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Wichita Falls TX 76310



# Clay County Clerk

Sasha Kelton

PO Box 548, Henrietta, Texas 76365

Phone 940.538.4631 Fax 940.264.4160

December 26, 2013

**EXAMPLE NAME**  
**EXAMPLE ADDRESS**

Dear **EXAMPLE NAME**

The Clay County Commissioners' Court met on December 23, 2013 in regular session and selected members to serve on the Clay County Grievance Committee. This letter is to inform you that you have been randomly selected to serve on the committee for a term beginning Jan. 1, 2014 and ending Dec. 31, 2014. The committee meets only when the need arises. Enclosed, for your reference, you will find responsibilities of the committee as outlined in the Local Government Code Sec. 152.

The Grievance Committee is composed of the sheriff, county tax assessor-collector, county treasurer, county clerk, district clerk, county attorney or district attorney, and a number of public members necessary to provide nine voting members. Public members are chosen from a pool of people who served on a Clay County grand jury during the preceding calendar year.

Thank you in advance for your attention to this matter. Should you have questions, please contact Kenneth Liggett, County Judge and Committee Chairperson, or myself.

Thank you,

Sasha Kelton  
County Clerk, Clay County

Sec. 152.016. FUNCTIONS OF GRIEVANCE COMMITTEE IN RELATION TO ELECTED OFFICERS. (a) An elected county or precinct officer who is aggrieved by the setting of the officer's salary or personal expenses may request a hearing before the salary grievance committee before the approval of the county's annual budget. The request must:

- (1) be in writing;
- (2) be delivered to the committee chairman within five days after the date the officer receives notice of the salary or personal expenses; and
- (3) state the desired change in salary or personal expenses.

(b) The committee shall hold a public hearing not later than the later of the 10th day after:

- (1) the date the request is received; or
- (2) the date the commissioners court selects the public members of the committee.

(b-1) The chairman shall announce the time and place of the hearing.

(c) If, after the hearing, six or more of the members vote to recommend an increase in the officer's salary or personal expenses, the committee shall submit its recommendation to the commissioners court in writing. If six to eight members vote to recommend the increase, the commissioners court shall consider the recommendation at its next meeting. If nine members vote to recommend the increase and sign the recommendation, the commissioners court shall include the increase in the budget before the budget is filed and the increase takes effect in the next budget year.

(d) The committee's authority is limited to the consideration of increases in the salaries or personal expenses of county and precinct officers. The committee may not set policy of the county or add new items to a proposed county budget.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended 4 by Acts 1997, 75th Leg., ch. 326, Sec. 3, eff. Sept. 1, 1997; Acts 2003, 78th Leg., ch. 131, Sec. 3, eff. Jan. 1, 2004.

## Grievance Committee Acceptance

*Please complete this form and return to*  
**Clay County Clerk**  
**PO Box 548**  
**Henrietta, Texas 76365**

I, the undersigned, received notification from Clay County that I was randomly selected to serve on the Clay County Grievance Committee for a one year term, in accordance with Local Government Code 152.014.

In accordance with Local Government Code Sec. 152.015, *"A person whose name is drawn becomes a member of the committee or an alternate on submitting written acceptance to the clerk."*

I accept appointment to the Clay County Grievance Committee

I decline appointment to the Clay County Grievance Committee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Committee member contact info:

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_