNTY OF UPSHUR §

KNOW ALL MEN BY THESE PRESENTS

The undersigned Steve Adams, hereinafter referred to as First Party, enters into and makes an agreement with Upshur County Commissioner of Precinct No. 1, Upshur County, Texas, and in order to get material to market it is necessary to use a portion of Upshur County roads located in Precinct No. 1, over which Commissioner has jurisdiction and obligation to maintain in good repair, and both parties being aware of possible damage to said roads as a result of hauling on and over same, enter into the following agreement:

1.

First Party agrees to use only that section of (describe exact route, direction and miles in tenths) _____

Snider Road and Glenwood Acres Road

2.

First Party agrees to use its vehicles in such a manner as not to block or interfere with other traffic on said road, so that said road will be open to travel by the public at all times.

3.

First Party agrees to grade, maintain and otherwise repair said road, using its own equipment, labor and materials, if any needed, during the duration of time that First Party is removing logs from its lands located in Precinct No. 1, Upshur County.

4.

First Party agrees to put said road back into the same condition as it was prior to the commencement of hauling operations on the part of First Party.

5.

First Party agrees to POST SURETY BOND in the amount of \$ _____ to Upshur County Commissioner's Court to insure performance of agreement.

6.

Nothing herein shall be construed as a waiver by the Commissioner of the authority granted him by Article 6716, V.A.C.S., but the rights and authority granted the Commissioner by the terms of Article 6716, V.A.C.S., are expressly reserved by the Commissioner in the event First Party fails to abide by the conditions above set forth.

Steve Adams
First Party Signature

Frank D. Case
County Judge

Rt. 2 Box 806
Street or Box

Huddie Lindsey
Commissioner 1

Center, Texas 75935
City, State and Zip Code

Jim P. State
Commissioner 2

409-598-4776
Telephone

David Boyd
Commissioner 3

International Paper
Timber Tract

Commissioner 4

March 28, 1991
Date Signed

Date Signed

Permit issued for a period not to exceed 90 days.

TO: PAYROLL DEPARTMENT

VOL 37 PG 5

PLEASE ENTER THE FOLLOWING CHANGE(S) IN YOUR RECORDS TO TAKE

EFFECT 3-1-91
(DATE & TIME)

EMPLOYEE Burris, Randy (Jail)

SOCIAL SECURITY NO _____ CLOCK NO 4158

THE CHANGE(S)

<input checked="" type="checkbox"/> CHECK ALL APPLICABLE BOXES	FROM	TO
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> JOB		
<input type="checkbox"/> SHIFT		
<input checked="" type="checkbox"/> RATE	<u>14.7</u>	<u>14.8</u>
<input type="checkbox"/>		

REASON FOR THE CHANGE(S)

- HIRED
- RE HIRED
- PROMOTION
- DEMOTION
- TRANSFER
- MERIT INCREASE
- UNION SCALE
- PROBATIONARY PERIOD COMPLETED
- LENGTH OF SERVICE INCREASE
- RE-EVALUATION OF EXISTING JOB
- RESIGNATION
- RETIREMENT
- LAYOFF
- DISCHARGE

LEAVE OF ABSENCE FROM _____ UNTIL _____
(DATE) (DATE)

OTHER (EXPLAIN) _____

CHANGE AUTHORIZED BY B.D. Cron DATE 3-25-91

CHANGE APPROVED BY _____ DATE _____

Upshur County Treasurer
THE SOFTWARE GROUP, INC

PAYROLL / PERSONNEL SYSTEM
CHECK REGISTER FOR CURRENT PAYROLL

15 24 57 26 MAR 1991

FRAGE 1
REX A. SHAW
COUNTY CLERK

STATUS
21 MAR 28 AM 10:13

UPSHUR CO. T. T. L.

