



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive – Room 111
Gallatin, Tennessee 37066-5410

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Larry Hinton

Third District
Steve Graves
Alan Driver

Fourth District
Jerry Foster
Leslie Schell

Fifth District
Danny Sullivan
Baker Ring

Sixth District
Jim Vaughn
Kevin T. Pomeroy

Seventh District
Trisha LeMarbre
Loren Echols

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline S. Krueger

Eleventh District
Scott Langford
Bill Taylor

Twelfth District
Michael Guthrie
Bob Pospisil

The following minutes are included in this packet:

Beer Board.....July 16

Budget Committee.....July 9

Committee on Committees.....July 16

Emergency Services Committee.....July 9

General Operations Committee.....July 2

**Investment, Purchasing, 2002 Financial Management,
2012 Financial Management.....July 16**

Legislative Committee.....July 9

Library Board.....May 9

**MINUTES
JULY 16, 2018
BEER BOARD
CHAIRMAN, MIKE AKINS**

Present:

Mike Akins, Chairman
Steve Graves, Vice-Chairman
Alan Driver
Bob Pospisil

Absent:

Kevin Pomeroy

Also Present:

Ben Allen, Staff Attorney
Anthony Holt, County Executive

The regular meeting of the Beer Board was brought to order by Chairman Mike Akins on Monday, July 16, 2018, at 6:15 p.m. in the Sumner County Administration Building in Gallatin. A quorum was present.

Agenda. Upon motion of Comm. Graves, seconded by Comm. Pospisil, the Board voted to approve the agenda.

Minutes. Upon motion of Comm. Driver, seconded by Comm. Pospisil, the Board approved the minutes for February 26, 2018. . Chairman Akins abstained from the vote.

Recognition of the Public.

Beer Applications.

The purpose of the meeting was to discuss and vote on the beer application of the following:

- Duane Eugene Solomon requesting a permit for The General Store at 2708 Highway 52 East, Bethpage TN 37022. The application is for off premises only.

Staff Attorney Ben Allen stated the applicant passed background checks. The location meets the distance requirement from a church (586 feet) or school.

Upon motion of Comm. Pospisil, seconded by Comm. Graves, the Board voted unanimously to approve the beer permit for Duane Eugene Solomon.

Comm. Pospisil moved, and was duly seconded, to adjourn the meeting at 6:18 p.m.

Prepared by Maria Savage



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Jim Vaughn

Seventh District
JoAnne Kemp
Trisha LeMarbre

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Bob Pospisil

Members:

Mike Akins, Chairman
Steve Graves, V. Chairman
Alan Driver
Kevin Pomeroy
Bob Pospisil

AGENDA BEER BOARD JULY 16, 2018 CHAIRMAN MIKE AKINS 6:15 P.M.

I. Call to order

A. Adoption of Agenda

B. Approval of Minutes – February 26, 2018

C. Recognition of the Public

II. Old Business

III. New Business

- Duane Eugene Solomon requesting a permit for The General Store at 2708 Highway 52 East, Bethpage TN 37022. The application is for off premises only.

IV. Adjournment



BUDGET COMMITTEE MINUTES
July 9, 2018

MEMBERS PRESENT
Kevin Pomeroy, Chairman
Jerry Foster, Vice-Chairman
Billy Geminden
Paul Goode
Bill Taylor
Chris Taylor
Leslie Schell
OTHERS PRESENT
David Lawing
Leah Dennen
Ben Allen
Anthony Holt
Kim Ark

- I. CALL TO ORDER by Chairman Pomeroy at 6:00pm in Room 112 of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation-Led by Chairman Pomeroy.
 - B. Approval of Agenda- Chairman Pomeroy informed the committee that item VI.B.3 would need to be removed from the agenda. Motion to approve amended agenda by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
 - C. Recognition of Public -None.
 - D. Approval of Minutes- Motion to group and approve items I.D.1 and 2 by Commissioner Bill Taylor, second by Commissioner Geminden, unanimous approval.
 1. June 8, 2018
 2. June 11, 2018
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN-None.
- III. REPORT OF THE COUNTY EXECUTIVE- None.
- IV. REPORT OF THE FINANCE DIRECTOR-Finance Director Lawing provided a handout to the committee explaining Sumner County's debt capacity. He recommended that the county intensify its long-term planning by creating a long-term strategic plan. He explained this would require approximately twenty years of forward looking estimates from each department. He stated once the data is collected, it would be brought back to the budget committee and/or other committees to determine priorities for capital and operational requests. The committee agreed this would be a good plan. He went on to explain a funding scenario, in some detail, based on the provided handout. Finance Director Lawing informed the committee that Sumner County has a very strong capital outlay capacity, but at this point, we do not have all the inputs for capital expenditures.
- V. OLD BUSINESS
 - A. Previously Discussed Items
 1. County Administration Building roof replacement-construction costs from local capital projects fund- Kim Ark and County Executive Holt briefly spoke to this. This project will be part of the \$4M capital that will be discussed later. No action taken.
 2. Gallatin First Baptist Church South Water property/parking lot-\$202,500 from local capital projects fund (approved at June budget committee meeting; waiting on commission's 2nd reading)- Motion to approve by Commissioner Chris Taylor, second by Commissioner Foster, unanimous approval.
 3. Courthouse Project – design and consultant phase funding and time frame discussion- Commissioner Foster recommended, due to this being a sizeable project, that it be built in with a long-term strategic plan. He also reminded the committee that schools will need to be built sooner than later. He believes the committee should take Finance Director Lawing's recommendation for a long-term strategic plan and have a better timeline for projects of this magnitude. Motion to approve and fund from local capital projects by Commissioner Chris Taylor, second by Commissioner Goode, motion passes 6-1, with Commissioner Foster opposing.

VI. NEW BUSINESS

- A. Education-Motion to group and approve by Commissioner Bill Taylor, second by Commissioner Geminden, unanimous approval.
 - 1. Budget Amendments (for approval)
 - 2. Budget Amendments (for information only)
- B. Appropriations
 - 1. EMS - \$10,165.20 Hurricane Irma deployment reimbursement to be used to purchase ventilation fans in the fleet maintenance bay-Motion to approve by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
 - 2. Capital projects FY2019 list - \$4 million- Finance Director Lawing informed the committee that the capital projects fund is not a budgeted fund, and individual line items and projects are informational estimates only. He explained if the projects are within the \$4M total, they will not be brought back to the full commission after the initial approval. He stated information only adjustments will be presented to the budget committee. County Executive Holt pointed out that this amount would not complete all projects that are listed. Motion to approve by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
 - ~~3. IT extension of phone maintenance agreement (to be determined)~~
 - 4. County Executive
 - a. \$16,000 from Bridal House auction proceeds for gravel for the parking lot and driveway- Motion to approve by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
 - b. \$2,500 for Cumberland River Compact- Motion to approve and fund from the county general fund by Commissioner Chris Taylor, second by Commissioner Goode, unanimous approval.
 - 5. Juvenile Court – requesting to move a part-time employee to a full-time employee (need appropriation for health and dental insurances)- Motion to approve by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
- C. Transfers-Motion to group and approve items VI.C.1.a through c by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
 - 1. Inter-budgetary
 - a. Greater than \$2,500
 - b. Payroll related
 - c. \$2,500 or less
- D. Tax Refunds-Motion to group and approve items VI.D.1 through 3 by Commissioner Goode, second by Commissioner Chris Taylor, unanimous approval.
 - 1. James O etux Betty Jean Baskerville - \$376
 - 2. Element Fleet Corp – 2 requests totaling \$31
 - 3. Jerial R Woodall - \$281

VII. ADJOURNMENT-Motion to adjourn at 6:35pm by Chairman Pomeroy.

**COMMITTEE ON COMMITTEES
MINUTES
JULY 16, 2018**

Present:

Trisha LeMarbre, Chairman
Caroline Krueger, Vice-Chairman
Loren Echols
Paul R. Goode
Baker Ring

Also Present:

Ben Allen, Staff Attorney
Leah Dennen, County Attorney
Anthony Holt, County Executive-Absent

The regular meeting of the Committee on Committees was brought to order with an invocation by Chairman LeMarbre on Monday, July 16, 2018, at 6:30 p.m. in the Sumner County Administration Building in Gallatin. Chairman LeMarbre declared a quorum to conduct business.

Agenda. Upon motion of Comm. Goode, seconded by Comm. Baker, the Committee approved the agenda unanimously.

Approval of Minutes of June 18, 2018. Upon motion of Comm. Krueger, and duly seconded by Comm. Echols, the Committee approved unanimously the minutes of June 18, 2018.

Public Recognition. None

Report of the Chairman. Chairman LeMarbre had no report.

Report of the County Executive. County Executive Anthony Holt was not present.

Old Business. None

New Business.

Airport Authority – Five Years.

Chairman LeMarbre announced the following resignation of Camden McConnell (letter of resignation) on the Sumner County Airport Authority. The matter was deferred until September.

Library Board –three year terms

Chairman LeMarbre announced the following replacement for the expiring term of Larry Hinton on the Library Board:

- Shawn Utley – three-year term

Upon motion of Comm. Goode, seconded by Comm. Krueger, the Committee voted unanimously to approve the appointment of Mr. Utley to the Library Board.

Board of Construction Appeals.

Chairman LeMarbre announced the following replacement for the expiring term of Millard Bridges on the Board of Construction Appeals:

- Rick Halcomb

Upon motion of Comm. Goode, seconded by Comm. Krueger, the Committee voted unanimously to approve the appointment of Mr. Halcomb to the Construction Board of Appeals.

Appointments Next Month.

Civil Service Board, William Moudy, two-year term

Regional Planning Commission four-year term- Tom Tucker, citizen four-year term (Zone 3)

Sumner County Joint Economic & Community Development Board-

Paul R. Goode, County Commissioner

Paul Decker, County Commissioner

Larry Hinton, County Commissioner

10. Adjournment. Upon motion of Comm. Goode, and duly seconded Comm. Ring, the Committee adjourned at 6:33 p.m.

Prepared by Maria Savage



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
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Committee on Committees:

- ✓ Trisha LeMarbre, Chairman
- ✓ Caroline Krueger, Vice-Chairman
- ✓ Loren Echols
- ✓ Paul R. Goode
- ✓ Baker Ring

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Bob Pospisil

AMENDED

AGENDA

COMMITTEE ON COMMITTEES

6:30 p.m.

July 16th, 2018

TRISHA LEMARBRE, Chairman

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Approval of minutes June 18th, 2018**
- 5. Recognition of the Public**
- 6. Report of the Chairman**
- 7. Report of the County Executive**
- 8. Old Business**
- 9. New Business**

Airport Authority – 5-year term

Present Members	County Executive Recommendation
Camden McConnell (letter of resignation attached)	Defer until September

Library Board

Present Member	County Executive Recommendation
Larry Hinton – 3-year term	Shawn Utley

Board of Construction Appeals

Present Member	County Executive Recommendation
Millard Bridges, term expires November, 2018	Rick Halcomb

APPOINT COMMITTEE ON COMMITTEE MEMBERS

NEXT MONTH, August 2018

Civil Service Board

Present Member	County Executive Recommendation
William Moudy, 2-year term	

REGIONAL Planning Commission 4-year term

Present Member	County Executive Recommendation
Tom Tucker, citizen, 4-year term (Zone 3)	



SUMNER COUNTY COMMISSION

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Sumner County Joint Economic & Community Development Board

Present Member	County Executive Recommendation
Paul R. Goode, County Commissioner	
Paul Decker County Commissioner	
Larry Hinton, County Commissioner	

10. Adjournment

26 March 2018

Mr. Don Drayton, Chairman
and

BY HAND

Mr. Anthony Holt, Mayor (Sumner County)

BY HAND

Dear Don and Anthony,

Please accept this as my official resignation
from the Board of Directors, SCRAA (Sumner
County Regional Airport Authority).

I will neither seek nor serve another
term on this Board.

You will appreciate that my Parkinson's
has advanced to a point that makes my
ability to serve very limited.

It has certainly been my pleasure to
serve. You will recall that our previous
chairman, Mr. Jim Egan, nominated me because
of my background in airport design and
construction. Just because I will now
surrender my TN license as a Professional
Engineer does not mean that I have forgotten
what I knew. Please do not hesitate to
call upon me for advice as appropriate.

Sincerely,

Camden W. McConnell

Camden McConnell

July's use

**MINUTES
EMERGENCY SERVICES COMMITTEE
Chairman Chris Taylor
JULY 2 , 2018**

Present:

Chris Taylor, Chairman
Michael Guthrie, V. Chairman
Alan Driver
Jerry Foster
Jim Vaughn
Paul Decker
Absent:
Danny Sullivan

Also Present:

Keith Douglas, E-911 Director
Jay Austin, Assistance E-911 Director
Anthony Holt, County Executive
Leah Dennen, County Law Director
Ben Allen, Staff Attorney
Ken Weidner, Emergency Management Agency
Sheriff Chief Deputy Aaron Pickard

Chairman Chris Taylor called the meeting of the Emergency Services Committee to order with an invocation by Comm. Vaughn on Monday, July 2, 2018, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Foster, seconded by Comm. Guthrie, the Committee unanimously approved the agenda.

Approval of Minutes of May 7, 2018. Upon motion of Comm. Driver, Comm. Foster seconded, the Committee approved the minutes of May 7, 2018. Comm. Decker abstained from the vote.

Public Comments. None

Report from the Chairman. Chairman Chris Taylor reported on the CTAS survey and the bid for the radios. He met with CTAS officials who determined the next step in the survey is to interview volunteer fire departments and municipalities. Chairman Taylor reported CTAS plans to extend the scope of the survey to include county planning areas as it relates to delivering services and allocating resources. The Planning Department will assist with assessing physical locations and traffic considerations in growth areas. Another primary consideration is access to adequate waterlines and water supplies. Chairman Taylor said CTAS officials indicated, with cooperation from all sources, the recommendations could be ready by the 2019-2020 budget cycle.

Report from the County Executive. County Executive Anthony Holt had no report.

Report from the Sheriff. Sheriff Chief Deputy Aaron Pickard distributed and discussed the June, 2018 financial reports and animal control statistics. The jail population was 713 in June.

Fire Departments. Joe McLaughlin of the Cottontown Volunteer Fire Department did not have totals for the month of June. He revised the report adding a line of comparison from year to year. He said the trend of the overall call volume is increasing over the same period this past year.

Report from the EMS Director. Emergency Medical Services Director Keith Douglas and Jay Austin, Assistant Director EMS, presented the EMS reports.

Monthly revenue for June was \$642,067.00. The net transport revenue in June, 2018 was \$6,133,076.00, which was above budget projections. Responses for the month of June were 1,810 with 1,322 transports. Included for review was a payroll summary that showed the expenditures were on target with the projected budget numbers.

Report of the Emergency Management Agency. Ken Weidner, Director of the Emergency Management Agency presented the Sumner County LMR Communications Systems report. He stated the City of Gallatin awarded a bid recently for \$900,000.00 in emergency communication equipment for the fire and police departments, which should integrate with the County's proposed system. Chairman Taylor stated that the municipalities were contacted to gauge their interest in joining efforts to upgrade the emergency communication system. Mr. Weidner stated that he met with the highway department, school system, the Sheriff's Department and the Emergency Medical Services Department to discuss what would better communications throughout the County.

The report filed by Mr. Weidner stated that the current systems are crowded with limited feature options, lack interoperability and have little optimal transmission and receiving capabilities.

Mr. Weidner reported that Project 25 (P25 or APCO P-25) is a suite of standards for digital radio communications for use by federal, state/province and local public safety agencies in North America to enable them to communicate with other agencies and mutual aid response teams in emergencies. Advantages of P25 include the following:

- Common Digital communications platform for public safety
- Standards-base = Multiple vendor choices = cost-savings
 - P25 radios available from multiple vendors = Competition
- Interoperability with neighboring agencies
- Improved spectrum efficiency (P25 Phase 2)

The trunked radio system allows simultaneous and unrelated conversations to take place producing efficiency in the system. The report said that Sumner County could build out a trunking system comprised of six or seven channels sufficient to meet the needs of all departments. Mr. Weidner said the tower infrastructure is built out, with the possible exception of a tower on Bethel Road in White House. He said the accompanying buildings need replacement with used precast communications buildings.

Mr. Weidner has met with vendors but no bids have been accepted.

Report of the Emergency Communications Center. None

13. Old Business. None

14. New Business

14a. Amending Emergency Communication Center personnel policy.

Upon motion of Comm. Decker, seconded by Comm. Guthrie, the Committee voted to approve unanimously and forward the Emergency Communication Center personnel policy.

14b. Amending Sheriff's Personnel Policy. No action

14c. Resolution to put out for bid the new radio system.

Upon motion of Comm. Guthrie, seconded by Comm. Driver, the Committee voted to approve unanimously bidding the radio system. Chairman Taylor said the Budget Committee will be notified when the cost of the system is known.

Mr. Douglas brought before the Committee a suggestion that ambulance contractors handle non-emergency hospital transports to Nashville. He said emergency personnel are tied up for much longer periods of time on Nashville trips. Chairman Taylor stated that he would contact the Director of Finance David Lawing to determine the timing of a proposed audit of those services.

Mr. Douglas brought before the Committee the possibility of changing the per mileage rate from \$13 to \$15. The matter would go through Emergency Services and Legislative Committees.

