CURRENT HANDBOOK POLICY VERBIAGE:

An employee who quits or retires within one (1) year after receiving county paid training must reimburse the county for that training.

PROPOSED UPDATED VERBIAGE:

An employee who quits or retires within one (1) year after receiving county paid training must reimburse the county for that training **via payroll deduction from final check. Any remaining balance will be invoiced to the employee from the Freestone County Treasurer's Office.**

Approved verbiage will update:
- Handbook Policy Acknowledgement
- Separation Notice
- Payroll Authorization Form

COMMISSIONERS COURT
FREESTONE COUNTY, TEXAS

FILED FOR RECORD
At 9 o'clock A M

JUL 01 2026

RENEE GREGORY
Clerk County Court, Freestone County, Texas
By Renee Gregory

Freestone County Treasurer's Office

118 E. Commerce, Room 102
Fairfield, Texas 75840

Office: (903) 389-2180
Fax: (903) 389-5894

Mandy Chavers
County Treasurer

Kali Barco
Chief Deputy Treasurer

FY 2026 PAYROLL AUTHORIZATION FORM

STATUS *(Circle One)* **FULL TIME / PART TIME / ELECTED** HIRE DATE _____

EMPLOYEE NAME _____

DEPT _____

TITLE _____

FUND LINE ITEM	WAGES	AMOUNT $		EFFECTIVE DATE
	GROSS WAGE	$ -	*per pay period*	
	HOURLY WAGE	$	*per hour*	
	CERTIFICATE	$	*per pay period*	
	LONGEVITY	$	*per pay period*	
	SUPPLEMENT	$	*per pay period*	
	SUPPLEMENT	$	*per pay period*	
	TRAVEL	$	*per pay period*	
	SB-22	$	*per pay period*	
		$	*per* _____	

DEDUCTIONS	CHANGES *(Circle One)*		AMOUNT	EFFECTIVE DATE
AFLAC	ADD	CANCEL	$ -	
COLONIAL LIFE	ADD	CANCEL	$ -	
NATIONAL FARM LIFE	ADD	CANCEL	$ -	
TEXAS LIFE	ADD	CANCEL	$ -	
NATIONWIDE - 457 RETIREMENT	ADD	CANCEL	$ -	
CHILD SUPPORT	ADD	CANCEL	$ -	
CLEAT	ADD	CANCEL	$ -	
	ADD	CANCEL	$ -	

_____ _____
Employee Signature **Date** **County Treasurer/ Chief Deputy**

_____ _____
Elected Officials/ Chief Deputy/ Dept. Head **Date** **County Auditor**

ALL PERSONNEL PAPERWORK MUST BE COMPLETED AND RETURNED TO THE TREASURER'S OFFICE <u>BEFORE</u> EMPLOYMENT BEGINS

LONGEVITY IS PAID OUT THE SECOND PAYROLL IN OCTOBER OF THE NEW FISCAL YEAR

****COUNTY PAID TRAINING WITHIN ONE (1) YEAR OF SEPARATION FROM THE COUNTY SHALL BE REPAID IN FULL TO THE COUNTY****
****VIA PAYROLL DEDUCTION FROM FINAL CHECK****
****ANY REMAINING BALANCE WILL BE INVOICED TO THE EMPLOYEE FROM THE TREASURER'S OFFICE****