BY _____
DEPUTY

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CHECK	DATE PRINTED	PAYROLL DATE	Issued to	NET PAY	STATUS
25933-PCA	03/26/91	03/28/91	DEAN, CHARLES EVERETT	2,016 01	
25934-PCA	03/26/91	03/28/91	JOHNSON, BOBBIE EVELYN	1,097 75	
25935-PCA	03/26/91	03/28/91	CAIN, DERONDA KAYE	928 49	
25936-PCA	03/26/91	03/28/91	LOFTIS, JO-ANN	800 04	
25937-PCA	03/26/91	03/28/91	MORRIS, ADDIE RENE	818 52	
25938-PCA	03/26/91	03/28/91	SHAW, REX AUDENE	1,447 95	
25939-PCA	03/26/91	03/28/91	ROEDER, RAYMOND R	1,071 47	
25940-PCA	03/26/91	03/28/91	PALMER, LINDA S	777 42	
25941-PCA	03/26/91	03/28/91	TEFTELLER, LISA A	573 35	
25942-PCA	03/26/91	03/28/91	FORE, SHIRLEY C	1,813 58	
25943-PCA	03/26/91	03/28/91	WHITESIDE, RUTH TYSON	1,043 53	
25944-PCA	03/26/91	03/28/91	EAST, KAREN A	851 43	
25945-PCA	03/26/91	03/28/91	HAMBERLIN, FRANKIE M	852 76	
25946-PCA	03/26/91	03/28/91	MASK, JANET F	812 75	
25947-PCA	03/26/91	03/28/91	PILCHER, JEAN S	764 83	
25948-PCA	03/26/91	03/28/91	RAY, HORACE ANDY	1,461 63	
25949-PCA	03/26/91	03/28/91	MOORE, BARBARA L	707 65	
25950-PCA	03/26/91	03/28/91	RAY, WILLIAM VALTON	1,131 28	
25951-PCA	03/26/91	03/28/91	SMITH, NADRA CITA	729 98	
25952-PCA	03/26/91	03/28/91	WEAVER, CAROLYN JO	937 76	
25953-PCA	03/26/91	03/28/91	COSTON, GORMAN	751 80	
25954-PCA	03/26/91	03/28/91	CHASTEEN, W S	807 42	
25955-PCA	03/26/91	03/28/91	TURNER, GASTEL	142 94	
25956-PCA	03/26/91	03/28/91	CROW, JAMES A	697 24	
25957-PCA	03/26/91	03/28/91	BRUNSON, MARY-DELL	1,126 80	
25958-PCA	03/26/91	03/28/91	GREENE, CYNTHIA JEAN	1,045 03	
25959-PCA	03/26/91	03/28/91	JONES, EVELYN D	1,098 05	
25960-PCA	03/26/91	03/28/91	NISBETT, ROBERT S	2,313 68	
25961-PCA	03/26/91	03/28/91	ROSS, TERRI LYNN	1,042 18	
25962-PCA	03/26/91	03/28/91	COX, MARY ROSE	897 37	
25963-PCA	03/26/91	03/28/91	FLIPPO, DONA	1,250 42	
25964-PCA	03/26/91	03/28/91	HARRIS, MYRA NELL	888 48	
25965-PCA	03/26/91	03/28/91	HOWELL, LINDA LOUISE	840 09	
25966-PCA	03/26/91	03/28/91	STEELMAN, KARMEN CITA	261 42	
25967-PCA	03/26/91	03/28/91	VICK, THOMAS VERNON	1,664 78	
25968-PCA	03/26/91	03/28/91	DAVIS, LAVADA M	885 95	
25969-PCA	03/26/91	03/28/91	FAILS, PATSY M	150 42	
25970-PCA	03/26/91	03/28/91	HOLLDWAY, BARBARA J	898 27	
25971-PCA	03/26/91	03/28/91	HUTCHINS, WANDA L	674 28	
25972-PCA	03/26/91	03/28/91	KING, BATINA ANN	559 57	
25973-PCA	03/26/91	03/28/91	RAMSEY, MARSHA MARTIN	428 73	
25974-PCA	03/26/91	03/28/91	SMITH, MICHAEL LOYD	1,522 58	
25975-PCA	03/26/91	03/28/91	THOMPSON, TALITHA LYNN	766 47	
25976-PCA	03/26/91	03/28/91	WEBB, TERRI L	674 66	
25977-PCA	03/26/91	03/28/91	WHITAKER, LADONNA LEE	823 44	
25978-PCA	03/26/91	03/28/91	COOK, JOHN RUBIN	898 76	
25979-PCA	03/26/91	03/28/91	SMITH, BARNEY GRANT	921 43	
25980-PCA	03/26/91	03/28/91	HOLT, ONIE JR	524 18	
25981-PCA	03/26/91	03/28/91	BARTON, BOBBY G	524 75	
25982-PCA	03/26/91	03/28/91	HENSON, CLODDIE D	452 57	
25983-PCA	03/26/91	03/28/91	JENKINS, STANLEY EUGENE	369 07	
25984-PCA	03/26/91	03/28/91	BENGE, RONALD DALE	1,135 93	