15. Adjournment. With a motion by Comm. Vaughn, and duly seconded, the Committee adjourned at 5:33 p.m.

Prepared by Maria Savage



SUMNER COUNTY COMMISSION

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Emergency Services Committee:

Chris Taylor, Chairman
Michael Guthrie, Vice-Chairman
Paul Decker
Alan Driver
Jerry Foster
Danny Sullivan
Jim Vaughn

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AGENDA EMERGENCY SERVICES COMMITTEE

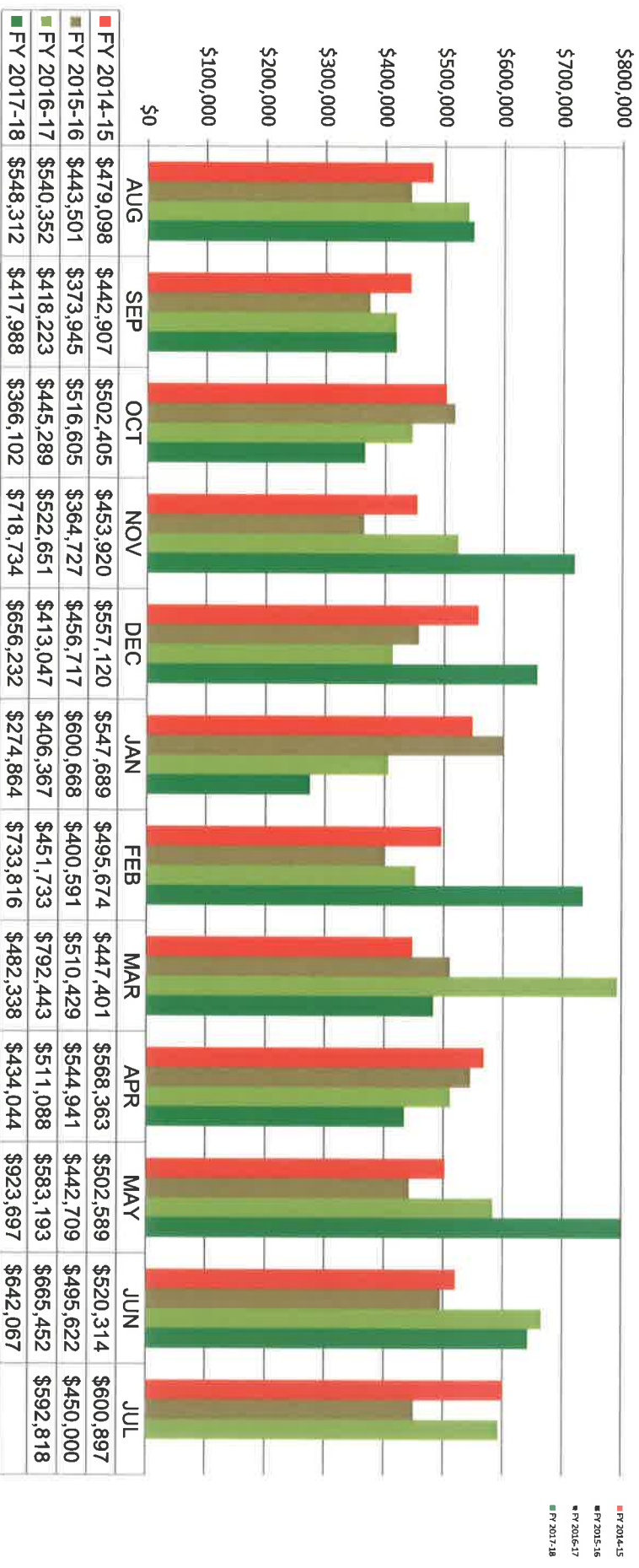
5:00 p.m.

July 2, 2018

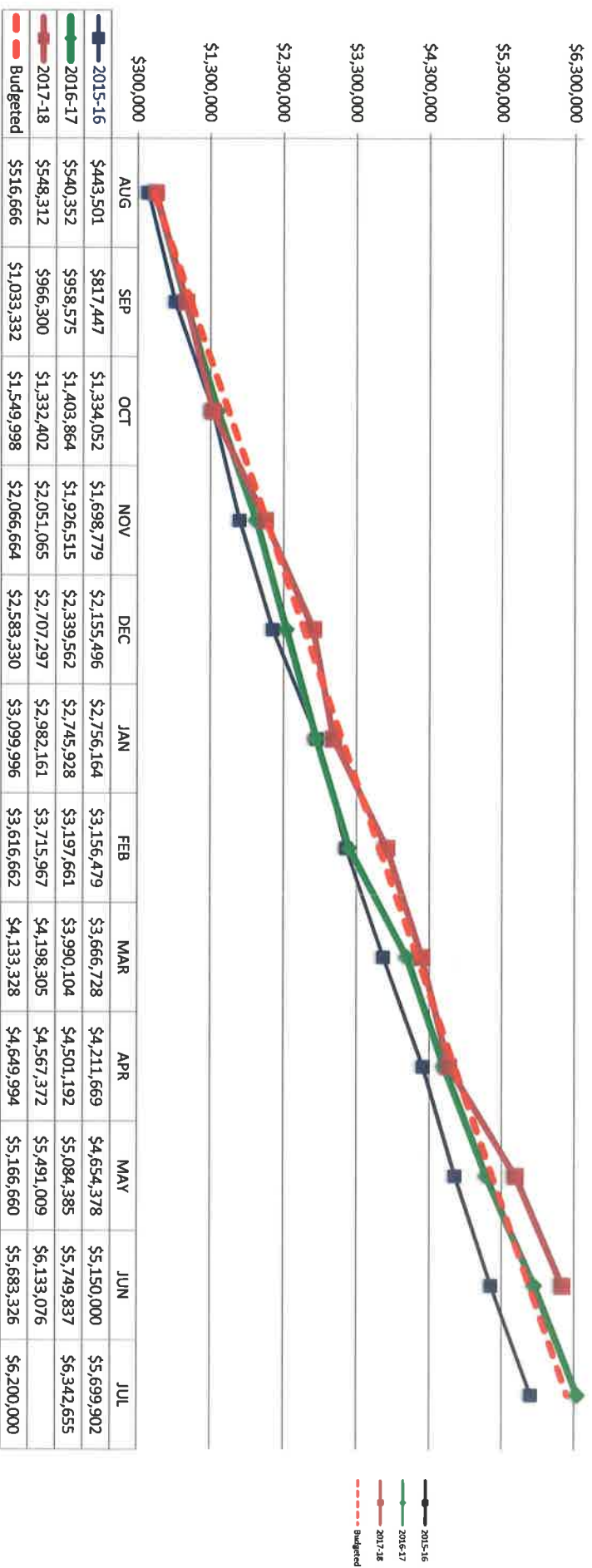
CHRIS TAYLOR, Chairman

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Approval of the Minutes – May 7th, 2018
5. Recognition of the Public
6. Report of the Chairman
7. Report of the County Executive
8. Report of the Sheriff
9. Report of the Fire Department
10. Report of the Emergency Services Director
11. Report of the Emergency Management Agency
12. Report of the Emergency Communications Center
13. Old Business
 - a.
14. New Business
 - a. Amending Emergency Communication Center personnel policy
 - b. Amending Sheriff's personnel policy
 - c. Resolution to put out for bid the new radio system
15. Adjournment

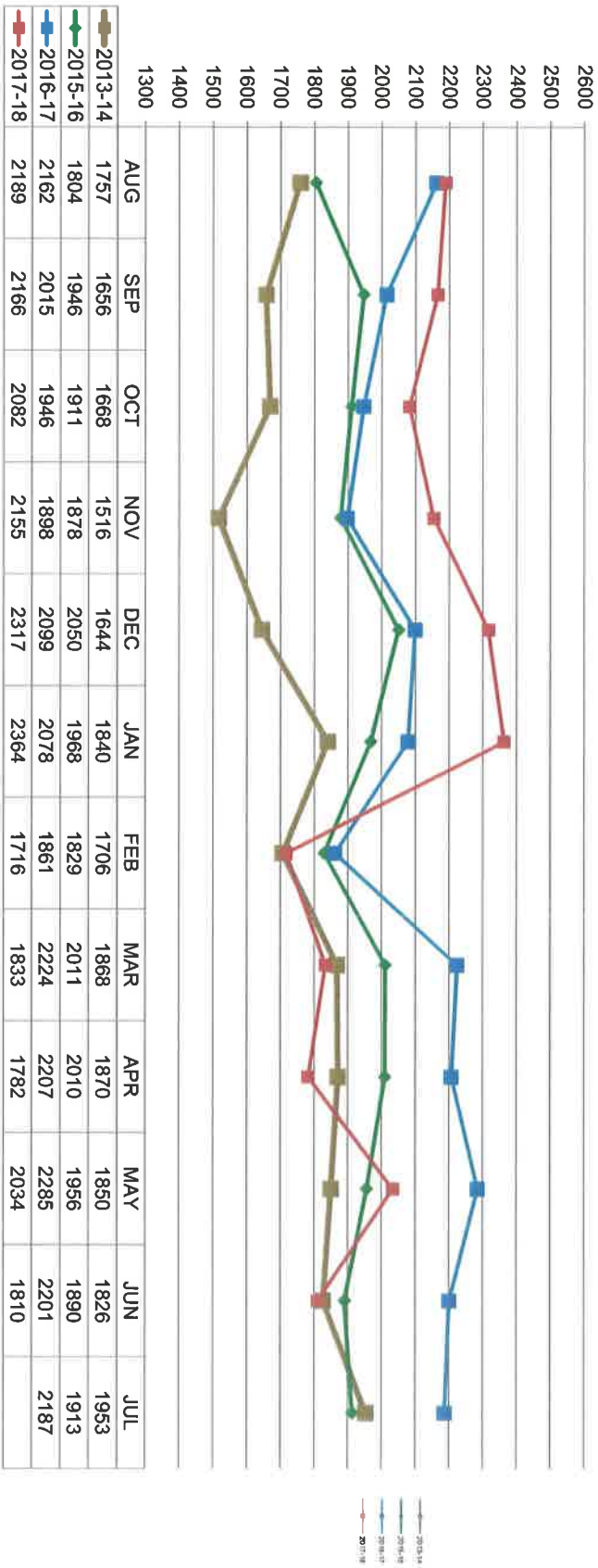
SCEMS - Monthly Revenue Comparisons (YTD)



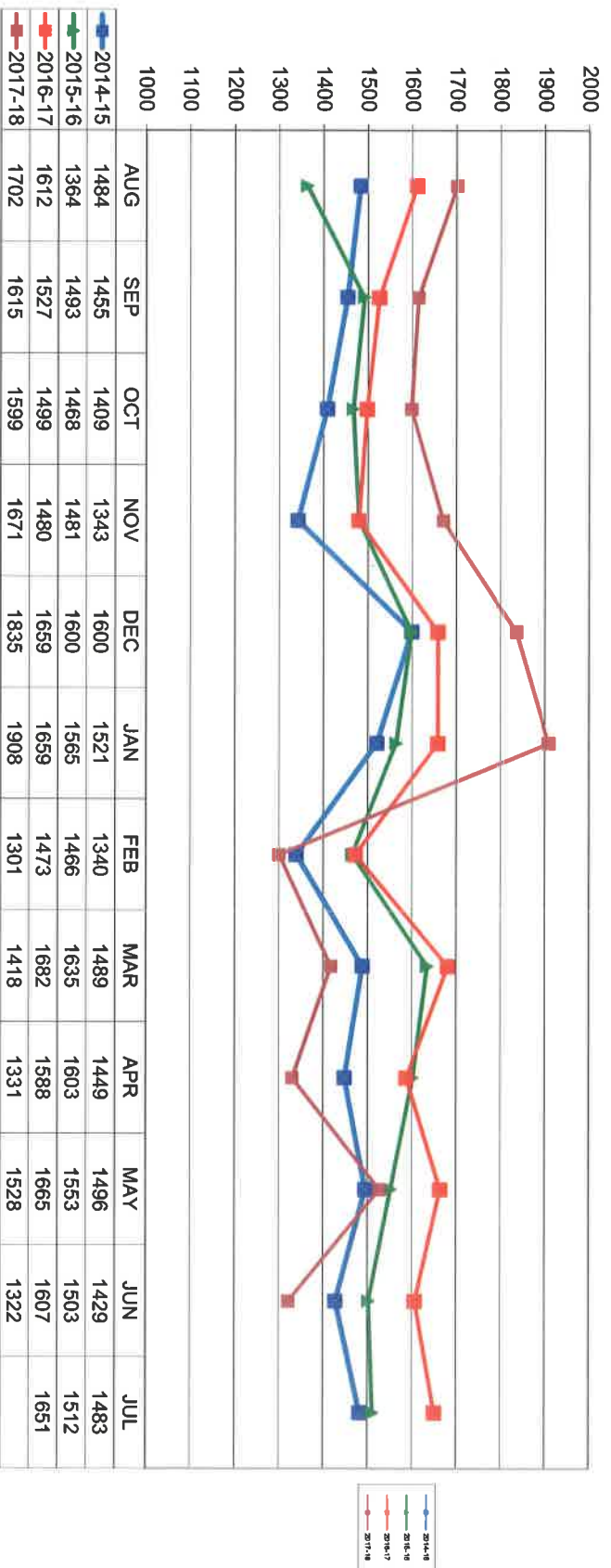
SCEMS - Net Transport Revenue



SCEMS - RESPONSES



SCEMS - TRANSPORTS



2017-18 Payroll Summary				
Payroll Process Date	Comments	Budgeted	Actual	Meat budget
1 7/14/2017	Independence Day - 7 days accrued back	\$105,500.00	\$106,093.00	-\$593.00
2 7/28/2017		\$206,000.00	\$204,121.00	\$1,879.00
3 8/11/2017		\$206,000.00	\$202,688.00	\$3,312.00
4 8/25/2017		\$206,000.00	\$200,018.00	\$5,982.00
5 9/8/2017	Eclipse (3 supervisors/bike team/4 ambulances on day of Eclipse + extra ambulances on the weekend prior too)	\$206,000.00	\$209,801.00	-\$3,801.00
6 9/22/2017	Labor Day (Hurricane Irma deployment) Employee in-service begin new pay rates for graduated paramedics (6)	\$215,000.00	\$226,087.93	-\$11,087.93
7 10/6/2017		\$208,000.00	\$203,966.85	\$4,033.15
8 10/20/2017		\$213,000.00	\$216,494.03	-\$3,494.03
9 11/3/2017	Columbus Day	\$208,000.00	\$205,529.75	\$2,470.25
10 11/17/2017		\$208,000.00	\$206,625.25	\$1,374.75
11 12/1/2017	Veterans Day & Thanksgiving Day,	\$220,000.00	\$223,403.68	-\$3,403.68
12 12/15/2017	Day after Thanksgiving	\$213,000.00	\$211,969.07	\$1,030.93
13 12/29/2017		\$208,000.00	\$206,020.08	\$1,979.92
14 1/12/2018	Christmas Eve, Christmas Day - New Year's Day	\$223,000.00	\$233,744.11	-\$10,744.11
15 1/26/2018	MLK Day/ extra staffing for volume issues	\$216,000.00	\$215,409.81	\$590.19
16 2/9/2018	employee inservice	\$211,400.00	\$205,630.02	\$5,769.98
17 2/23/2018		\$211,400.00	\$201,799.68	\$9,600.32
18 3/9/2018	Presidents Day	\$216,000.00	\$207,809.48	\$8,190.52
19 3/23/2018		\$211,400.00	\$201,380.15	\$10,019.85
20 4/6/2018		\$211,400.00	\$204,287.62	\$7,112.38
21 4/20/2018	Good Friday / Employee Inservice	\$216,000.00	\$214,907.33	\$1,092.67
22 5/4/2018		\$211,400.00	\$206,424.87	\$4,975.13
23 5/14/2018	primary election day	\$211,400.00	\$205,783.23	\$5,616.77
24 5/29/2018	Memorial Day	\$211,400.00	\$198,570.36	\$12,829.64
25 6/15/2018		\$216,000.00	\$210,554.22	\$5,445.78
26 6/29/2015	2/3 of department 8 hour employee inservice	\$211,400.00	\$209,050.28	\$2,349.72
27 7/10/2017	estimated	\$109,500.00		
	Total	\$ 5,510,200.00	\$5,338,168.80	
	Reserve	\$ 17,469.00		\$62,531.20

Sheriff Sonny Weatherford's report to Sumner County Emergency Services Committee.

June 2018

• **Sheriff's Office financial report for the Month of June 2018:**

44131	Inmate Commissary	\$ 51,334.93
44590	Warrants Fees	\$ 5,927.32
43170	Work Release	\$ 170.00

• **42990-010 Other Charges for Service**

Use of County Vehicles	\$ 3,045.00
Scrap Metal Recycle	\$ 160.70
10144150 Animal Control Fees	\$ 3,600.00
Animal Control Donations	\$ 110.00
Handgun Backgrounds Check	\$ 1,590.00
101-43990 Civil Service Test Fees	\$ 240.00
101-43395 Sex Offender Registry	\$ 1,350.00
Highway Dept. Meal Reimbursement	\$ 381.50

Total	\$ 67,909.45
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Disbursements:

Animal Control	\$ 60.00
Child Support	\$ 1,500.00

Total Disbursements	\$ 60.00
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Average Daily Jail Population for June 2018 was 714

Sumner County Sheriff's Office Animal Control Division

2018

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Shelter Dog	32	38	40	32	34	37							
Shelter Cat	15	22	11	17	59	52							
Shelter Other	1	0	0	0	0	0							
SCSD Dog	25	49	29	17	19	23							
SCSD Cat	13	3	15	10	5	14							
SCSD Other	0	0	4	21	0	34							
Gallatin Dog	14	8	25	6	16	18							
Gallatin Cat	16	13	0	11	10	23							
Gallatin Other	0	0	0	0	0	0							
Portland Dog	13	6	2	5	14	5							
Portland Cat	1	13	1	10	19	8							
Portland Other	0	0	0	0	0	0							
Hendersonville Dog	6	6	5	6	11	11							
Hendersonville Cat	5	5	1	5	13	7							
Hendersonville Other	0	0	0	0	0	0							
Westmoreland Dog	1	0	0	0	0	0							
Sub Total In-take	142	163	133	140	200	232							
Euthanasia Dog	12	16	33	17	19	47							
Euthanasia Cat	22	34	18	33	31	40							
Euthanasia Other	1	0	0	0	0	1							
Adoption Dog	23	26	24	14	13	9							
Adoption Cat	14	11	13	12	10	21							
Adoption Other	0	0	0	2	0	3							
Rescued Dog	28	26	32	16	47	19							
Rescued Cat	2	4	20	11	27	10							
Rescued Other	0	0	0	0	0	0							
Return to Owner Dog	21	18	22	13	21	21							
Return to Owner Cat	0	0	0	1	2	1							
Other	2	2	5	0	4	8							
Sub Total Out-take	125	137	167	119	174	180							

2018 COUNTY VFD CALL TOTALS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	DEPARTMENT	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Dept YTD Totals
1	Cottontown VFD	25	18	16	22	21	26							128
2	Gallatin VFD		24	40	50	40								154
3	Highland VFD	91	88	90	75	65								409
4	Number One VFD	28	17	24	18	23								110
5	Oak Grove VFD	56	42	43	60	51								252
6	Shackle Island F&R	57	56	42	48	61								264
7	Southeast CVFD	49	42	50	39	63								243
8	White House CVFD	40	32	31	44	36								183
9	Westmoreland FD	16		17										33
10														
11														
12	Monthly Total	362	319	353	356	360								1776
13														
14					2017/2018									
15	2017 Comparison				1183/1390	337	317	322	299	345	390	314	326	



COMPENSATION & BENEFITS

ISSUE DATE:	September 5, 2017	EFFECTIVE DATE:	September 5, 2017
CATEGORY	Personnel	MODIFIED	June 20, 2018 2018
RESCINDS:	ALL		
By Order of:	Rhonda Lea		

PURPOSE NOTE:

The purpose of this General Order is to enumerate the Sumner County Emergency Communications Center (S.C.E.C.C.) plans for compensation and benefits for all S.C.E.C.C. employees.

