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Memo

To: Honorable LeeAnn Jones, County Judge
Members of the Panola County Commissioners Court

CC: Joni Reed, Treasurer
Sidney Burns, Auditor

From: Catherine Fryer

Date: October 7, 2015

Subject: County Employee Handbook Update

I have reviewed the current Panola County Employee Handbook. The document is in need of revision so that Panola County personnel policies will be in compliance with state and federal law and will be clear with respect to the rights and responsibilities of County employees.

My primary area of practice is employment law. I routinely provide employee handbook review and revision services for the firm's local government clients. I can have a draft of an updated policy prepared for review and discussion by the end of November 2015. Under the firm's general services agreement with the County, my time will be billed at \$225.00 per hour. I estimate that this project will require approximately 20 hours of my time. This includes the initial review, suggested edits and preparation of a draft, and discussions with staff to fine tune the policies. If I can conclude the project in less time, I will.