ATTN: Freestone County Commissioners Court

DATE: September 2nd, 2026

EFFECTIVE: October 1st, 2026

## ADMIN TIME GUIDELINE

The Commissioners Court expects department heads to use admin time appropriately and to avoid abuse. Admin time will be tracked on a yearly basis and could be used for budget considerations regarding individual offices in the future. Further, admin time usage will be produced and maintained on quarterly county reports that will be considered public information.

**Lloyd Lane, County Judge**

**Andy Bonner, Commissioner, Pct. #1**

**Richard McGowan, Commissioner, Pct. #3**

**Will McSwane, Commissioner, Pct. #2**

**Clyde Ridge, Commissioner, Pct. #4**