I. DEFINITIONS

- A. Full-Time - Full-time positions are entitled to any and all benefits provided by the County. The determination of whether or not a position is full-time or part-time is the responsibility of the Department head.
- B. Part-Time - Positions designed as Part-time are not entitled to benefits.
- C. Initial Period of Employment - Full-time employees must wait until the first day of the month, following a thirty (30) day period from date of hire, before being eligible for benefits.

Regardless of the area of employment, all employees of Sumner County, Tennessee are employees-at-will, unless the Sumner County Commission approves differently.

II. COMPENSATION

A. Overtime

1. The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, child labor, and equal-pay requirements. The statutory overtime rate of one and one-half times the employee's regular rate is paid or compensated for all hours worked in excess of forty hours during any workweek. Sick leave, compensatory time, vacation and holidays are not counted as hours worked.
2. Employees Exempt from Overtime-pay Provisions - any employee employed in a bona fide executive, administrative, or professional capacity (including any employee employed in the capacity of academic administrative personnel or teach in elementary or secondary schools), or in the capacity of outside salesman is exempt from overtime requirements. The term "exempt" means exempt from the requirement to

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pay overtime. "Non-exempt" employees must be paid or compensated for overtime. Only employees in non-exempt classifications are eligible for overtime pay.

- B. Authorized Overtime -Non-exempt employees shall not work more than scheduled working hours during any workweek unless the overtime work is authorized by a supervisor and approved by the Executive Director. Overtime pay is authorized for non-exempt employees for time worked in excess of 40 hours during the seven (7) day workweek at a rate not less than one and one-half times their regular rates of pay.
- C. Any employee who works overtime without obtaining advance approval of their supervisor as required may be subject to disciplinary action, up to and including termination of employment. All authorized overtime must be within budgetary limitations.
- D. Compensatory Time -Compensatory time may be given to those employees who work overtime. Compensatory time (as with paid overtime) is earned at a rate of one and one-half hour per hour worked. No compensatory time is earned until an employee surpasses 40 hours in a "workweek."
- E. Employees are encouraged to use their accrued compensatory time, and the S.C.E.C.C. will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. The maximum number of compensatory time hours that an employee may accrue is one hundred and sixty (160) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees).
- F. Any non-exempt employee who has reached this maximum shall not accrue additional compensatory time until the employee's accrued compensatory time has fallen below the maximum allowed. The employee may work overtime and receive overtime pay but will not allow to accrue Compensatory.
- G. In addition, the maximum number of hours that an employee may have accrued at the end of each fiscal year is one hundred and sixty (160) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees.)
- H. An employee may not carry a negative hourly balance at any time.

III. WORKWEEK

- A. The workweek is Saturday at 12:00 PM (noon) until the following Saturday at 11:59 AM.

- B. An employee is paid a weekly salary, which covers all hours worked up to forty (40) hours during each workweek. Physically worked hours in excess of forty (40) in a "workweek", for non-exempt employees, are to be covered as described in "overtime" or "compensatory" time. Benefit time taken during the workweek will not be counted towards overtime pay.
- C. Time should be recorded on your timesheet in fifteen (15) minute increments, rounding to the nearest quarter hour. Employee time from one (1) to seven (7) minutes after the quarter hour may be rounded down. Employee time from eight (8) to fourteen (14) minutes after the quarter hour must be rounded up and counted as a quarter hour of work time.
- D. Employees shall be paid biweekly (Payroll Period) in the most appropriate method determined by the County.
- E. Due to biweekly accounting, the fiscal year will normally have 26 pay periods. During the fiscal year, there are 24 regular pay periods in which benefits, insurances and other elected deductions are taken from a paycheck and sick and vacation time are accrued for eligible full-time employees. Any remaining pay periods are considered extra pay periods and no elected deductions are taken and no sick or vacation time is accrued.
- F. The salary paid to exempt salaried employees is compensation for all hours worked in a payroll period.
- G. The actual work schedule for each employee will be arranged by that employee's supervisor.

IV. TIME RECORDS

- A. Employees are required to record their hours on the forms (or other alternative method approved by the S.C.E.C.C.) provided for this purpose. Both exempt and non-exempt employees are required to fill in this form daily and, at the end of the payroll period, sign and forward them to the employee's supervisor for review, processing, and their signature and approval. All time sheets must contain signature or electronic equivalent, of employee and supervisor.
- B. It is the duty of each employee to ensure that actual hours worked, leave time taken and leave balances are recorded accurately. All time sheets must record beginning balances, amount earned, amount used, and ending balances for all pay, as well as leave.
- C. Any discrepancies between check stub and timesheet balances for any type of leave must be reported to the Administrative Agency Coordinator in writing within ten (10) days or balances are considered correct and corrections will not be made. Once the Administrative Agency Coordinator has been notified he/she will have ten (10) days to report that to the payroll office.

- D. Falsifying payroll records is a crime. Copies of time records or electronic equivalent shall be maintained at the Sumner County Finance Department.

V. EMPLOYEE BENEFITS

A. Vacation

Leave time as well as other benefits offered to employees are a privilege and not a right. Changes in these policies may need to be made due to budgetary issues, Department needs, or any other non-discriminatory reason set forth.

1. Leave accruals are based upon the number of years of service with the S.C.E.C.C.
2. Accumulation – Refer to Sumner County Policy. Accumulated vacation time may be carried forward up to twenty (20) days at the end of any fiscal year. Any amounts in excess of twenty (20) days at the end of the fiscal year will automatically be rolled over to a sick day. An employee may not carry a negative balance.
 - a. If an employee is on leave without pay, vacation time is not accrued during that time.
3. An employee working full-time will be allowed to accumulate vacation leave according to the following schedule:

Years of Service Completed	Annual Vacation Leave 40 Hours
1 year	40 hours
2 – 4 years	80 hours
5 - more years	120 hours

4. Use of Vacation Time - Vacation time may be used only at times approved in advance by the employee's immediate supervisor. If two or more employees request vacation for the same period of time, it will be the supervisor's decision if this will create a hardship upon the Department. Vacation time must be used in ¼ hourly increments. No employee may give or loan vacation time to another employee. Any employee shall not have a negative vacation balance at any time.
5. Termination of Employment - Upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued (up to applicable limits), unless terminated for COMPENSATION & BENEFITS, General Order 300.11.ECC

gross misconduct. For termination due to gross misconduct, as determined by the Executive Director, all accrued leave is forfeited.

6. Payment made, is only in a lump sum, based upon the daily rate of compensation the employee receives as of the time of termination, in ¼ hour increments
7. No accumulated vacation pay will be paid out at time-and-one-half. Payment will be made at the next regularly scheduled payroll.

VI. SICK LEAVE

- A. Sick leave is earned at the rate of eight (8) hours per month, up to ninety-six (96) hours of paid sick leave per fiscal year.
 1. If an employee is on leave without pay, sick time is not accrued during that time.
- B. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of separation, all unused sick leave shall be forfeited, but may be eligible for retirement credit.
- C. At the time of retirement, unused sick leave may be eligible for retirement credit. (All unused sick leave shall be administered in accordance with state statute and the Tennessee Consolidated Retirement System). Sick leave is not recognized for retirement purposes until the employee has retired and the sick leave has been certified by Sumner County.
- D. Use of Sick Leave -An employee may use accumulated sick leave allowance for absence due to his or her own illness or injury or for the illness or injury of their spouse, children or parents.
- E. When appropriate, a partial sick day may be used rather than a full day. Sick leave must be used in ¼ hourly increments for employees. An employee may not have a negative balance at any time.
- F. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated, and the time changed to sick leave.
- G. No employee may give or loan sick leave time to another employee.
- H. Notice of Sick Leave - An employee is required to notify the on-duty Shift Supervisor no later than two (2) hours prior to the beginning of the employee's work shift or, in the case of emergency, as early as possible on the first day of their sick leave absence.

- I. Abuse of sick leave is grounds for dismissal. A doctor's excuse is mandatory after the third consecutive sick day used; however, each supervisor reserves the right to require a doctor's excuse for the first day of sick leave used.
- J. If your absence was due to personal injury, contagious disease, cardiovascular problem, or other condition which might make your return to work hazardous to yourself or others, you must provide a doctor's statement upon your return to work to indicate that you are again physically able to perform your duties.
- K. Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional sick days needed due to illness or injury. For any additional time needed, the employee will be considered on leave-without-pay status unless the employee has accumulated vacation or compensatory time remaining. However, the Executive Director is under no obligation to allow an employee to use vacation time for the illness, or the Executive Director may allow an employee the use accumulated vacation or compensatory time for time off, if he or she so desires.

VII. BEREAVEMENT LEAVE

- A. After six months of full-time employment, an employee will be eligible for bereavement leave. In case of death in the employee's immediate family, the employee will be given up to twenty-four (24) hours of paid leave which will not be charged to vacation or sick leave. Paid bereavement leave is for scheduled workdays, which normally fall between the day of the death and the day following the funeral. An additional twelve (12) hours of bereavement leave may be granted from sick leave at the Executive Director's discretion.
- B. Immediate family shall be defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and other legal dependents of the employee.
- C. An employee who claims bereavement leave may be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

VIII. VOTING LEAVE

- A. Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employee's immediate supervisor may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected.
- B. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins three (3) or more hours after the opening of the

polls or ends three (3) or more hours before the closing of the polls, then the Executive Director may choose to not allow additional time off from work.

IX. MILITARY LEAVE

- A. Full-time employees who are members of any federal or state military reserve component will be granted military training leave for such time as they are in the military service, on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.
- B. Full-time employees who are members of a federal or state military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training occurs during the same calendar year and fulfills the employee's military training obligation for the subsequent calendar year.
- C. During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.
- D. Should the full-time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as practicable after they receive them. The full-time employee will be granted an unpaid leave of absence to serve said tour of duty. The employee will continue to accrue benefits from Sumner County, if required by state and federal statute. Reinstatement of employment and of health insurance is determined by the approved plan document, which shall comply with state and federal law.

X. JURY DUTY LEAVE

- A. The S.C.E.C.C. encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:
 - 1. Upon receiving a summons to report for jury duty, the employee shall, on the next day she/he is working, show the summons to his or her supervisor.
 - 2. The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
 - 3. If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the S.C.E.C.C.

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4. If the employee is relieved from being a witness during working hours, the employee must report back to the S.C.E.C.C.
5. If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from his/her employment for the shift immediately preceding the first day of service on any lawsuit.
6. Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.
7. The employee may retain all compensation received for serving as a juror.
8. The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation or a defendant in criminal action. On these occasions, the employee must take vacation leave, comp-time, or leave without pay.

XI. LEAVE WITHOUT PAY

- A. Any employee, at the discretion of the Executive Director, may be granted leave without pay for sufficient reason as determined for a period of up to six months. During the period of absence, the employee will not accrue vacation, sick leave or any other benefits. During the period of absence, the County will not pay any costs of any benefits during the leave period.

XII. FAMILY AND MEDICAL LEAVE ACT

- A. In general, a Family and Medical Leave of Absence (FMLA) is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family, or medical leaves of absence, if they are unable to come to work due to qualifying family or medical reasons, as described under the following FMLA Policy, which shall be administered in accordance with all applicable state and federal laws:
 1. Employees are eligible if they have been actively employed for at least twelve (12) months and have worked for at least one-thousand-two-hundred fifty (1250) hours of service during the twelve (12)-month period immediately preceding the commencement of leave. FMLA leave provided for under this policy shall run concurrently with any Tennessee maternity leave entitlements and paid leave (e.g., sick, vacation, comp, etc.) for this illness.
 2. Under circumstances set forth below, each eligible employee shall have up to a total of twelve (12) weeks during any one-year period. Pursuant to this policy, the twelve (12) month period utilized is a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave.

3. FMLA leave starts with the first time off for the major illness not from the request date.
4. Family and Medical Leave will be granted to eligible employees for one or more of the following reasons:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement with the employee of a son or daughter for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
5. For the purposes of this policy, the following definitions apply for the purposes of an employee qualifying to take FMLA leave:
 - a. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized;
 - b. Parent means biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined in (3) below. This term does not include parents "in law";
 - c. Son or daughter means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability.
 - d. Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for and financially support a child or, in the case of employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 - e. The S.C.E.C.C. reserves the right to require for the purposes of confirmation of a family relationship, that the employee giving notice of the need for leave provide reasonable documentation or a statement of family relationship.
6. Whenever possible, and subject to your health care provider's approval and certification, when planning medical treatment, eligible employees must consult with their immediate supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt S.C.E.C.C. operations.

- a. Employees are expected to consult with their immediate supervisor prior to scheduling treatment, to work out a treatment schedule which best suits the needs of both the employee and the S.C.E.C.C.;
- b. If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment, fails to consult with the immediate supervisor to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the S.C.E.C.C.'s operations, the immediate supervisor will initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the employee's health care provider.
- c. If an employee submits a certification signed by a health care provider, the S.C.E.C.C. may, with the employee's permission, have a health care provider representing the S.C.E.C.C. contact the employee's health care provider for purposes of clarification and authenticity of the medical certification. Under appropriate circumstances the S.C.E.C.C. may require the employee to obtain a second opinion at the County's expense. The health care provider utilized in these circumstances will be designated by the County to furnish a second and/or third opinion, but the selected health care provider will not be one that is employed by the County on a regular basis.
- d. In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the S.C.E.C.C. notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. It is expected by the S.C.E.C.C. that an employee will give notice to their immediate supervisor within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. In all instances of FMLA leave, the S.C.E.C.C. reserves the right to request medical certification outlining the expected duration and nature of the illness, as it relates to the employee's ability to come to work, or the need for that employee's need to care for family members with serious health conditions, or for other FMLA qualifying reasons.
- e. When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, thirty (30) days advance notice is required. In the event thirty (30) days' notice is not practicable due to a lack of knowledge of approximately when the leave will be required to

begin or due to a change in circumstances or medical emergency, notice must be given by an employee as soon as practicable.

1. To assist the S.C.E.C.C. in arranging work assignments during an employee's absence, the S.C.E.C.C. requests that employee's give the S.C.E.C.C. prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of the employee's expected return to work date;
 2. To facilitate an employee's return to work, the S.C.E.C.C. requests that the employee provide the employee's immediate supervisor with two (2) weeks advance notification of the employee's intended return to work date;
 3. If an employee fails to give timely notice when the need for FMLA leave is foreseeable, the employee may be required to delay the taking of FMLA leave until thirty (30) days after the date the employee provides appropriate notice to the S.C.E.C.C. of the need for FMLA leave;
 4. The S.C.E.C.C. understands that under certain circumstances it may be necessary for an employee to take more leave than originally anticipated or an employee may discover after the beginning of FMLA leave that circumstances have changed and the amount of leave originally anticipated is no longer necessary. In these situations, the employee is required to provide the S.C.E.C.C. reasonable notice, within two (2) business days, of the changed circumstances where foreseeable;
 5. If an employee advises the S.C.E.C.C. either before or during the taking of FMLA leave that the employee does not intend to return to work, our employment relationship will end and the employee's entitlement to continued leave, maintenance of health benefits, and restoration to the job shall cease; and
 6. If an employee is able to return to work earlier than anticipated, the employee shall provide his/her immediate supervisor two (2) weeks advanced notice when feasible prior to returning to work.
- f. For purposes of FMLA leave, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity such as an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from, or any subsequent treatment in connection with such in-patient care; or
 2. Continuing treatment by a health care provider which includes one (1) or more of the following: a period of incapacity (inability to work, attend school or perform other regularly daily activities due to the serious health condition, treatment therefore, or recovery there from, of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves additional treatment by a health care provider, nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services such as a physical therapist, under orders of, or on referral by, a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- g. Leave of absence rights, sick leave and vacation leave available to employees under other sections of our policies shall be counted towards the total time off available under our FMLA policy, if the leave is FMLA qualifying.
- h. On return from FMLA leave, employees will be returned to the same position the employee held when leave commenced, or to an equivalent position.
1. If an employee is unable to perform an essential function of his/her position because of a physical or mental condition, including the continuation of a serious health condition, the employee will have no right to restoration to another position under the Family and Medical Leave Act;
 2. However, this does not mean an employee will not be returned to work even if they are unable to do so at the conclusion of their FMLA leave entitlement as the S.C.E.C.C. may seek to return employees to a suitable position, although the S.C.E.C.C. cannot guarantee that one will be available.
 3. If an employee is unable to return to work after the expiration of their FMLA leave entitlement (12 weeks or

less depending on the individual employee's use of leave during the rolling 12 month period), the employee shall forfeit his/her reinstatement rights under the FMLA, but may be returned to work to an alternate position for which the employee is qualified, if such a position is available; and

4. If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the S.C.E.C.C. may attempt to transfer such an employee to alternate suitable work, if available.
- i. While on an FMLA leave of absence provided for under this policy, the S.C.E.C.C. will continue employee group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks during the applicable twelve (12) month period. If an employee's leave extends beyond twelve (12) weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- j. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of the commencement of FMLA leave, but shall not accrue during any unpaid FMLA leave.
- k. In addition to the FMLA, Tennessee maternity leave law allows employees who have been employed for twelve (12) consecutive months to take up to four (4) months of unpaid leave for pregnancy, childbirth and nursing an infant. To be eligible for this leave, the employee must give at least three (3) months advance notice, except in cases of medical emergency. This leave will run concurrently with the FMLA with any leave to which the employee may be entitled under the FMLA or otherwise.
- l. **Military Family Leave Provisions**
There are two types of Military Family Leave available:
 1. **Qualifying exigency leave.** Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies.

This leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:

- a. Short-notice deployment (up to 7 days of leave);
 - b. Attending certain military events;
 - c. Arranging for alternative childcare;
 - d. Addressing certain financial and legal arrangements;
 - e. Periods of rest and recuperation for the service member (up to 5 days of leave);
 - f. Attending certain counseling sessions;
 - g. Attending post-deployment activities (available for up to ninety (90) days after the termination of the covered service member's active duty status);
 - h. Other activities arising out of the service member's active duty or call to active duty and agreed upon by the company and the employee.
2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty, that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

XIII. HOLIDAYS

- A. Employees may not be able to observe holidays on the same day. The S.C.E.C.C. reserves the right to grant holiday time off when available to all regular full-time employees on the holidays listed below:

NEW YEAR'S DAY	JANUARY 1 st
MARTIN LUTHER KING, JR. DAY	THIRD MONDAY IN JANUARY
PRESIDENTS' DAY	THIRD MONDAY IN FEBRUARY
GOOD FRIDAY	FRIDAY PRIOR TO EASTER
MEMORIAL DAY	LAST MONDAY IN MAY
INDEPENDENCE DAY	JULY 4 th
LABOR DAY	1 st MONDAY IN SEPTEMBER
COLUMBUS DAY	2 nd MONDAY IN OCTOBER
VETERAN'S DAY	NOVEMBER 11 th
THANKSGIVING DAY	4 th THURSDAY IN NOVEMBER
FRIDAY AFTER THANKSGIVING	4 th FRIDAY IN NOVEMBER
CHRISTMAS EVE	DECEMBER 24 th
CHRISTMAS DAY	DECEMBER 25 th

- B. County general elections are observed as holidays.
- C. Employees must work 80 hours the prior month to be able earn a Holiday.

XIV. PERSONAL TIME

- A. All full-time employees will receive up to 24 hours at the beginning of each fiscal year.
- B. Personal time is prorated for new employees hired after the fiscal year. It is calculated at two hours (2) hours for each month of employment in a fiscal year.
- C. An employee may not carry over to next fiscal year. Unused time will be lost.
- D. Personal Days must be scheduled and approved at least twenty-four (24) hours in advance and must not create overtime.
- E. Upon termination or anticipation of resignation of employment, personal days will not be granted or be paid out.

XV. RETIREMENT

- A. All full-time Sumner County employees under the personnel policy are covered by the Tennessee Consolidated Retirement System (TCRS) established by the general assembly of the State of Tennessee.

XVI. LONGEVITY PAY

- A. In order to recognize those employees of the S.C.E.C.C. who have provided continuous service to the government, Sumner County has created an incentive for employees to remain in the service of the County government, the County has adopted a Longevity Pay Plan as a supplement to the existing pay plan. The Longevity Pay Plan is adopted as additional compensation to be paid to the employees based on length of continuous employment.
- B. The S.C.E.C.C. will utilize the scale as outlined by the Sumner County Policy and Procedure Manual.

XVII. REVIEW / UPDATE / CANCELLATION

The Executive Director or his/her designee shall conduct an annual review of this General Order and make the necessary changes and/or revisions. This General Order shall remain in force until revised or revoked by the Executive Director.

CHAPTER TWO
ADMINISTRATION AND PERSONNEL

A. QUALIFICATIONS:

ANY PERSON EMPLOYED AS A DEPUTY SHERIFF SHALL:

1. BE AT LEAST 21 YEARS OF AGE.
 2. BE A CITIZEN OF THE UNITED STATES OR OTHERWISE ELIGIBLE FOR DUTY.
 3. BE A HIGH SCHOOL GRADUATE OR ITS EQUIVALENT.
 4. NOT HAVE BEEN CONVICTED OF OR PLEADED GUILTY TO OR ENTERED A PLEAD OF NOLO CONTENDERE TO ANY FELONY CHARGE OR TO ANY VIOLATION OF FEDERAL OR STATE LAWS OR CITY ORDINANCES RELATING TO FORCE, VIOLENCE, THEFT, DISHONESTY, GAMBLING, LIQUOR, OR CONTROLLED SUBSTANCES.
 5. HAVE HIS/HER FINGERPRINTS ON FILE WITH THE T.B.I.
 6. HAVE PASSED A PHYSICAL EXAMINATION BY A LICENSED PHYSICIAN.
 7. HAVE GOOD MORAL CHARACTER AS DETERMINED BY INVESTIGATION.
 8. APPLICANTS MUST BE FREE OF ALL APPARENT MENTAL DISORDER.
- APPLICATIONS MUST BE CERTIFIED AS MEETING THESE CRITERIA BY A QUALIFIED PROFESSIONAL IN THE PSYCHIATRIC OR PSYCHOLOGICAL FIELDS. FULL-TIME SWORN DEPUTIES SHALL SUCCESSFULLY COMPLETE THE BASIC RECRUIT TRAINING PROGRAM OFFERED BY THE TENNESSEE LAW ENFORCEMENT TRAINING ACADEMY WITHIN SIX (6) MONTHS OF THEIR EMPLOYMENT; PRIOR LAW ENFORCEMENT SERVICE WILL BE CONSIDERED.

B. SELECTION PROCEDURE:

NO PERSON SHALL BE CONSIDERED FOR EMPLOYMENT UNTIL AFTER HE/SHE HAS FILED AN APPLICATION FOR EMPLOYMENT FURNISHED BY THE SHERIFF'S OFFICE. ALL APPLICATIONS FOR EMPLOYMENT WILL BE SUBMITTED TO THE SHERIFF'S OFFICE. ANY FALSIFICATION OR CONCEALMENT OF INFORMATION REQUESTED WILL BE CONSIDERED EVIDENCE OF BAD MORAL CHARACTER AND SUBJECT THE APPLICANT TO IMMEDIATE DISQUALIFICATION. EACH APPLICANT IS SUBJECT TO A UNIFORMLY ADMINISTERED DRUG TEST. APPLICANTS FOR FULL-TIME EMPLOYMENT WILL BE SUBJECTED TO THE CIVIL SERVICE BOARD TESTING PROCEDURES.

C. PLACE OF RESIDENCE:

EACH EMPLOYEE SHALL FILE WITH THE SHERIFF A CURRENT TELEPHONE NUMBER AND A CURRENT ADDRESS. ANY CHANGES SHALL BE REPORTED WITHIN THREE (3) WORKING DAYS TO HUMAN SERVICE PERSONNEL.

D. SCHEDULING/DURATION:

PERSONNEL ARE SCHEDULED TO A SHIFT DEPENDING ON THE NEEDS OF THE SHERIFF'S OFFICE. ONCE ASSIGNED TO A SHIFT, IT NORMALLY BECOMES A PERMANENT ASSIGNMENT FOR THE INDIVIDUAL;

THE NORMAL WORKWEEK IS FORTY (40) HOURS FOR ALL NON-LAW ENFORCEMENT PERSONNEL, AND ONE HUNDRED SEVENTY-ONE HOURS IN A TWENTY-EIGHT (28) DAY PERIOD FOR ALL LAW ENFORCEMENT PERSONNEL AND CORRECTIONS OFFICERS. THE EMPLOYEE'S DUTY SCHEDULE WILL BE MANAGED BY THE SHIFT SUPERVISOR. IN A DIVISION, SUCH AS UNIFORM PATROL, IT IS ABSOLUTELY ESSENTIAL THAT MAXIMUM STRENGTH BE ON DUTY ON FRIDAY AND SATURDAY. THESE ARE CONSIDERED TO BE THE DAYS WITH THE HEAVIEST WORK LOAD.

IT IS UNFORTUNATE THAT ALL EMPLOYEES CAN NOT BE OFF ON FRIDAY AND SATURDAY AND/OR SATURDAY AND SUNDAY. THE EMPLOYEE IS TO BE MADE AWARE OF THE SCHEDULING SYSTEM AND NEEDS OF THE SHERIFF'S OFFICE AT THE TIME OF EMPLOYMENT, AND HE/SHE SHOULD FULLY UNDERSTAND THAT HIS/HER SCHEDULE MAY VARY, DEPENDING ON THE REQUIREMENTS OF THE SHERIFF'S OFFICE.

REALIGNMENT, DURATION OF A SCHEDULE AND DIVISION ASSIGNMENTS WILL BE DECIDED BY THE SHERIFF AND CONTROLLED BY MEMORANDUM.

E. VACATIONS:

EACH FULL-TIME EMPLOYEE WHO HAS COMPLETED TWELVE (12) MONTHS OF EMPLOYMENT SHALL ON HIS/HER ANNIVERSARY EMPLOYMENT DATE BE ELIGIBLE FOR FIVE (5) WORKING DAYS OF VACATION TIME PER YEAR; TWO (2) YEARS OF SERVICE BY HIS/HER ANNIVERSARY EMPLOYMENT DATE WILL BE ELIGIBLE FOR TEN (10) DAYS OF VACATION PER YEAR; AFTER FIVE (5) YEARS OF SERVICE BY HIS/HER ANNIVERSARY EMPLOYMENT DATE WILL BE ELIGIBLE FOR FIFTEEN (15) DAYS OF VACATION PER YEAR. VACATION TIME WILL BE ACCRUED EACH YEAR. VACATION TIME BASED ON THE NUMBER OF YEARS OF SERVICE (5, 10, OR 15 DAYS) WILL BE MADE AVAILABLE ON JANUARY 1ST EACH YEAR. ANY ADDITIONAL TIME EARNED BY AN INCREASE IN THE YEARS OF SERVICE WILL BE MADE AVAILABLE ON THE EMPLOYEE'S ANNIVERSARY DATE. NO VACATION TIME WILL BE CREDITED TO AN EMPLOYEE UNTIL IT HAS BEEN ACCRUED.

THOSE EMPLOYEES ELIGIBLE FOR FIFTEEN (15) DAYS VACATION WILL BE REQUIRED TO TAKE FIVE (5) DAYS DURING THE MONTHS OF JANUARY, FEBRUARY, MARCH OR APRIL. IF FIVE (5) DAYS ARE NOT TAKEN WITHIN THOSE FOUR MONTHS OF THE CURRENT YEAR, YOU WILL FORFEIT THOSE FIVE (5) DAYS OF VACATION. THE REMAINING TEN (10) DAYS OF VACATION WILL HAVE TO COMPLY WITH ALL RULES OF THE POLICY AND PROCEDURE MANUAL PERTAINING TO VACATION.

YOU MAY TAKE ONE (1) DAY OR TEN (10) DAYS OF VACATION TIME USING SENIORITY PREFERENCE. HOWEVER, YOU MAY ONLY USE SENIORITY PREFERENCE ON FIRST CHOICE PROVIDED IT IS SUBMITTED ON OR BEFORE FEBRUARY 1ST OF THE CURRENT YEAR. THE REMAINDER WILL BE ON AVAILABILITY BASIS.

ALL VACATION REQUESTS SHALL BE SUBMITTED PRIOR TO NOVEMBER 1ST OF THE CURRENT YEAR OR YOU WILL FORFEIT YOUR VACATION FOR THAT YEAR.

THERE WILL BE NO VACATION TIME CARRIED OVER FROM ONE YEAR TO ANOTHER YEAR. NO EMPLOYEE MAY GIVE OR LOAN VACATION TO ANOTHER EMPLOYEE.

DISPOSITION OF ACCRUED VACATION LEAVE UPON TERMINATION:

EXCEPT AS OTHERWISE PROVIDED AND SUBJECT TO THE LIMITATION STATED IN THIS SECTION, UPON TERMINATION OF EMPLOYMENT, AN EMPLOYEE MAY BE PAID FOR ALL ACCRUED BUT UNUSED VACATION LEAVE. THIS IS SUBJECT TO THE DISCRETION OF THE SHERIFF. PAYMENT SHALL BE, AT THE OPTION OF THE EMPLOYER, EITHER BY TERMINAL LEAVE OR BY LUMP SUM PAYMENT. WHETHER TERMINATION IS VOLUNTARY OR INVOLUNTARY, THE DISCRETION TO DETERMINE THE EMPLOYEE'S LAST WORKING DAY IS RESERVED TO THE APPROPRIATE AUTHORITY.

F. **HOLIDAYS:**

HOLIDAYS WILL BE OBSERVED BY THE SUMNER COUNTY SHERIFF'S OFFICE AS PRESCRIBED BY THE ELECTED COUNTY OFFICIALS ON AN ANNUAL BASIS.

IF IT IS NECESSARY FOR AN EMPLOYEE TO WORK ON A HOLIDAY, HE/SHE SHALL BE COMPENSATED WITH ANOTHER DAY OFF.

NO COMPENSATORY TIME, PERSONAL DAYS, OR VACATION DAYS WILL BE USED IN CONJUNCTION WITH A HOLIDAY.

HOLIDAYS

GENERALLY, THE FOLLOWING HOLIDAYS WILL BE DECLARED OFFICIAL HOLIDAYS, AND EMPLOYEES WILL BE EXCUSED FROM WORK WITHOUT CHARGE TO LEAVE.

NEW YEAR'S DAY.....JANUARY 1

MARTIN LUTHER KING, JR. DAY.....3RD MONDAY IN JANUARY

PRESIDENT'S DAY.....3RD MONDAY IN FEBRUARY

GOOD FRIDAY.....FRIDAY BEFORE EASTER

MEMORIAL DAY.....LAST MONDAY IN MAY

INDEPENDENCE DAY.....JULY 4

LABOR DAY.....FIRST MONDAY IN SEPTEMBER

COLUMBUS DAY.....2ND MONDAY IN OCTOBER

VETERAN'S DAY.....NOVEMBER 11

THANKSGIVING DAY.....4TH THURSDAY IN NOVEMBER

FRIDAY AFTER THANKSGIVING.....4TH FRIDAY IN NOVEMBER

CHRISTMAS EVE.....DECEMBER 24

CHRISTMAS DAY.....DECEMBER 25

ELECTION DAYS WILL BE DECIDED AT THE DISCRETION OF THE COUNTY OFFICIALS.

G. **ABSENTEEISM:**

ALL ABSENTEEISM FROM WORK ON SCHEDULED WORK DAYS IS TO BE CHARGED AGAINST PAID LEAVE, SICK, OR VACATION, IN ACCORDANCE WITH THE LEAVE POLICIES PRESCRIBED HEREIN. IF THE EMPLOYEE IS WITHOUT ACCUMULATED LEAVE TIME HIS/HER SALARY WILL BE DEDUCTED ACCORDINGLY.

H. **LEAVE WITHOUT PAY:**

ANY EMPLOYEE, AT THE DISCRETION OF THE EMPLOYER, MAY BE GRANTED LEAVE WITHOUT PAY FOR SUFFICIENT REASON AS DETERMINED BY THE EMPLOYER. DURING THE PERIOD OF ABSENCE, THE EMPLOYEE WILL NOT ACCRUE VACATION, HOLIDAYS, SICK LEAVE, OR OTHER BENEFITS.

I. **UNAUTHORIZED LEAVE:**

AN EMPLOYEE WHO FAILS TO NOTIFY A SUPERVISOR OF AN INTENDED ABSENCE FROM DUTY SHALL BE CONSIDERED ABSENT WITHOUT LEAVE, AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

J. **MILITARY LEAVE:**

FULL-TIME EMPLOYEES WHO ARE MEMBERS OF THE UNITED STATES ARMED FORCES NATIONAL GUARD OR RESERVE MILITARY COMPONENT WILL BE GRANTED MILITARY TRAINING LEAVE FOR SUCH TIME AS THEY ARE IN THE MILITARY SERVICE ON FIELD TRAINING OR ACTIVE DUTY. ADEQUATE NOTICE MUST BE GIVEN TO THE SHERIFF PRIOR TO ANY MILITARY DUTY LEAVE. VALID NOTICE OF ORDERS SHALL BE ISSUED BY A COMPETENT MILITARY AUTHORITY.

DURING THE TIME THE EMPLOYEE IS ON MILITARY TRAINING LEAVE, HE/SHE SHALL RECEIVE FULL PAY AND BENEFITS TO WHICH HE/SHE WOULD OTHERWISE BE ENTITLED FOR A PERIOD NOT TO EXCEED FIFTEEN (15) DAYS PER CALENDAR YEAR AS PROVIDED BY STATE LAW.

K. **BEREAVEMENT LEAVE:**

IN THE CASE OF DEATH IN THE EMPLOYEE'S IMMEDIATE FAMILY, PARENT (MOTHER OR FATHER OF AN EMPLOYEE, OR AN ADULT WHO HAD DAY-TO-DAY RESPONSIBILITY FOR CARING FOR THE EMPLOYEE DURING HIS/HER CHILDHOOD YEARS IN PLACE OF THE NATURAL PARENTS), HUSBAND/WIFE, CHILD, OR GRANDCHILD THE EMPLOYEE WILL BE GIVEN TWO (2) WORKING DAYS OF PAID LEAVE. IF THE EMPLOYEE HAS ACCUMULATED SICK LEAVE, THE EMPLOYEE MAY TAKE AN ADDITIONAL THREE (3) DAYS OF SICK LEAVE TO EXTEND BEREAVEMENT LEAVE FOR AN IMMEDIATE FAMILY MEMBER. THE EMPLOYEE SHALL BE GIVEN ONE (1) WORKING DAY PAID LEAVE IN THE CASE OF DEATH OF A STEPCHILD, BROTHER, SISTER, MOTHER-IN-LAW,

FATHER-IN-LAW, OR GRANDPARENT OF THE EMPLOYEE. IF THE EMPLOYEE HAS ACCUMULATED SICK LEAVE THEY MAY TAKE AN ADDITIONAL TWO (2) DAYS OF THEIR SICK LEAVE.

FOR ANY OTHER BLOOD RELATIVE OR CLOSE FRIEND, THE EMPLOYEE MAY TAKE ONE (1) DAY OF ACCUMULATED SICK LEAVE IF AVAILABLE.