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CHECK	DATE PRINTED	PAYROLL DATE	Issued to	NET PAY	STATUS
25985-PCA	03/26/91	03/28/91	BETTERTON, ANTHONY SCOTT	1,343 02	
25986-PCA	03/26/91	03/28/91	BURRIS, KAY LYNN	1,265 29	
25987-PCA	03/26/91	03/28/91	CROMLEY, ROBERT ALLEN	1,284 13	
25988-PCA	03/26/91	03/28/91	CROSS, RICHARD D.	1,617 99	
25989-PCA	03/26/91	03/28/91	FORTSON, LARRY WAYNE	1,271 89	
25990-PCA	03/26/91	03/28/91	GAGE, JANIE ELIZABETH	1,258 47	
25991-PCA	03/26/91	03/28/91	JORDAN, MURRAY K	1,464 98	
25992-PCA	03/26/91	03/28/91	KUHN, JERRY LYNN	1,233 68	
25993-PCA	03/26/91	03/28/91	MAYFIELD, KENNETH MURL	1,168 09	
25994-PCA	03/26/91	03/28/91	MULLINIX, LARRY WAYNE	834 78	
25995-PCA	03/26/91	03/28/91	NORMAN, SELTON RONALD	1,243 43	
25996-PCA	03/26/91	03/28/91	SANDERS, BOBBY NEAL	1,377 32	
25997-PCA	03/26/91	03/28/91	SEWELL, LARRY W	1,031 58	
25998-PCA	03/26/91	03/28/91	WESSON, PAMELA JOY	836 49	
25999-PCA	03/26/91	03/28/91	WHORTON, PAULA NANETTE	930 35	
26000-PCA	03/26/91	03/28/91	YOUNG, LELAND WAYNE	1,248 40	
26001-PCA	03/26/91	03/28/91	BARBER, B DARLENE	988 06	
26002-PCA	03/26/91	03/28/91	BEAN, ELIZABETH M	928 02	
26003-PCA	03/26/91	03/28/91	BETTERTON, NANCY LYN	1,415 51	
26004-PCA	03/26/91	03/28/91	BURRIS, RANDY DAVID	1,049 61	
26005-PCA	03/26/91	03/28/91	GARDNER, LENA F	1,426 31	
26006-PCA	03/26/91	03/28/91	GRISWOLD, JAMES E	1,031 13	
26007-PCA	03/26/91	03/28/91	GRUNDEN, JULIE F	1,025 24	
26008-PCA	03/26/91	03/28/91	HAYS, SHELIA R	993 63	
26009-PCA	03/26/91	03/28/91	HELLENSTILL, RAY B	308 61	
26010-PCA	03/26/91	03/28/91	HUDGINS, ROYCE LEON	1,002 21	
26011-PCA	03/26/91	03/28/91	JENKINS, STANLEY E	930 06	
26012-PCA	03/26/91	03/28/91	LINGLE, JOSEPH RICHARD JR	1,016 10	
26013-PCA	03/26/91	03/28/91	MARSHALL, ELDORA	742 83	
26014-PCA	03/26/91	03/28/91	MURPHY, NADRA H	999 35	
26015-PCA	03/26/91	03/28/91	ROBINSON, BARBARA GALE	917 03	
26016-PCA	03/26/91	03/28/91	ROBINSON, DONNA G	1,018 73	
26017-PCA	03/26/91	03/28/91	SALOIS, GEORGE CARL	1,005 06	
26018-PCA	03/26/91	03/28/91	WALKER, DIANE	704 25	
26019-PCA	03/26/91	03/28/91	DILBECK, Nanci JO	206 67	
26020-PCA	03/26/91	03/28/91	MITCHELL, RONNIE GENE	1,968 90	
26021-PCA	03/26/91	03/28/91	TOMLIN, NORMA C	1,405 84	
26022-PCA	03/26/91	03/28/91	WYLIE, MILTON J	1,354 20	
26023-PCA	03/26/91	03/28/91	BECK, EARNEST EARL	875 72	
26024-PCA	03/26/91	03/28/91	EDWARDS, GENERAL LEE	615 98	
26025-PCA	03/26/91	03/28/91	GILMORE, LARRY F	905 59	
26026-PCA	03/26/91	03/28/91	HANSON, ROY DEAN	875 86	
26027-PCA	03/26/91	03/28/91	JOHNSON, ARCHIE LEON	842 65	
26028-PCA	03/26/91	03/28/91	LINDSEY, GADDIS M	1,831 22	
26029-PCA	03/26/91	03/28/91	PENDARVIS, RANDY D	935 32	
26030-PCA	03/26/91	03/28/91	SMITH, EDDIE J	909 87	
26031-PCA	03/26/91	03/28/91	STOKER, JAMES LOUIS	1,201 72	
26032-PCA	03/26/91	03/28/91	THOMPSON, CARLOUS D	250 18	
26033-PCA	03/26/91	03/28/91	ANDERSON, JOHNNY D	703 98	
26034-PCA	03/26/91	03/28/91	CROCKETT, HARRY JAMES	845 74	
26035-PCA	03/26/91	03/28/91	FATHERREE, MERKEL FREDERICK	1,083 03	
26036-PCA	03/26/91	03/28/91	JEFFERY, DONALD RAY	908 26	