L. JURY AND COURT DUTY:

IT IS DESIROUS FOR ALL EMPLOYEES TO FULFILL THEIR DUTY TO SERVE AS MEMBERS OF JURIES OR TO TESTIFY WHEN CALLED IN BOTH FEDERAL AND STATE COURTS. THEREFORE, THE FOLLOWING PROCEDURES SHALL REGULATE WHEN AN EMPLOYEE IS CALLED FOR JURY DUTY OR SUBPOENAED TO COURT.

1. THE EMPLOYEE WILL BE GRANTED A LEAVE OF ABSENCE WHEN THE EMPLOYEE IS SUBPOENAED OR DIRECTED BY PROPER AUTHORITY TO APPEAR IN FEDERAL OR STATE COURT AS A WITNESS OR JUROR.
2. THE EMPLOYEE WILL RECEIVE HIS/HER REGULAR COMPENSATION DURING THE TIME HE/SHE IS SERVING ON JURY DUTY.
3. THE EMPLOYEE MAY RETAIN ALL COMPENSATION OF FEES WHICH HE/SHE RECEIVES FOR SERVING AS A JUROR IF NOT IN VIOLATION OF T.C.A. IN REGARDS TO LAW ENFORCEMENT PERSONNEL.
4. IF THE EMPLOYEE IS RELIEVED FROM COURT OR JURY DUTY DURING WORKING HOURS, THE EMPLOYEE MUST REPORT BACK TO HIS/HER EMPLOYER.
5. THE ABOVE PROVISIONS CONCERNING COMPENSATION FOR TIME IN COURT DO NOT APPLY IF THE EMPLOYEE IS INVOLVED IN PRIVATE LITIGATION, WHICH IS UNRELATED TO THEIR JOB.

M. PERSONAL LEAVE:

ALL FULL-TIME EMPLOYEES WILL RECEIVE TWO (2) PERSONAL DAYS. YOU MUST HAVE BEEN EMPLOYED AT LEAST NINETY (90) DAYS BEFORE YOU ARE ELIGIBLE FOR THE FIRST PERSONAL DAY AND ONE HUNDRED AND EIGHTY (180) DAYS BEFORE YOU ARE ELIGIBLE FOR THE SECOND PERSONAL DAY. THE PERSONAL DAY OF AN ESSENTIAL EMPLOYEE IS 8.5 HOURS. THE PERSONAL DAY OF A NON-ESSENTIAL EMPLOYEE IS 8 HOURS.

PERSONAL DAYS MAY BE TAKEN AT EMPLOYEE'S REQUEST PROVIDED THEY ARE APPROVED BY YOUR SUPERVISOR. THEY SHALL BE MADE AND APPROVED AT LEAST FORTY-EIGHT (48) HOURS IN ADVANCE. THEY SHALL THEN BE SUBMITTED TO THE PERSONNEL OFFICE FOR RECORD KEEPING.

THEY MAY BE TAKEN IN INCREMENTS OF TWO (2) HALF DAYS OR ONE (1) FULL DAY. PERSONAL DAYS SHALL NOT BE TAKEN IN CONJUNCTION WITH VACATION DAYS, HOLIDAYS, OR COMPENSATORY TIME. NO PERSONAL DAYS CAN BE USED DURING THE PERIOD OF DECEMBER 15TH THROUGH DECEMBER 31ST.

UNUSED PERSONAL HOURS AT THE END OF THE CALENDAR YEAR WILL BE CONVERTED INTO SICK LEAVE HOURS AND ADDED TO EMPLOYEES SICK LEAVE BALANCE.

N. **EARNING AND ACCUMULATING SICK DAYS:**

SICK LEAVE SHALL BE CONSIDERED A BENEFIT AND PRIVILEGE. FULL-TIME EMPLOYEES WILL RECEIVE FULL PAY DURING INCAPACITY CAUSED BY ILLNESS IF SICK LEAVE IS TAKEN. SICK LEAVE HAS NO CASH VALUE. AT TIME OF RETIREMENT, ALL UNUSED SICK LEAVE WILL BE CREDITED TOWARD TIME OF SERVICE AND USED TO CALCULATE RETIREMENT BENEFITS.

IF AN EMPLOYEE IS IN A PAID STATUS FOR ONE-HALF (1/2) OF THE MONTH OR MORE, HE/SHE WILL BE CREDITED WITH ONE (1) DAY OF SICK LEAVE.

1. FULL-TIME EMPLOYEES WILL ACCUMULATE ONE (1) DAY OF SICK LEAVE FOR EACH MONTH OF FULL-TIME EMPLOYMENT, WITH NO LIMIT ON THE NUMBER OF DAYS THAT AN EMPLOYEE CAN ACCUMULATE.
2. EACH EMPLOYEE OF THE SUMNER COUNTY SHERIFF'S OFFICE SHALL FOLLOW THE LISTED GUIDELINES BELOW AS IT PERTAINS TO USING ACCUMULATED SICK LEAVE.
 - a. AN EMPLOYEE MAY UTILIZE SICK LEAVE ALLOWANCE FOR ABSENCES DUE TO HIS/HER OWN ILLNESS OR INJURY. SICK LEAVE MAY BE USED DURING AN ILLNESS RELATED TO CHILDREN (SEE FAMILY MEDICAL LEAVE ACT FOR DEFINITION OF CHILD) UNDER THE AGE OF EIGHTEEN (18). SICK LEAVE MAY ALSO BE USED FOR APPOINTMENTS WITH A LICENSED DOCTOR, DENTIST, OR RECOGNIZED PRACTITIONERS. WHEN APPROPRIATE A PARTIAL SICK DAY MAY BE USED IN HOUR INCREMENTS RATHER THAN A FULL DAY. NO EMPLOYEE MAY GIVE OR LOAN SICK LEAVE TO ANOTHER EMPLOYEE. SERIOUS ILLNESSES OF SPOUSE, MOTHER, OR FATHER MAY BE APPROVED BY THE SHERIFF WITH MEDICAL DOCUMENTATION.
 - b. ANY EMPLOYEE WHO BECOMES ILL, SHALL, AS SOON AS POSSIBLE, NOTIFY THEIR IMMEDIATE SUPERVISOR OF THE FACT THEY WILL NOT BE ABLE TO REPORT FOR THEIR ASSIGNMENT AND THE SUPERVISOR SHALL INITIATE A SICK LEAVE FORM AND NOTIFY THE PAYROLL CLERK AND PERSONNEL OFFICE.
 - c. ANY EMPLOYEE WHO USES ACCUMULATED SICK DAYS WILL,

IMMEDIATELY UPON RETURNING TO DUTY, REVIEW, AND SIGN THE FORM INITIATED BY THEIR SUPERVISOR AND THE SUPERVISOR SHALL FILE WITH THE PAYROLL CLERK AND PERSONNEL OFFICE AS SOON AS POSSIBLE.

- d. AN EMPLOYEE WHO IS ABSENT FOR MORE THAN THREE (3) CONSECUTIVE DAYS, WILL PROVIDE THEIR IMMEDIATE SUPERVISOR WITH A DOCTOR'S STATEMENT, UNLESS THE IMMEDIATE SUPERVISOR DETERMINES THAT NOT TO BE REQUIRED. THE SUPERVISOR WILL STATE WHY A DOCTOR'S STATEMENT IS NOT REQUIRED ON THE SICK LEAVE FORM. HOWEVER, A DOCTOR'S STATEMENT MAY BE REQUIRED AT ANY TIME UPON REQUEST.
 - e. ANY EMPLOYEE WHO SUBMITS A DOCTOR'S STATEMENT THAT SUCH EMPLOYEE SHOULD BE EXCUSED FROM WORK, MUST ALSO SUBMIT A DOCTOR'S STATEMENT THAT THE EMPLOYEE IS ABLE TO RETURN TO HIS/HER REGULAR ASSIGNMENT, PRIOR TO THAT EMPLOYEE RETURNING TO WORK.
 - f. ANY EMPLOYEE THAT HAS BEEN INJURED AND IS UNABLE TO PERFORM THEIR REGULAR ASSIGNMENT WILL BE REQUIRED TO UTILIZE SICK DAYS. THE SHERIFF'S OFFICE HAS NO LIGHT DUTY PROVISIONS.
 - g. ANY EMPLOYEE WHO USES LEAVE IN EXCESS OF ACCUMULATED SICK DAYS CAN ELECT TO USE VACATION, PERSONAL, AND/OR COMPENSATORY TO THE EXTENT ACCUMULATED.
 - h. EMPLOYEES ARE REQUIRED TO NOTIFY THEIR IMMEDIATE SUPERVISOR OF ALL DOCTOR AND/OR DENTIST APPOINTMENTS SCHEDULED DURING WORKING HOURS.
3. EMPLOYEES WHO HAVE USED ALL OF THEIR ACCUMULATED SICK LEAVE WILL NOT RECEIVE FINANCIAL COMPENSATION FOR ADDITIONAL DAYS NEEDED DUE TO ILLNESS OR INJURY. ABUSE OF SICK LEAVE CAN RESULT IN DISCIPLINE OR POSSIBLE TERMINATION. IF ADDITIONAL TIME IS NEEDED, THE EMPLOYEE WILL BE CONSIDERED AS ON A LEAVE WITHOUT-PAY-STATUS UNLESS THE EMPLOYEE HAS ACCUMULATED VACATION, PERSONAL, OR COMPENSATORY TIME REMAINING.

ANY NON-EMERGENCY SURGERY WILL BE DISCUSSED WITH THE EMPLOYER BEFORE THE SURGERY IS SCHEDULED. EVIDENCE OF ABUSE OF THIS BENEFIT WILL BE GROUNDS FOR DISMISSAL OR DISCIPLINARY ACTION.

O. **INJURY/ILLNESS:**

WORK RELATED INJURIES SHOULD BE DOCUMENTED AND FILED

IMMEDIATELY WITH THE OFFICE OF RISK MANAGEMENT.

P. **INSURANCE:**

ALL FULL-TIME EMPLOYEES ARE ELIGIBLE FOR MEDICAL INSURANCE COVERAGE, DENTAL INSURANCE COVERAGE, AND LIFE INSURANCE COVERAGE AS PROVIDED BY THE COUNTY.

Q. **RETIREMENT:**

ALL FULL-TIME EMPLOYEES UNDER THIS PERSONNEL POLICY ARE COVERED BY THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM (TCRS) ESTABLISHED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE, AND FUNDED BY THE NONCONTRIBUTORY PROVISION AS ASSUMED BY THE EMPLOYER.

R. **OUTSIDE EMPLOYMENT, OFF DUTY:**

IT IS NECESSARY THAT AN EMPLOYEE HAVE ADEQUATE REST BEFORE BEGINNING HIS/HER TOUR OF DUTY, AND BECAUSE CERTAIN OCCUPATIONS CAN AND WILL CONFLICT WITH AN EMPLOYEE'S PRIMARY RESPONSIBILITY TO THIS OFFICE, THE SHERIFF'S OFFICE RESERVES THE RIGHT TO IMPOSE CERTAIN CONDITIONS ON ALL OUTSIDE EMPLOYMENT. A REQUEST FOR OUTSIDE EMPLOYMENT MAY BE PROHIBITED IF IT IS DETERMINED TO BE NOT IN THE BEST INTEREST OF THE SHERIFF'S OFFICE. AN EMPLOYEE WHO WISHES TO ACCEPT OFF-DUTY EMPLOYMENT WILL FIRST MAKE A REQUEST IN WRITING TO THE SHERIFF. THE REQUEST (APPLICATION) MUST INCLUDE THE TIMES, LOCATION, AND NATURE OF WORK TO BE PERFORMED, THE NAME AND ADDRESS OF THE EMPLOYER, NAME OF THE EMPLOYEE'S SUPERVISOR AT THE OFF-DUTY EMPLOYMENT, AND IF THE WEAPON AND UNIFORM ARE TO BE WORN. REQUEST WILL BE DENIED IF:

1. THE NATURE OF WORK WILL BRING DISCREDIT UPON THE SHERIFF'S OFFICE FOR ANY REASON.
2. THE EMPLOYMENT WILL REQUIRE THE EMPLOYEE TO WORK FOUR (4) HOURS PRIOR TO THE BEGINNING OF HIS/HER DUTY SCHEDULE AT THIS OFFICE.
3. IF THE DURATION AND STATUS OF OUTSIDE EMPLOYMENT IS CONSIDERED TO BE FULL-TIME AND/OR MORE THAN TWENTY (20) HOURS WEEKLY.
4. AN EMPLOYEE SHOULD AT THE TIME OF ACCEPTING OUTSIDE EMPLOYMENT BE CERTAIN THAT ADEQUATE MONETARY PROTECTION IS AVAILABLE SHOULD HE/SHE BE SUBJECTED TO CIVIL SUITS AND/OR PERSONAL INJURY RESULTING FROM THAT EMPLOYMENT. THE WAIVER OF LIABILITY FORM IS TO BE SIGNED BY THE EMPLOYER TO BE AND

PROCESSED WITH THE REQUEST FOR PART-TIME EMPLOYMENT FORM.

5. NO EMPLOYEE SHALL BE AUTHORIZED OFF-DUTY EMPLOYMENT AT ESTABLISHMENTS KNOWN AS CLUBS, TAVERNS, LOUNGES, AND/OR ANY OTHER BUSINESS WHOSE EXISTENCE AND INCOME DEPEND PRIMARILY ON THE SALE OF ALCOHOLIC BEVERAGES.
 - a. SUCH DEFINITION SHALL NOT BE CONSTRUED TO INCLUDE RESTAURANT, HOTEL, OR ANY OTHER BUSINESS KNOWN TO THE PUBLIC, MAINTAINED, ADVERTISED AND USED BY THE PUBLIC AS A PLACE WHERE MEALS ARE SERVED AND WHERE MEALS ARE ACTUALLY AND REGULARLY SERVED WITH ADEQUATE AND SANITARY KITCHEN AND DINING ROOM EQUIPMENT AND SEATING CAPACITY OF AT LEAST SEVENTY-FIVE (75) PEOPLE AT TABLES, HAVING EMPLOYED THEREIN A SUFFICIENT NUMBER AND TYPE OF EMPLOYEES TO PREPARE, COOK, AND SERVE SUITABLE FOOD FOR ITS GUESTS, BUT YET HAS AVAILABLE A SEPARATE LOUNGE FOR THE SELLING OF ALCOHOLIC BEVERAGES.
 - b. PROVIDED, HOWEVER, THAT IF AT THE RESTAURANT, HOTEL, ETC., THERE IS A LOUNGE FOR THE SALE OF ALCOHOLIC BEVERAGES, THE EMPLOYEE'S DUTIES SHALL NOT INCLUDE ENFORCEMENT NOR SHALL HE/SHE FRATERNIZE, REPRESENT THIS OFFICE, OR HAVE ANY OTHER INVOLVEMENT WITH THE LOUNGE WHILE WORKING AT THE RESTAURANT, HOTEL, ETC.
6. IT SHALL ALSO BE UNLAWFUL FOR ANY EMPLOYEE OF THE SUMNER COUNTY SHERIFF'S OFFICE TO HAVE OWNERSHIP IN, OR PARTICIPATE, EITHER DIRECTLY OR INDIRECTLY, EITHER PROPRIETARY OR BY MEANS OF ANY LOAN, MORTGAGE, OR LIEN, OR TO PARTICIPATE IN THE PROFITS OF ANY WHOLESALE OR RETAIL BUSINESS ESTABLISHED FOR THE PURPOSE OF SELLING ALCOHOL, SPIRITS, LIQUORS, BEER, WINE, AND OTHER MALT BEVERAGES HAVING AN ALCOHOLIC CONTENT OF FIVE PERCENT (5%) OR MORE.
7. EMPLOYEES SHALL NOT ENGAGE IN OFF-DUTY EMPLOYMENT WITH OTHER LAW ENFORCEMENT OR SECURITY AGENCIES. WORKING AS A PRIVATE INVESTIGATOR OR AS AN EMPLOYEE OF A SECURITY AGENCY, THE EMPLOYEE IN REALITY IS WORKING AS A PRIVATE CITIZEN AND CAN VERY EASILY BECOME INVOLVED IN MATTERS NOT IN THE BEST INTEREST OF THIS OFFICE.

S. **CONFLICT OF INTEREST:**

NO EMPLOYEE OF THIS OFFICE WILL ACCEPT EMPLOYMENT OR PAYMENT FOR SERVICES FROM A BUSINESS OR VENDOR THAT WOULD RECEIVE OR PROVIDE SERVICES TO OR FROM THIS OFFICE THROUGH THAT EMPLOYEE. ANY QUESTIONS REGARDING THIS POLICY SHOULD BE REFERRED TO THE SHERIFF. FURTHERMORE, NO EMPLOYEE WILL CONTRACT WORK FROM A BUSINESS OR VENDOR THAT WOULD RECEIVE OR PROVIDE SERVICES TO OR

FROM THIS OFFICE THROUGH THAT EMPLOYEE.

T. **PART-TIME EMPLOYEES:**

A PART-TIME EMPLOYEE DESIGNATION WILL BE USED FOR THOSE EMPLOYEES WHOSE REGULAR ASSIGNED WORK SCHEDULE INCLUDES NO MORE THAN THIRTY-TWO (32) HOURS PER WEEK IN ACCORDANCE WITH FLSA STANDARDS. THE BENEFITS SET OUT IN THIS MANUAL ARE INTENDED TO APPLY ONLY TO FULL-TIME EMPLOYEES. THESE RULES AND REGULATIONS ARE NOT INTENDED TO ESTABLISH PAID LEAVE OR BENEFITS OF ANY KIND FOR PART-TIME EMPLOYEES.

U. **MISTAKES AND ERRORS:**

ALL MISTAKES AND/OR ERRORS WILL BE REPORTED TO THE EMPLOYER IMMEDIATELY BEFORE ANY ACTION IS TAKEN TO CORRECT THE MISTAKE OR ERROR. ANY ERRORS MADE BY AN EMPLOYEE THAT INVOLVES THE RECEIVING OR DISBURSING OF CASH WHICH CAUSES A SHORTAGE IN FUNDS THAT CANNOT BE COLLECTED BY THE EMPLOYEE FROM THE PERSON RECEIVING THE FUNDS, SHALL BE THE RESPONSIBILITY OF THE EMPLOYEE. THE EMPLOYEE SHALL REIMBURSE THE LOST FUNDS UPON DEMAND OF THE EMPLOYER. FAILURE TO REIMBURSE LOST FUNDS FOR ANY MISTAKES AND/OR ERRORS MAY BE GROUNDS FOR TERMINATION.

V. **DISCRIMINATION STATEMENT:**

AS AN EQUAL OPPORTUNITY EMPLOYER, EMPLOYMENT WILL BE BASED UPON CONSIDERATION OF THE QUALIFICATIONS OF ALL APPLICANTS FOR EMPLOYMENT. DISCRIMINATION BASED UPON AN APPLICANT'S RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, OR HANDICAP WILL NOT BE TOLERATED. AN EMPLOYEE WILL REPORT ALLEGED DISCRIMINATORY ACTIVITIES TO THE SHERIFF. IF THE PROBLEM OCCURS WITH THE SHERIFF, THEN THE EMPLOYEE WILL REPORT THE MATTER TO THE COUNTY EXECUTIVE.

W. **COUNTY SURPLUS AUCTIONS:**

NO EMPLOYEE WILL BE ABLE TO BID AT A COUNTY SURPLUS AUCTION EITHER DIRECTLY OR INDIRECTLY.

X. **HEPATITIS B (HBV) VACCINATION:**

ALL EMPLOYEES WHO ARE IN PHYSICAL CONTACT WITH INMATES WILL BE OFFERED TO TAKE THE HEPATITIS B VACCINATION. IF YOU CHOOSE NOT TO TAKE THE HEPATITIS B VACCINATION YOU WILL BE REQUIRED TO SIGN A REFUSAL FORM.

MATERNITY LEAVE

TENNESSEE CODE ANNOTATED 4-21-408.

A FEMALE EMPLOYEE WHO HAS BEEN EMPLOYED BY THE SAME EMPLOYER FOR AT LEAST TWELVE (12) CONSECUTIVE MONTHS AS A FULL-TIME EMPLOYEE, AS DETERMINED BY THE EMPLOYER AT THE JOB SITE OR LOCATION, MAY BE ABSENT FROM SUCH EMPLOYMENT FOR A PERIOD NOT TO EXCEED FOUR (4) MONTHS FOR PREGNANCY, CHILDBIRTH, AND NURSING THE INFANT, WHERE APPLICABLE (SUCH LEAVE TO BE HEREINAFTER REFERRED TO AS "MATERNITY LEAVE").

A FEMALE EMPLOYEE WHO GIVES AT LEAST THREE (3) MONTHS ADVANCE NOTICE OF MATERNITY LEAVE, HER LENGTH OF MATERNITY LEAVE, AND HER INTENTION TO RETURN TO FULL-TIME EMPLOYMENT AFTER MATERNITY LEAVE, SHALL BE RESTORED TO HER PREVIOUS OR A SIMILAR POSITION WITH THE SAME STATUS, PAY, LENGTH OF SERVICE CREDIT AND SENIORITY, WHEREVER APPLICABLE, AS OF THE DATE OF HER LEAVE.

A FEMALE EMPLOYEE WHO IS PREVENTED FROM GIVING THREE (3) MONTH'S ADVANCE NOTICE BECAUSE OF A MEDICAL EMERGENCY WHICH NECESSITATES THAT MATERNITY LEAVE BEGIN EARLIER THAN ORIGINALLY ANTICIPATED, SHALL NOT FORFEIT HER RIGHTS AND BENEFITS UNDER THIS PART SOLELY BECAUSE OF HER FAILURE TO GIVE THREE (3) MONTHS ADVANCE NOTICE.

AN EMPLOYEE MAY UTILIZE ACCRUED BUT UNUSED SICK LEAVE, VACATION LEAVE, OR COMPENSATORY TIME TO REMAIN ON A PAID STATUS DURING MATERNITY LEAVE. ANY LEAVE TAKEN AFTER THOSE ACCRUED DAYS HAVE EXPIRED SHALL BE WITHOUT PAY. MATERNITY LEAVE SHALL NOT AFFECT THE EMPLOYEE'S RIGHT TO RECEIVE VACATION TIME, SICK LEAVE, BONUSES, ADVANCEMENT, SENIORITY, LENGTH OF SERVICE CREDIT, BENEFITS, PLANS OR PROGRAMS FOR WHICH SHE WAS ELIGIBLE AT THE DATE OF HER LEAVE, AND ANY OTHER BENEFITS OR RIGHTS OF HER EMPLOYMENT INCIDENT TO HER EMPLOYMENT POSITION; PROVIDED, HOWEVER, THAT THE EMPLOYER NEED NOT PROVIDE FOR THE COST OF ANY BENEFITS, PLANS OR PROGRAMS DURING THE PERIOD OF MATERNITY LEAVE UNLESS SUCH EMPLOYER SO PROVIDES FOR ALL EMPLOYEES ON LEAVE OF ABSENCE.

IF AN EMPLOYEE'S JOB POSITION IS SO UNIQUE THAT THE EMPLOYER CANNOT, AFTER REASONABLE EFFORTS, FILL THAT POSITION TEMPORARILY, THEN THE EMPLOYER SHALL NOT BE LIABLE UNDER THIS PART FOR FAILURE TO REINSTATE THE EMPLOYEE AT THE END OF HER MATERNITY LEAVE PERIOD.

THE PURPOSE OF THIS PART IS TO PROVIDE LEAVE TIME TO FEMALE EMPLOYEES FOR PREGNANCY, CHILDBIRTH, AND NURSING THE INFANT, WHERE APPLICABLE; THEREFORE, IF AN EMPLOYER FINDS THAT THE FEMALE EMPLOYEE HAS UTILIZED THE PERIOD OF MATERNITY LEAVE TO ACTIVELY PURSUE OTHER EMPLOYMENT OPPORTUNITIES, OR IF THE EMPLOYER FINDS THAT THE EMPLOYEE HAS WORKED

PART-TIME OR FULL-TIME FOR ANOTHER EMPLOYER DURING THE PERIOD OF MATERNITY LEAVE, THEN THE EMPLOYER SHALL NOT BE LIABLE UNDER THIS PART FOR FAILURE TO REINSTATE THE EMPLOYEE AT THE END OF HER MATERNITY LEAVE.

FAMILY MEDICAL LEAVE ACT

A. DEFINITIONS:

1. **ELIGIBLE EMPLOYEE:** ELIGIBLE EMPLOYEES ARE THOSE WHO HAVE BEEN EMPLOYED FOR AT LEAST TWELVE (12) MONTHS, WHO HAVE PROVIDED AT LEAST 1,250 HOURS OF SERVICE DURING THE TWELVE (12) MONTHS BEFORE LEAVE IS REQUESTED AND WHO WORKS AT A WORK SITE WHERE AT LEAST FIFTY (50) EMPLOYEES ARE ON THE PAYROLL (EITHER AT THAT SITE OR WITHIN A SEVENTY-FIVE (75) MILE RADIUS).
2. **PARENT:** MOTHER OR FATHER OF AN EMPLOYEE, OR AN ADULT WHO HAD DAY-TO-DAY RESPONSIBILITY FOR CARING FOR THE EMPLOYEE DURING HIS/HER CHILDHOOD YEARS IN PLACE OF THE NATURAL PARENTS.
3. **SON OR DAUGHTER/CHILD:** BIOLOGICAL, ADOPTED, OR FOSTER CHILD, A STEPCHILD, LEGAL WARD, OR CHILD OF A PERSON STANDING IN THE POSITION OF A PARENT, WHO IS UNDER THE AGE OF EIGHTEEN (18) YEARS. CHILDREN WHO ARE EIGHTEEN (18) YEARS OR OLDER QUALIFY, IF THEY ARE INCAPABLE OF SELF CARE BECAUSE OF MENTAL OR PHYSICAL DISABILITY.
4. **SERIOUS HEALTH CONDITIONS:** AN ILLNESS, INJURY, IMPAIRMENT, OR PHYSICAL OR MENTAL CONDITION INVOLVING EITHER INPATIENT CARE OR CONTINUING TREATMENT BY A HEALTH CARE PROVIDER. EXAMPLES OF SERIOUS HEALTH CONDITIONS INCLUDE BUT ARE NOT LIMITED TO HEART ATTACKS, HEART CONDITIONS REQUIRING HEART BY-PASS OR VALVE OPERATIONS, MOST CANCERS, BACK OPERATIONS REQUIRING EXTENSIVE THERAPY OR SURGICAL PROCEDURES, STROKES, SEVERE RESPIRATORY CONDITIONS, SPINAL INJURIES, SEVERE ARTHRITIS, ETC.

B. LEAVE PROVISIONS:

1. AN ELIGIBLE EMPLOYEE MAY TAKE UP TO TWELVE (12) WEEKS OF UNPAID LEAVE IN A TWELVE (12) MONTH PERIOD FOR THE BIRTH OF A CHILD OR THE PLACEMENT OF A CHILD FOR ADOPTION OR FOSTER CARE. UNDER THE TENNESSEE MATERNITY LEAVE ACT, A FEMALE EMPLOYEE MAY TAKE AN ADDITIONAL FOUR (4) WEEKS OF UNPAID LEAVE IF THE THREE (3) MONTHS ADVANCE NOTICE HAS BEEN COMPLIED WITH. LEAVE MAY ALSO BE TAKEN TO CARE FOR A CHILD, SPOUSE, OR PARENT WHO HAS A SERIOUS HEALTH CONDITION.
2. THE RIGHT TO TAKE LEAVE APPLIES EQUALLY TO MALE AND FEMALE EMPLOYEES WHO ARE ELIGIBLE.
3. UNPAID LEAVE FOR THE PURPOSES OF CARE FOR A NEWBORN CHILD OR A NEWLY ADOPTED OR FOSTER CARE CHILD MUST BE TAKEN BEFORE

THE END OF THE FIRST TWELVE (12) MONTHS FOLLOWING THE DATE OF THE BIRTH OR PLACEMENT.

4. AN EXPECTANT MOTHER MAY TAKE UNPAID MEDICAL LEAVE UPON BIRTH OF THE CHILD, OR PRIOR TO THE BIRTH OF HER CHILD FOR NECESSARY MEDICAL CARE AND IF HER CONDITION RENDERS HER UNABLE TO WORK. SIMILARLY, FOR ADOPTION OR FOSTER CARE, LEAVE MAY BE TAKEN UPON THE PLACEMENT OF THE CHILD OR LEAVE MAY BEGIN PRIOR TO THE PLACEMENT IF ABSENCE FROM WORK IS REQUIRED FOR THE PLACEMENT TO PROCEED.
5. AN EMPLOYEE MAY TAKE UNPAID LEAVE TO CARE FOR A PARENT OR SPOUSE OF ANY AGE WHO, BECAUSE OF A SERIOUS MENTAL OR PHYSICAL CONDITION, IS IN THE HOSPITAL OR OTHER HEALTH CARE FACILITY. AN EMPLOYEE MAY ALSO TAKE LEAVE TO CARE FOR A SPOUSE OR PARENT OF ANY AGE WHO IS UNABLE TO CARE FOR HIS/HER OWN BASIC HYGIENE, NUTRITIONAL NEEDS, OR SAFETY. EXAMPLES INCLUDE A PARENT OR SPOUSE WHOSE DAILY LIVING ACTIVITIES ARE IMPAIRED BY SUCH CONDITIONS AS ALZHEIMER'S DISEASE, STROKE, OR WHO IS RECOVERING FROM MAJOR SURGERY, OR WHO IS IN FINAL STAGES OF TERMINAL ILLNESS.
6. ELIGIBLE EMPLOYEES, WHO ARE UNABLE TO PERFORM THE FUNCTIONS OF THE POSITION HELD BECAUSE OF A SERIOUS HEALTH CONDITION, MAY REQUEST UP TO TWELVE (12) WEEKS UNPAID LEAVE. THE TERM SERIOUS HEALTH CONDITION IS INTENDED TO COVER CONDITIONS OR ILLNESSES WHICH AFFECT AN EMPLOYEE'S HEALTH TO THE EXTENT THAT HE/SHE MAY BE ABSENT FROM WORK ON A REOCCURRING BASIS OR FOR MORE THAN A FEW DAYS WITH TREATMENT OR RECOVERY.
7. EMPLOYEES REQUESTING MEDICAL LEAVE DUE TO THEIR OWN ILLNESS OR INJURY MUST SIMULTANEOUSLY EXHAUST ANY SICK LEAVE, ANNUAL LEAVE, PERSONAL DAYS, HOLIDAYS, AND UNPAID LEAVE MAY NOT EXCEED TWELVE (12) WEEKS.
8. DURING PERIODS OF UNPAID LEAVE, AN EMPLOYEE WILL NOT ACCRUE ANY ADDITIONAL SENIORITY OR SIMILAR EMPLOYMENT BENEFITS DURING THE LEAVE.
9. IF SPOUSES ARE EMPLOYED BY THE SAME EMPLOYER AND WISH TO TAKE LEAVE FOR THE CARE OF A NEW CHILD OR A SICK PARENT, HIS/HER AGGREGATE LEAVE IS LIMITED TO TWELVE (12) WEEKS. FOR EXAMPLE, IF ONE PERSON TAKES EIGHT (8) WEEKS OF LEAVE TO CARE FOR A CHILD, THE OTHER WILL BE ENTITLED TO FOUR (4) WEEKS LEAVE, FOR A TOTAL OF TWELVE (12) WEEKS OF LEAVE.

C. NOTIFICATION AND SCHEDULING:

1. AN ELIGIBLE EMPLOYEE MUST PROVIDE THE EMPLOYER AT LEAST THIRTY (30) DAYS ADVANCE NOTICE OF THE NEED FOR LEAVE FOR BIRTH, ADOPTION, OR PLANNED MEDICAL TREATMENT, WHEN THE NEED FOR LEAVE IS FORESEEABLE. THIS THIRTY (30) DAY ADVANCE NOTICE IS NOT REQUIRED IN CASES OF MEDICAL EMERGENCY OR OTHER UNFORESEEABLE EVENTS, SUCH AS PREMATURE BIRTH, OR SUDDEN CHANGES IN A PATIENT'S CONDITION THAT REQUIRE A CHANGE IN SCHEDULED MEDICAL TREATMENT.
2. PARENTS WHO ARE AWAITING THE ADOPTION OF A CHILD AND ARE GIVEN LITTLE NOTICE OF THE AVAILABILITY OF A CHILD MAY ALSO BE EXEMPT FROM THIS THIRTY (30) DAY NOTICE.

D. CERTIFICATION:

1. THE EMPLOYER RESERVES THE RIGHT TO VERIFY AN EMPLOYEE'S REQUEST FOR FAMILY MEDICAL/LEAVE.
2. IF AN EMPLOYEE REQUESTS LEAVE BECAUSE OF A SERIOUS HEALTH CONDITION OR TO CARE FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION, THE EMPLOYER REQUIRES THAT THE REQUEST BE SUPPORTED BY CERTIFICATION ISSUED BY THE HEALTH CARE PROVIDER OF THE ELIGIBLE EMPLOYEE OR THE FAMILY MEMBER AS APPROPRIATE. IF THE EMPLOYER HAS REASON TO QUESTION THE ORIGINAL CERTIFICATION, THE EMPLOYER MAY, AT THE EMPLOYER'S EXPENSE, REQUIRE A SECOND OPINION FROM A DIFFERENT HEALTH CARE PROVIDER CHOSEN BY THE EMPLOYER. THAT HEALTH CARE PROVIDER MAY NOT BE EMPLOYED BY THE EMPLOYER ON A REGULAR BASIS. IF A RESOLUTION OF THE CONFLICT CAN NOT BE OBTAINED FROM ANOTHER PROVIDER THEN THAT OPINION WILL BE FINAL AND BINDING.
3. THIS CERTIFICATION MUST CONTAIN THE DATE ON WHICH THE SERIOUS HEALTH CONDITION BEGAN, ITS PROBABLE DIRECTION, AND APPROPRIATE MEDICAL FACTS WITH WHICH THE KNOWLEDGE OF THE HEALTH CARE PROVIDER REGARDING THE CONDITION. THE CERTIFICATION MUST ALSO STATE THE EMPLOYEE'S NEED TO CARE FOR THE SON, DAUGHTER, SPOUSE, OR PARENT AND MUST INCLUDE AN ESTIMATE OF THE AMOUNT OF TIME THE EMPLOYEE IS NEEDED TO CARE FOR THE FAMILY MEMBER.
4. MEDICAL CERTIFICATION SHALL BE TREATED AS CONFIDENTIAL AND PRIVILEGED INFORMATION.
5. AN EMPLOYEE WILL BE REQUIRED TO REPORT PERIODICALLY TO THE EMPLOYER OF THE STATUS AND THE INTENTION OF THE EMPLOYEE TO RETURN TO WORK.

6. EMPLOYEES WHO HAVE TAKEN UNPAID LEAVE UNDER THIS POLICY MUST FURNISH THE EMPLOYER WITH A MEDICAL CERTIFICATION FROM THE EMPLOYEE'S HEALTH CARE PROVIDER THAT THE EMPLOYEE IS ABLE TO RESUME WORK BEFORE RETURN IS GRANTED.

E. **MAINTENANCE OF HEALTH AND COBRA BENEFITS DURING UNPAID LEAVE:**

1. THE EMPLOYER SHALL MAINTAIN HEALTH INSURANCE BENEFITS, PAID BY THE EMPLOYER FOR THE EMPLOYEE, DURING PERIODS OF UNPAID FAMILY MEDICAL LEAVE WITHOUT INTERRUPTION. ANY PAYMENT FOR FAMILY COVERAGE PREMIUMS, OR OTHER PAYROLL DEDUCTIBLES FOR INSURANCE POLICIES, MUST BE PAID BY THE EMPLOYEE OR THE BENEFITS MAY NOT BE CONTINUED.
2. THE EMPLOYER HAS A RIGHT TO RECOVER FROM THE EMPLOYEE ALL HEALTH INSURANCE PREMIUMS PAID DURING THE UNPAID LEAVE IF THE EMPLOYEE FAILS TO RETURN TO WORK AFTER LEAVE. EMPLOYEES WHO FAIL TO RETURN TO WORK BECAUSE THEY ARE UNABLE TO PERFORM THE FUNCTIONS OF THEIR JOB BECAUSE OF THEIR OWN SERIOUS HEALTH CONDITION OR BECAUSE OF THE CONTINUED NECESSITY OF CARING FOR A SERIOUSLY ILL FAMILY MEMBER MAY BE EXEMPT FROM THE RECAPTURE PROVISION.
3. LEAVE TAKEN UNDER THIS POLICY DOES NOT CONSTITUTE A QUALIFYING EVENT THAT ENTITLES AN EMPLOYEE TO **COBRA** INSURANCE COVERAGE. HOWEVER, THE QUALIFYING EVENT TRIGGERING **COBRA** COVERAGE MAY OCCUR WHEN IT BECOMES CLEARLY KNOWN THAT AN EMPLOYEE WILL NOT BE RETURNING TO WORK, AND THEREFORE CEASES TO BE ENTITLED TO LEAVE UNDER THIS POLICY.