FORM 101 5/84

FORM 101 5/84

CHECK	DATE PRINTED	PAYROLL DATE	Issued to	NET PAY	STATUS
26037-PCA	03/26/91	03/28/91	JOHNSON, IVORY GENE	1,251 85	
26038-PCA	03/26/91	03/28/91	PENDARVIS, ABBOTT LYNN	1,286 70	
26039-PCA	03/26/91	03/28/91	SMITH, RANDAL E	774 18	
26040-PCA	03/26/91	03/28/91	STANLEY, TOMMY LEE	1,951 15	
26041-PCA	03/26/91	03/28/91	ARRINGTON, ROBBIE L	1,311 76	
26042-PCA	03/26/91	03/28/91	BOOBAR, MARK B	1,148 41	
26043-PCA	03/26/91	03/28/91	CHALK, FLOYDIA EDWARD	1,129 58	
26044-PCA	03/26/91	03/28/91	GLENN, BILLY E	972 67	
26045-PCA	03/26/91	03/28/91	HODGES, ALBERT EARL	628 59	
26046-PCA	03/26/91	03/28/91	LOYD, DAVID GRANT	1,869 70	
26047-PCA	03/26/91	03/28/91	THOMPSON, THOMAS A	1,220 48	
26048-PCA	03/26/91	03/28/91	TUCKER, HOWARD KEVIN	955 94	
26049-PCA	03/26/91	03/28/91	CAMPBELL, GLENN EDWARD	1,203 67	
26050-PCA	03/26/91	03/28/91	EATHERTON, THOMAS EDWARD	1,763 93	
26051-PCA	03/26/91	03/28/91	GURLEY, WILLIAM EDWARD	1,065 39	
26052-PCA	03/26/91	03/28/91	MORRIS, BEN SPENCER	1,095 85	
26053-PCA	03/26/91	03/28/91	SHAW, TOM P	646 05	
26054-PCA	03/26/91	03/28/91	TIMMONS, GERALD WAYNE	1,060 40	
26055-PCA	03/26/91	03/28/91	WEAVER, D B	653 00	
26056-PCA	03/26/91	03/28/91	JOHNSON, GERALD DON	1,375 09	
26057-PCA	03/26/91	03/28/91	HALL, KAREN E	443 28	
26058-PCA	03/26/91	03/28/91	MGNK, ALTA GRACE	583 52	
26059-PCA	03/26/91	03/28/91	MORRISON, JOYCE FRANCES	1,455 59	
26060-PCA	03/26/91	03/28/91	SANDERS, SANDY E	561 29	
26061-PCA	03/26/91	03/28/91	SMITH, EMMA JEAN	792 96	
26062-PCA	03/26/91	03/28/91	WILLIAMS, JANET C	535 52	
26063-PCA	03/26/91	03/28/91	YOUNG, YOLANDA	916 33	
26064-PCA	03/26/91	03/28/91	COLLIER, ANNIE BELLE	974 67	
26065-PCA	03/26/91	03/28/91	NICKERSON, JEROME EDWIN	277 05	
26066-PCA	03/26/91	03/28/91	SHATTLES, CYNTHIA C	272 50	
				132,486 40	
				132,486 40	