F. **REDUCED AND INTERMITTENT LEAVE:**

1. LEAVE TAKEN UNDER THE POLICY CAN BE TAKEN INTERMITTENTLY OR ON A REDUCED LEAVE SCHEDULE WHEN MEDICALLY NECESSARY AS CERTIFIED BY THE HEALTH CARE PROVIDER. INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULES FOR ROUTINE CARE OF A NEW CHILD MAY BE TAKEN ONLY WITH THE APPROVAL OF THE EMPLOYER. THE SCHEDULE MUST BE MUTUALLY AGREED UPON BY THE EMPLOYEE AND THE EMPLOYER.
2. EMPLOYEES ON INTERMITTENT OR REDUCED LEAVE SCHEDULES MAY BE TEMPORARILY TRANSFERRED BY THE EMPLOYER TO AN EQUIVALENT ALTERNATIVE POSITION THAT MAY BETTER ACCOMMODATE THE INTERMITTENT OR REDUCED LEAVE SCHEDULE.

3. INTERMITTENT OR REDUCED LEAVE MAY BE SPREAD OVER A PERIOD OF TIME LONGER THAN TWELVE (12) WEEKS, BUT WILL NOT EXCEED THE EQUIVALENT OF TWELVE (12) WEEKS TOTAL LEAVE IN ONE TWELVE (12) MONTH PERIOD.

G. **RESTORATION:**

1. EMPLOYEES WHO ARE GRANTED LEAVE UNDER THIS POLICY SHALL BE REINSTATED TO AN EQUIVALENT OR THE SAME POSITION HELD PRIOR TO THE COMMENCEMENT OF HIS/HER LEAVE.
2. CERTAIN HIGHLY COMPENSATED EMPLOYEES, WHO ARE SALARIED AND AMONG THE TEN PERCENT (10%) HIGHEST PAID EMPLOYEES, MAY BE DENIED RESTORATION. RESTORATION MAY BE DENIED IF (a) THE EMPLOYER SHOWS THAT SUCH A DENIAL IS NECESSARY TO PREVENT SUBSTANTIAL AND GRIEVOUS INJURY TO THE EMPLOYER'S OPERATIONS, (b) THE EMPLOYER NOTIFIES THE EMPLOYEE THAT IT INTENDS TO DENY RESTORATION ON SUCH BASIS AT THE TIME THE EMPLOYER DETERMINES THAT SUCH INJURY WOULD OCCUR, AND (c) IN ANY CASE WHICH THE LEAVE HAS COMMENCED, THE EMPLOYEE ELECTS NOT TO RETURN TO WORK WITHIN A REASONABLE PERIOD OF TIME AFTER RECEIVING SUCH NOTICE.

H. **THE TWELVE (12) MONTH PERIOD:**

THE TWELVE (12) MONTH PERIOD DURING WHICH AN EMPLOYEE IS ENTITLED TO TWELVE (12) WORK WEEKS OF FAMILY MEDICAL LEAVE ACT IS MEASURED FORWARD BEGINNING AT THE FIRST OCCURRENCE OF THE HEALTH CONDITION.

Sumner County LMR Communications System



**SUMNER COUNTY
EMERGENCY MANAGEMENT**



SUMNER COUNTY EMERGENCY MANAGEMENT

255 AIRPORT ROAD

GALLATIN, TN. 37066

TEL.: 615-452-7584

FAX: 615-451-0171



KEN WEIDNER, DIRECTOR

www.sumnerema.org

July 1, 2018

In 2004-2005 Sumner County EMA initiated a Communications Infrastructure program to increase our Two-Way Communications compatibilities by building towers throughout Sumner County. Seven 180' freestanding towers have been constructed in the following locations:

1. Music Mountain
2. Hendersonville
3. Gallatin
4. Portland
5. Millersville/Whitehouse
6. Westmoreland
7. Mutton Hill Hollow in Bethpage.
8. Sumner County ECC/EOC Airport Road

Communications systems for Sheriff, EMA, EMS, Highway and Schools have largely remained the same systems that have been used by each of these departments for many years.

Goals

- 1) Establish tower infrastructure.
- 2) Establish a County-wide two-way communications system. Provide a robust, seamless two-way communications system that will enable our personnel to communicate across the county. Interoperability during daily activities as well as major incidents very important. Adequate talk-groups for our current end users as well as capacity for future growth are of key concern.

The need for upgrades in Two-Way communications:

Communications can truly be the lifeline between our personnel and the rest of the world, while working under the most difficult conditions. Increasing demands placed on public safety, schools and highway officials quickly diminish our ability to communicate. Current systems that are being used are crowded , lack interoperability, have less than optimal transmission and receive capabilities, and have limited service feature options.

The Standard: APCO P-25 Trunked System

- Project 25 (P25 or APCO-25) is a suite of standards for digital radio communications for use by federal, state/province and local public safety agencies in North America to enable them to communicate with other agencies and mutual aid response teams in emergencies.
- Advantages of P25
 - Common Digital communications platform for public safety
 - Standards-based = Multiple vendor choices = cost-savings
 - P25 radios available from multiple vendors = Competition
 - Interoperability with neighboring agencies
 - Improved spectrum efficiency (P25 Phase 2)

APCO is the Association of Public Safety Communications Officials

Trunking Explained

A **trunked radio system** is a complex type of computer-controlled two-way radio system that allows sharing of relatively few radio frequency channels among a large group of users. Instead of assigning, for example, a radio channel to one particular organization at a time, users are instead assigned to a "**talkgroup**". When any user in that group wishes to converse with another user in the talkgroup, a vacant radio channel is found automatically by the system and the conversation takes place on that channel. Many unrelated conversations can occur on a channel, making use of the otherwise idle time between conversations. A control channel coordinates all the activity of the radios in the system. The control channel computer sends data to enable one talkgroup to talk together, regardless of frequency.

The primary purpose of this type of system is **efficiency**. Many people can carry many conversations over only a few distinct frequencies. Trunking is used by many government entities to provide two-way communication for fire departments, police and other municipal services, who all share spectrum allocated to a city, county, or other entity.

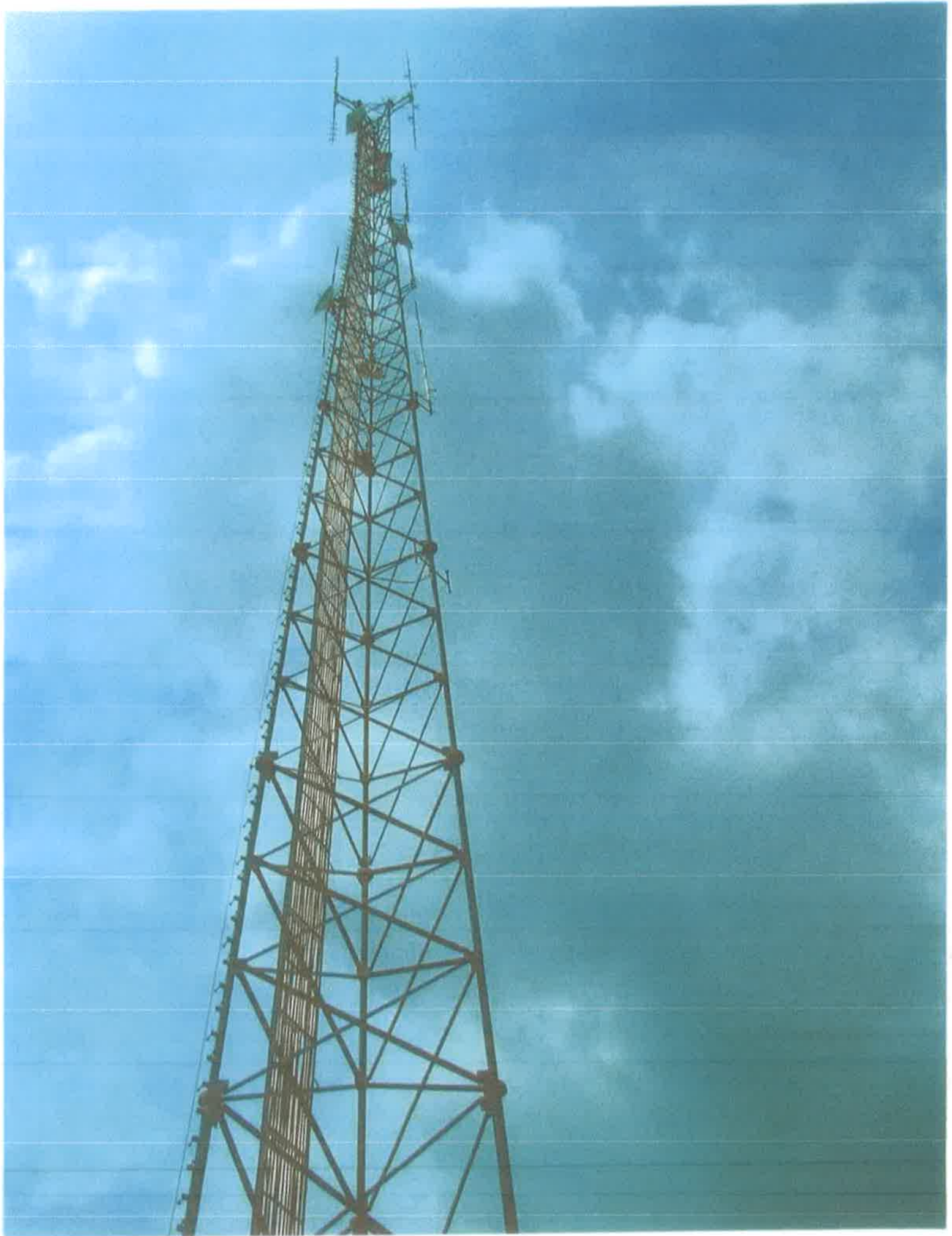
In Sumner County, there are several agencies that have their own licensed frequency. If these channels are "pooled" together to comprise the channel make up of a trunking system, it would provide a great deal more flexibility to all of the agencies involved. Each agency would have access to all of the channel resources. So at any given time, there would be a MUCH higher likelihood of a channel available for a conversation. This would then allow each agency to "sub divide" their talkgroups, giving them the ability to have conversations between a sub set of users without tying up the primary talkgroup for that agency.

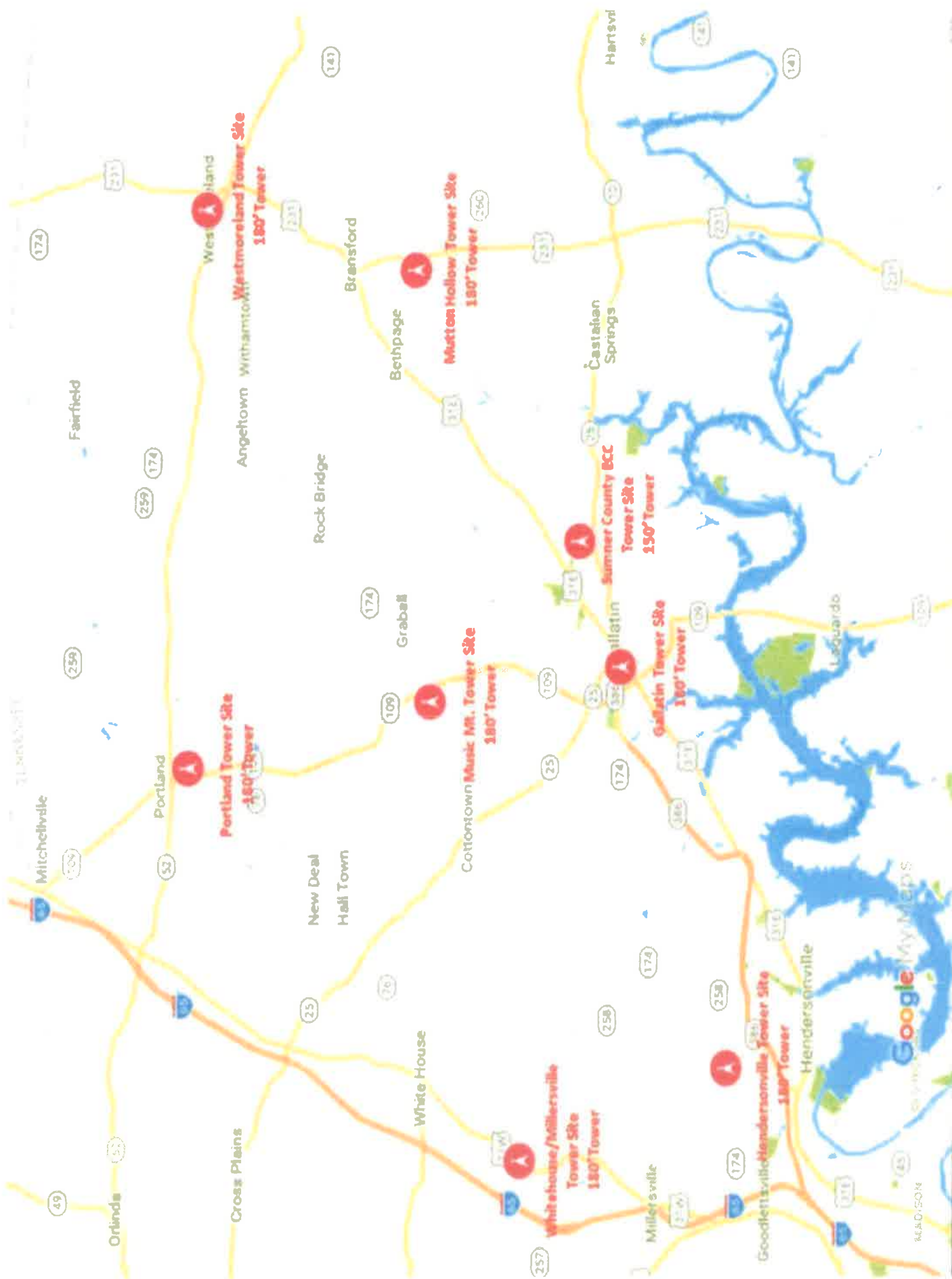
This is all based on a concept used by telephone companies for years. This concept proved that for a given number of users, a smaller number of physical lines were required to serve their needs. This is based on the fact that all users do not use the system at the exact same time. This concept has proven itself to work very well in the radio world too. It has been in operation in radio trunking systems for the last several decades. The number of channels required to provide the needs of users on the system is based on how many talkgroups, the average time of each transmission as well as the type of user groups. For example in the local market, the city of Nashville has some 5000+ units on their system and the system is comprised of about 20 channels. With that in mind, their system runs on the average no more than 20% capacity.

Sumner County can build out a trunking system comprised of six or seven channels and feel confident that their needs will be served. There are a number of trunking formats, but the only protocol that is fully accepted in the public safety market is APCO P25. This is an interoperable and mature digital format that is supported by all of the major equipment manufacturers. This means that if the infrastructure is manufactured by company A, the subscriber units in the field can be manufactured by company A, B, C etc. and still be fully functional. This will allow the County to shop for the best value and not be locked in by ANY proprietary hardware or software.

Attached you will find the following:

- 1) Picture of our Music Mountain Tower. This tower is located on top of the 109 ridge between Gallatin and Portland.
- 2) Map indicating the locations of towers owned by Sumner County.





**MINUTES
GENERAL OPERATIONS COMMITTEE
LESLIE SCHELL, CHAIRMAN
JULY 2, 2018**

Present:

Leslie Schell, Chairman
Larry Hinton, Vice-Chairman
Jerry Becker
Baker Ring
Moe Taylor
Absent:
Caroline Krueger

Also Present:

Leah Dennen, County Law Director
Kim Ark, County Grants Administrator
Ben Allen, Staff Attorney
Anthony Holt, County Executive
Steve Graves, Commissioner

The scheduled meeting of the General Operations Committee was brought to order with an invocation by Chairman Schell on Monday, July 2, 2018, at 6:00 p.m. in the Sumner County Administration Building. Chairman Schell declared a quorum present to conduct business.

Agenda. Comm. Hinton moved, seconded by Comm. Moe Taylor, to add discussion on the purchase of the First Baptist Church parking lot. The motion carried and Chairman Schell added the discussion under Old Business, Item 3. Comm. Hinton moved, seconded by Comm. Moe Taylor, to approve the agenda as amended. The Committee voted to approve the agenda unanimously.

Minutes of June 4. Comm. Echols noted the misspelling of Kathryn Strong in the minutes. Upon motion of Comm. Ring, seconded by Comm. Becker, the Committee voted to approve unanimously the corrected minutes of June 4, 2018, regular meeting.

Report of Chairman. Chairman Schell had no report.

County Executive. County Executive had no report.

Recognition of the Public. None

8. Old Business.

8(1.) Update: Castalian Springs Community Club. Executive Holt stated the roof was complete at the Castalian Springs Community Club and the restroom is operable. The kitchen is under construction and the floor repaired. Executive Holt said the entire project should be completed within a week. Chairman Schell recognized Commissioner Steve Graves who complimented the job on the Community Club and thanked Cabinet Express for its donation.

8(2.) JPA Report Discussion. Chairman Schell stated JPA is in town next week conducting more meetings with different departments. She stated that there is a tentative schedule for August 16 at 10 a.m. to tour the new Rutherford County facility.

First Baptist Church Parking Lot. Chairman Schell recognized Comm. Hinton who addressed funding considerations on projects before the General Operations Committee. He suggested that by approving a project, the Budget Committee takes that as signing off on the entire spectrum of a project. He said that project costs are downplayed too much in discussions. He mentioned the

purchasing policies and suggested the County give companies an opportunity to make presentations on managing projects.