AMOUNT

PAID

VOL 37 PG 8

91 MAR 28 AM 10: 13

UPSHUR COUNTY, TX

BY _____

DEPUTY

CHECK #	CHECK DATE	VENDOR NAME	AMOUNT.
26069-APCA	03/28/91	UPSHUR COUNTY INSURANCE ACCOUNT	29,250 00
26070-APCA	03/28/91	PEBSCO PAYROLL PROCESSING	232 56
26071-APCA	03/28/91	FIRST NATIONAL BANK GILMER	26,856 54
26072-APCA	03/28/91	FIRST NATIONAL BANK GILMER	15,738 51
26073-APCA	03/28/91	UPSHUR COUNTY PAYROLL	150 00
26074-APCA	03/28/91	UPSHUR COUNTY PAYROLL	10 00
26075-APCA	03/28/91	UPSHUR CO PAYROLL CLEARING	275 00
26076-APCA	03/28/91	UPSHUR COUNTY INSURANCE ACCOUNT	6,814 38
26077-APCA	03/28/91	UPSHUR COUNTY INSURANCE ACCOUNT	1,298 90
26078-APCA	03/28/91	UPSHUR COUNTY INSURANCE ACCOUNT	4,732 65
26079-APCA	03/28/91	TEXAS COUNTY & DISTRICT RETIREMENT SYSTE	25,448 70
26080-APCA	03/28/91	UPSHUR COUNTY PAYROLL	160 00
Total for All Payments -			110,967 24

VOL 37 PG 9

Everett Dean
County Judge, Everett Dean

Gaddis Lindsey
Commissioner Pct.#1, Gaddis Lindsey

Tommy Stanley
Commissioner Pct.#2, Tommy Stanley

David Loyd
Commissioner Pct.#3, David Loyd

Tommy Eatherton
Commissioner Pct.#4, Tommy Eatherton

FORM 101 1-89

AMOUNT

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7050
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VOL 37 PG 10

B U D G E T A M E N D M E N T

DATE:

HONORABLE COMMISSIONERS COURT OF UPSHUR COUNTY:

I SUBMIT TO YOU FOR YOUR CONSIDERATION THE FOLLOWING LINE-ITEM TRANSFERS:

	FUND	DEPT.	ACCT.	AMOUNT
FROM:	10	554	amb test m	7050
TO:	10	554	4480	70.50

REASON:

Chelle Hamers

DEPARTMENT HEAD

APPROVED COMMISSIONERS COURT

Everett Dean

EVERETT DEAN, COUNTY JUDGE

Tommy L. Starks

COMMISSIONER PCT. #2

[Signature]

COMMISSIONER PCT. #4

Gordon Lindsey

COMMISSIONER PCT. #1

Clarence Boyd

COMMISSIONER PCT. #3

Rex Shaw

REX SHAW, COUNTY CLERK



ATTEST COUNTY CLERK



UPSHUR COUNTY PERSONNEL MANUAL

AND EMPLOYEE BENEFITS INFORMATION BOOKLET

Revised March, 1991

CATAGORIES OF EMPLOYMENT

Regular Salaried Employees: Regular salaried employees must be at least 18 years of age. A Regular salaried employee is employed to hold an authorized position that involves, on the average, at least 40 hours per work week, or 2080 work hours per year, including paid holidays, and is compensated on a salary basis.

Regular Hourly Employees are those employed to hold a position which involves variable work hours per month and shall be compensated on an hourly basis.

Part-Time Employees are paid on an hourly basis, but generally work less than six continuous months in the same position.

Regular employees, either Salaried or Hourly are probationary for a period of 6 months.

EMPLOYEE LEAVE TIME AND HOLIDAYS

VACATION: All regular employees earn 12 days vacation leave per year for the first ten years of employment. After ten years of County employment, regular employees earn 15 days of vacation leave per year. Regular Salaried employees earn 1 day of vacation leave a month. Regular hourly employees earn vacation leave at the rate of .0462 X number of actual hours worked in the month. New employees are not credited with any vacation leave until they have completed 6 months of employment. On the first day of an employee's seventh month, the employee is credited with 6 days vacation and may take vacation any time after that; with the approval of the department head. The maximum accumulation of vacation leave is 17 days, and any excess of the maximum is reduced at the end of the month to the maximum without compensation. Upon termination, employees will be paid for any earned and unused vacation leave. Each month department heads are given a report showing all leave balances. If you do not agree with those totals, please contact the County Treasurer's office. Part-time employees are not eligible for vacation leave accrual.

SICK LEAVE: All Regular Salaried employees earn sick leave at the rate of 6 hours per month. Regular Hourly employees earn sick leave at the rate of .0346 X number of actual hours worked in the month. All regular employees may accumulate up to 90 days of earned sick leave. Unless an employee who is absent on sick leave requests leave without pay upon exhaustion of sick leave, he or she will automatically be placed on vacation leave status until vacation leave is exhausted or employee returns to work. Sick leave cannot be used for any purpose other than illness or accident. Upshur County may request, and the employees must provide, a medical certificate or other acceptable evidence of medical disability before the employee is allowed to return to work. Employees are not compensated for unused sick leave upon termination. Part-time employees are not eligible for sick leave accrual.

HOLIDAYS: Holidays are established each year by the Commissioner's Court. The following days are normally observed as paid holidays for Regular County employees.

New Year's Day	Labor Day
President's Day	Yamboree (2 days)
Good Friday	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)
Independence Day	

Employees whose regular day off falls on a holiday or who are required to work on a holiday will be provided an alternate day off. Regular Hourly employees earn holiday time at the rate of .0462 X number of actual hours for the month. Part-time employees are not eligible for earned holiday leave.

COMP TIME: Regular Salaried employees earn comp time at the rate of time and a half for any hours worked in excess of 40 hours a week, or in the case of law enforcement officers, time and a half for hours worked in excess of their normal duty hours per month. Upon termination, regular salaried employees will be paid for any earned and unused compensatory time, up to the maximum of 240 hours. It is at the discretion of the department head to grant compensatory time off.

LONGEVITY: Regular Salaried employees are awarded longevity payments of \$4 per month for each year of service. Longevity payments begin after completion of the first year of service. Monthly increments of \$4 are increased annually through the 15th year of continuous service. The maximum longevity payment is \$60 per month.

EMPLOYEE BENEFITS

UPSHUR COUNTY RETIREMENT PROGRAM/TCDRS: All Regular Salaried employees are eligible to participate in the County's retirement program. Upshur County's retirement program has 10 years vested retirement. The deduction for retirement is 7% off the top of your gross monthly salary. The County contributes an amount equal to 7.6% of your gross monthly salary to the retirement system. You may withdraw all of your deposits at any time you terminate employment with the County, but to be eligible to also withdraw the County's contributions, you must meet the requirements for retirement with a monthly pension payment. An employee is eligible for monthly pension payments following termination of employment if:

- (1) you have accumulated at least 10 years of credited service and have attained the age of at least 60; or,
- (2) you have accumulated at least 30 years of credited service.

When you apply to draw out your deposits, it takes 5-6 weeks from your last paycheck to receive your deposits from the TCDRS in Austin. Our retirement pays a little over 10% interest once a year, on December 31, for what you had in the program the previous December 31. You will receive your retirement booklet on your hire date.

UPSHUR COUNTY LIFE AND HEALTH INSURANCE: All Regular Salaried employees are eligible for the County's insurance benefits.

LIFE INSURANCE: Each eligible employee has a life policy equal to their gross yearly salary, rounded up to the nearest thousand. Upon termination, an employee can convert the amount of group life insurance to an individual life policy.

HEALTH INSURANCE: Upshur County's health insurance plan includes dental and "PCS" (prescription card system).

The deductible on health is \$200 per calendar year.
" " " dental is \$50 per calendar year.
" " " PCS is \$5 per prescription, then it pays 100% of the prescription.

There is a 90 day waiting period starting with your hire date before you are effective on the insurance. The employee's insurance booklet, insurance cards, and PCS cards will be given to the employee on the effective date of coverage. Upshur County's insurance plan has a pre-existing clause included which states that the insured is not covered for any accident or illness that the insured had before the effective date; until the insured has been on the plan for;

- 6 months without any treatment, medication, or medical advise for condition; or,
- 12 months with treatment, medication, or medical advise for condition.

The eligible employee's insurance premium is paid by the County. ** At this time the monthly rates for dependent insurance premiums are:

Spouse	\$102.71
Child	60.26
Children (2 or more)...	64.26
Family	\$129.38
(Spouse + child[ren])	

Dependent children are covered through age 18 unless they are full-time students with a schedule of at least 12 hours; at which time they are covered through

age 24. It is the responsibility of the employee to notify the County Treasurer's office of any changes in dependent eligibility status.

Upon termination of employment (for any reason other than gross misconduct), an employee and/or dependent can continue their insurance coverage through COBRA. For more information, please contact the County Treasurer's office.

UPSHUR COUNTY'S 125 PLAN: The 125 Plan is one of Upshur County's employee benefits. There are no fees to participate in this plan. This plan allows you to save taxes (Fed. W/H and Social Security) on certain medical expenses that you have. These medical expenses have to be payroll deducted and can be either your dependent insurance premiums, or any group cancer policy that you have through the County. You can take out a cancer policy in April or May of each year, when the cancer insurance companies are allowed to come in and sell policies to County employees. Other than at the time of your employment, you are allowed to sign up on the 125 Plan only one time a year, in May when our plan renews for June. You have to re-sign up each year to continue on the plan.

The savings in taxes are:

Monthly: About \$5 saved in taxes for every \$20-\$25 you have in the plan.

Yearly: On your W-4, your gross salary is decreased by the total amount you had in the plan for the year.

Participation in the plan is entirely your option.

WORKMAN'S COMPENSATION: The County provides Worker's Compensation insurance for all of its employees. In the event of an on-the-job accident and/or injury, it is the responsibility of the employee to report the incident to his or her immediate supervisor as soon as possible. Any accident, no matter how minor, MUST

be reported immediately to an employee's supervisor, and to the County Treasurer's office, who prepares the accident report forms. Failure to report accidents in a timely manner to the County's work comp carrier may result in fines against the County and/or criminal charges brought against the individual not reporting the accident to the proper authorities. If an employee is injured and a doctor prescribes any medication, it DOES NOT go on the employee's PCS card, it will be paid by the work comp carrier.

I, _____, acknowledge that I have been given an explanation of the Upshur County employee benefits, and that having read the above information on these benefits and pertinent personnel manual excerpts, I fully understand the contents. I also understand that a copy of this information will be put into my personnel file.

(Employee Signature)

(Date)

** These rates are subject to change June 1, of each year, upon renewal of the County's insurance plan.

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FILED
REX A. SHAW
COUNTY CLERK
91 APR -4 AM 9:35
Crosby County, TX
BY _____ DEPUTY

FIRST STATE BANK <small>MEMBER FDIC P O BOX 1432 GLADEWATER TX 75647</small>	JACK M. FINLEY, INC. DBA PROFESSIONAL LAND TITLE SERVICES OPERATING ACCOUNT 811A GILMER RD PH 214-297-7721 P O BOX 9909 LONGVIEW, TEXAS 75608		4588 88-1379/1119								
	PAY TO THE ORDER OF <u>Rex A. Shaw/County Clerk</u>		April 3 19 91 \$ 160.00								
	One Hundred Sixty and 00/100		DOLLARS								
	<table border="1"> <tr> <td>4-3-91</td> <td>Plant Upkeep</td> <td>150 00</td> </tr> <tr> <td></td> <td>Additional copies</td> <td>10 00</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black;">160 00</td> </tr> </table>	4-3-91	Plant Upkeep	150 00		Additional copies	10 00			160 00	PROFESSIONAL LAND TITLE SERVICES OPERATING ACCOUNT <i>Matthew H. Finley</i>
4-3-91	Plant Upkeep	150 00									
	Additional copies	10 00									
		160 00									
<small>THIS CHECK IS DELIVERED FOR PAYMENT ON THE ACCOUNTS LISTED</small> @004588@ : 1119137981 : @90134231@											

Date: 3-28-91COMMISSIONER COURT
ATTENDANCE SHEET

Name	City of Residence
Vernon Vick	Gilmer
Dona Higgs	Gilmer
Chadwick Henson	Gilmer
Jack Ford	Gilmer
Murray Jordan	Gilmer