Comm. Hinton said he is in favor of the parking lot at a lower cost. County Executive Anthony Holt stated that it will be approximately \$200,000 to \$250,000 to pave, stripe and install water retention on the lot after it is purchased. The City of Gallatin provided engineering services.

9. New Business.

9(1). Surplus Property County Clerk's Office.

9(2). Surplus Property items Gallatin Public Library.

Upon motion of Comm. Ring, seconded by Comm. Becker, the Committee voted to group and approve unanimously the various items for surplus property listed under 9(1). and 9(2).

9(3). Revised Capital Project list. County Executive Holt requested the Committee restore \$4 million the Commission removed during its June 2018 meeting from the line item Building Improvements (County Buildings) under Other General Government Projects, returning funds to the County General Fund.

Executive Holt presented a revised list of Capital projects and stated the County will have issues if the funds are not restored. He said \$1.5 million is needed for projects in July. He stated for the record that he would not use the funds for projects not on the revised list of Capital Project Needs FY2019 and he will bring bids to General Operations Committee.

Comm. Becker moved, seconded by Comm. Moe Taylor, to restore \$1.5 million to the Building Improvements line item. Comm. Ring moved to amend, seconded by Comm. Echols, to increase the amount to \$2 million.

The motion to amend to restore \$2 million failed to pass (2-4) with Commissioner Ring and Chairman Schell voting in favor.

Comm. Hinton moved, seconded by Comm. Ring, to amend the main motion and restore the \$4 million to the line item for projects on the County Executive's list. The motion carried (4-2) with Commissioners Becker and Moe Taylor voting against the measure. The main motion as amended passed (4-2) with Commissioners Moe Taylor and Becker voting against the matter.

Comm. Moe Taylor requested a list of all the roads that do not have water.

10. Adjournment. Chairman Schell declared the Committee adjourned at 6:47 p.m. after a motion by Comm. Becker and duly seconded by Comm. Moe Taylor.

6.26.2018 Revised List - Capital Project Needs FY2019

Immediate need to move forward in July – estimate approximately \$1.5 million to complete:

- ❖ Fire panel at Administration Building– needs replacement out of date based on 2017 fire inspection report
- ❖ Roof at Administration Building– roof currently leaking
- ❖ Parking lot at First Baptist Church – purchase and paving of parking lot
- ❖ HVAC improvements
 - Cairo Training facility units – rebid- bids due for bid opening July 5th
 - Hendersonville Clerk's office
 - Installation of unit at Recovery Court office – rebid- bids due for bid opening July 5th
- ❖ Juvenile Court – carpet replacement and painting
- ❖ Flood Hazard Mitigation project in County
- ❖ Clerk's office business tax area tile work
- ❖ Waterline and Sewerline White House Utility District easements

Other maintenance project needs pinpointed:

- ❖ Paint Cupola at Administration Building -paint chipping
- ❖ Jail & Court parking lots – sealing and striping needed
- ❖ Ocana Park n'Ride
- ❖ Sidewalk extension in front of high school along Bison Trail
- ❖ Back parking lot at EMA/EMS needs paving
- ❖ UT Agriculture Extension Office – lighting and electrical wiring needs replacement – Need engineering and new wiring/lighting upgrade to LED
- ❖ HVAC improvements
 - Odoms Bend Gun Range – 2 units need replacement
 - Hendersonville Health Department heat
 - Units at Winchester facility still working but older units
 - UT Extension office still working but older units
- ❖ Repairs to Gallatin Library
- ❖ Repairs to Hendersonville Library
- ❖ Carpet cleaning various buildings
- ❖ Carpet Replacement – Administration Building
- ❖ Sumner County Jail elevator upgrades
- ❖ General Sessions bullet resistant glass wall
- ❖ Note: Maintenance items listed on 2016 walkthrough report

-
- ❖ Purchase two (2) vehicles for Codes and Planning
 - ❖ Repairs to Courthouse
 - ❖ Existing Hendersonville Health Department repairs



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
Gallatin, Tennessee 37066-5410

General Operations Committee:

Leslie Schell, Chairman
Larry Hinton, Vice-Chairman
Jerry Becker
Loren Echols
Caroline Krueger
Baker Ring
Moe Taylor

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Larry Hinton

Third District
Steve Graves
Alan Driver

Fourth District
Jerry Foster
Leslie Schell

Fifth District
Danny Sullivan
Baker D. Ring

Sixth District
Kevin T. Pomeroy
Jim Vaughn

Seventh District
Trisha LeMarbre
Loren Echols

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline Krueger

Eleventh District
Scott Langford
Bill Taylor

Twelfth District
Michael Guthrie
Bob Pospisil

AMENDED

AGENDA

GENERAL OPERATIONS COMMITTEE

6:00 p.m.

July 2, 2018

LESLIE SCHELL, Chairman

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Approval of the Minutes – June 4, 2018**
- 5. Report of the Chairman**
- 6. Report of the County Executive**
- 7. Recognition of the Public**
- 8. Old Business**
 1. Update: Castalian Springs Community Club
 2. JPA Report Discussion
- 9. New Business**
 1. Surplus various items County Clerk's Office
 2. Surplus various items Gallatin Public Library
 3. *Revised capital project list*
- 10. Adjournment**



GovDeals Auction

Surplus Items - Inventory List

Department/Office: County Clerk
Contact Name: Carolyn Templeton
Date: June 7, 2018

Surplus Location: Archives
Phone: 615-452-4063
email: ctemp@sumnertn.org

Item	Brand/Model	Working Y/N	Serial Number	Description
(25) microphone	Semheiser	y	SDC 8000DV	Microphone/ volting unit
(5) microphone	Semheiser	y	SDC 8000D	microphone
central unit	Semheiser	y	SDC 8000	Central Unit
projector	NEC	y	GT5000	Projector
Video mixer	Focus Mx-4	y		digital mixe mixer
processor	Lovex	y		Color Quad processor
recorder	Magnavox	y		HD/DVD Recorder
electronics				misc. electron equipment
Switcher	Kramer	y	VP 725 DS	presentation switcher
switcher	Kramer	y	3X1 VGA	presentation switcher

Please return to Ramona, Room 303 Admin. Building, Fax: 615-451-6061 or
Email: ramona@sumnercountylaw.com



July

GovDeals Auction

Surplus Items - Inventory List

Department/Office: Gallatin Public Library

Contact Name: Sally Ream

Date: 1/18/2018

Surplus Location: Gallatin, TN

Phone: 615-452-1722

Email: gplosc@gmail.com

Item	Brand/Model	Working Y/N	Serial Number	Description
Computer	HP7900	N	MXL9120DGM	Convertible minitower
Computer	HP7900	N	MXL9120DHF	Convertible minitower
Computer	HP7900	N	MXL9120DGG	Convertible minitower
Computer	HP7900	N	MXL9120DHB	Convertible minitower
Computer	HP7900	N	MXL91209LN	Convertible minitower
Computer	HP7900	N	MXL9120DGP	Convertible minitower
Computer	HP7900	N	MXL9120DGL	Convertible minitower
Computer	HP7900	N	MXL0091D2G	Convertible minitower
Computer	HP5850	N	MXL8420TH8	Convertible minitower
Computer	HP5850	N	MXL8420TH9	Convertible minitower
Computer	HP8000	N	MXL122078S	Convertible minitower
Computer	HP8200	N	MXL2230HNM	Convertible minitower
Computer	HP8200	N	MXL2230HNP	Convertible minitower
Computer	HP8200	N	MXL2230HNQ	Convertible minitower
Computer	HP8200	N	MXL2230HNC	Convertible minitower
Computer	Dell Optiplex 760	N	4SMWJG1	Convertible minitower
Computer	Compaq Presario	N	CN#7240HH	Desktop PC
Printer	Epson Stylus C88+	Y	JKDY333527	inkjet
Receipt printers	Star TSP 650	Y	NA	Qty of 2
Receipt printers	Epson TM T88II	Y	NA	Qty of 2
switch	Linksys 5-port	Y	NA	Qty of 2
Barcode Scanner	Voyager Bluetooth	N	NA	Qty of 2
KVM switch	Tripplite	Y	NA	
Fax machine	Panasonic KX-FL511	N	7EAWD352002	
Wireless Router	DIR 826L	Y	QBNN1D5005867	
Desensitizer	3M 764	N	1644648	
UPS	APC DLA 1500 RM2U	N	NA	Rack mount
UPS	APC Backups ES 650	N	NA	Qty of 2
Typewriter	Smith Corona XE 1950	N	NA	Qty of 2
Typewriter	Smith Corona 440 DLD	N	Na	
Monitors	assorted	Y		Qty of 11-17" Flat panel
Keyboards	assorted	Y		Qty of 5-Serial and usb
Mice	assorted	Y		Qty of 10-Serial and usb

Return to Ramona Thackxton Rm. 303 Administration Building Fax: 615-451-6061



INVESTMENT, PURCHASING, 2002 FINANCIAL
MANAGEMENT, AND 2012 FINANCIAL
MANAGEMENT COMMITTEES MINUTES
July 16, 2018

MEMBERS PRESENT
Jerry Becker, Chairman
Chris Taylor, Vice Chairman
Anthony Holt
Caroline Krueger
Danny Sullivan
OTHERS PRESENT
David Lawing
Leah Dennen
Ben Allen
Bill Kemp
Dennis Cary

- I. CALL TO ORDER by Chairman Becker at 5:30pm in the Commission Chambers of the Sumner County Administration Building in Gallatin, TN.
 - A. Invocation-Led by Commissioner Taylor.
 - B. Approval of Agenda-Chairman Becker requested that item VIII.B.7 be added to the agenda. A separate attachment for this was provided to the committee. Motion to approve amended agenda by Commissioner Krueger, second by Commissioner Taylor, unanimous approval.
 - C. Recognition of Public-None
 - D. Approval of Minutes-Motion to group and approve items I.D.1. and 2 by County Executive Holt, second by Commissioner Taylor, unanimous approval.
 1. May 21, 2018
 2. June 18, 2018, no meeting due to no quorum present
- II. REPORT OF THE COMMITTEE CHAIRMAN-None
- III. REPORT OF THE COUNTY EXECUTIVE-
 - A. Munis status report- Munis Status Report- IT Director Cary informed the committee things were moving along well, and the county will move to Munis version 11.3 in December.
- IV. REPORT OF THE TRUSTEE-None
- V. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT-None
- VI. REPORT OF THE LAW DIRECTOR-None
- VII. OLD BUSINESS-None
- VIII. NEW BUSINESS
 - A. Investment Committee
 1. Trustee's Report - Included in packet.
 - B. Purchasing Committee- Finance Director Lawing provided a copy of the county's purchasing policy to the committee. He explained item VIII.B.1 on the agenda is the purchase order exceptions list and explained the last three exceptions are for the committee's information. Finance Director Lawing explained the policy in effect was last updated December 16, 2013, and he plans to bring revisions in October to line up with Munis version 11.3. Finance Director Lawing stated he is requesting the committee to approve the exceptions listed, contingent upon XIII.7.a through f of the purchasing policy, and sending attachment A, which is a letter to the vendor, except for items VIII.B.3 and 4. County Clerk Kemp explained item VIII.B.4. He stated it was advertised, bid, and approved by the county commission in May 2017. County Clerk Kemp explained there was \$7K that was approved for streaming and posting videos of the county commission meetings. He stated his office requested a purchase order on May 30, 2018 to pay the invoice. Finance Director Lawing stated, based on the information the finance department had, Mr. Kemp began services with a

foreign entity almost a year before a contract was completed or a purchase order was obtained. Therefore, there was not a clear understanding or agreement, and it does not support sound business practices.

1. Purchase Order Exceptions List – Included in packet.
2. Planning and Stormwater- Motion to approve by Commissioner Taylor, second by Commissioner Sullivan, unanimous approval.
3. IT – no purchase order obtained- Motion to approve and waive attachment A by Commissioner Krueger, second by Commissioner Taylor, unanimous approval.
4. County Clerk – Motion to approve and waive attachment A by Commissioner Taylor, second by Commissioner Krueger, unanimous approval.
5. Law Director – Ms. Dennen briefly spoke to this item. Motion to approve by Commissioner Taylor, second by Commissioner Krueger, unanimous approval. Finance Director Lawing requested the committee designate someone to request purchase orders for the courthouse project. Commissioner Chris Taylor commented, at the time a project has its second reading with the budget committee, a department should be designated to request purchase orders and see that the invoice(s) are paid properly. Finance Director Lawing explained best practices for purchase orders would be all contracts be reviewed by legal and the department head to request a purchase order the same time the contract is signed. There was lengthy discussion regarding the purchasing policy and what best practices would be. Commissioner Chris Taylor asked, “would it be possible to start streamlining this information and putting together an easier purchasing policy?” Finance Director answered, “yes, we can add more or less exemptions, but there are a few underlying purposes of a purchase order that must be met, or audit will, and rightfully so, give an internal control finding.” Finance Director Lawing informed the committee that he has a vacant part-time position that could be made full-time, for someone to handle purchasing issues for all departments. County Executive Holt commented the issue is much deeper than purchase orders. He stated the 2012 Private Act needs to be amended or repealed. Chairman Becker directed Finance Director Lawing to bring back to the committee revisions to the purchasing policy that lines up the 2012 Private Act and Munis version 11.3, see what other counties are doing regarding purchasing, and the cost of a full-time employee to handle purchasing. The committee also agreed if a department receives an exception and fails to obtain a purchase order a second time, they must meet with the committee and give them an explanation. Motion for Finance Director to bring back the requested information and discuss the purchasing policy by Commissioner Taylor, second by Commissioner Krueger, unanimous approval.
6. Election Commission- Motion to approve by Commissioner Taylor, second by Commissioner Krueger, unanimous approval.
7. Ag extension- Motion to approve by Commissioner Krueger, second by Commissioner Taylor, unanimous approval.

C. 2002 Financial Management Committee-None

D. 2012 Financial Management Committee-None

IX. ADJOURNMENT- Motion to adjourn at 6:20pm by Chairman Becker.

**MINUTES
LEGISLATIVE COMMITTEE
PAUL R. GOODE, CHAIRMAN
JULY 9, 2018**

Present:

Paul R. Goode, Chairman
Paul Decker, Vice Chairman
Steve Graves
Trisha LeMarbre
Leslie Schell
Chris Taylor
Scott Langford, Commission Chairman

Absent:

Kevin Pomeroy

Also Present:

Leah Dennen, Law Director
Ben Allen, Staff Attorney
Anthony Holt, County Executive
Billy Geminden, Commissioner

Chairman Goode brought the Legislative Committee meeting to order with an invocation Monday, July 9, 2018, at 5:30 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. LeMarbre, seconded by Comm. Chris Taylor, the Committee voted unanimously to approve the agenda.

Minutes of June 11, 2018 for approval. Upon motion of Comm. Graves, seconded by Comm. Chris Taylor, the Committee voted unanimously to approve the minutes of June 11, 2018.

Recognition of the Public. There was none.

Report of Chairman. Chairman Goode had no report.

Report of County Executive. County Executive Anthony Holt had no report.

8. Old Business.

9. New Business.

9a. Veterans Service Report. Chairman Goode called for a motion to docket the Veterans Service report. Upon motion of Comm. LeMarbre, seconded by Comm. Schell, the Committee voted to docket the Veterans Service report.

9b. Amending Personnel Policy for the Emergency Communications Center.

Upon motion of Comm. LeMarbre, seconded by Comm. Chris Taylor, the Committee voted to approve unanimously the personnel policies of the Emergency Communications Center and forward them to the full Commission.

10. Certificates of Recognition. Chairman Goode introduced the certificates of recognition honoring the following:

- Honoring Tennessee United Soccer Club 2004 Girls Red-Division 1 State champions
- Honoring Sumner Rugby Football Club High School Team

Comm. LeMarbre moved, Comm. Decker seconded, to group and approve the certificates of recognition. The Committee voted unanimously in favor.

11. Zoning. None

12. Adjournment. Upon motion of Comm. Chris Taylor, and duly seconded, the Committee adjourned at 5:36 p.m.

Prepared by Maria Savage



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
Gallatin, Tennessee 37066-5410

Legislative Committee:

Paul R. Goode, Chairman
Paul Decker, Vice-Chairman
Steve Graves
Trisha LeMarbre
Kevin Pomeroy
Leslie Schell
Chris Taylor
Scott Langford, Commission Chairman

Commissioners

First District
Mike Akins
Moe Taylor

Second District
Billy Geminden
Larry Hinton

Third District
Steve Graves
Alan Driver

Fourth District
Jerry Foster
Leslie Schell

Fifth District
Danny Sullivan
Baker D. Ring

Sixth District
Kevin T. Pomeroy
Jim Vaughn

Seventh District
Trisha LeMarbre
Loren Echols

Eighth District
Paul Decker
Merrol N. Hyde

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline Krueger

Eleventh District
Scott Langford
Bill Taylor

Twelfth District
Michael Guthrie
Bob Pospisil

AGENDA LEGISLATIVE COMMITTEE

5:30 p.m.

July 9th, 2018

PAUL R. GOODE, Chairman

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Approval of minutes of June 11th, 2018
5. Recognition of the Public
6. Report of the Chairman
7. Report of the County Executive
8. Old Business
9. New Business
 - a. Veterans' service report
 - b. Amending Emergency Communication Center personnel policy
 - c.
10. Certificate of Recognition
 - a. Honoring Tennessee United Soccer Club 2004 Girls Red – Division 1 State Champions
 - b. Honoring Sumner Rugby Football Club High School Team
 - c.
11. Zoning
12. Adjournment



COMPENSATION & BENEFITS

ISSUE DATE:	September 5, 2017	EFFECTIVE DATE:	September 5, 2017
CATEGORY	Personnel	MODIFIED	June 20, 2018 2018
RESCINDS:	ALL		
By Order of:	<i>Rhonda Lea</i>		

PURPOSE NOTE:

The purpose of this General Order is to enumerate the Sumner County Emergency Communications Center (S.C.E.C.C.) plans for compensation and benefits for all S.C.E.C.C. employees.

I. DEFINITIONS

- A. Full-Time - Full-time positions are entitled to any and all benefits provided by the County. The determination of whether or not a position is full-time or part-time is the responsibility of the Department head.
- B. Part-Time - Positions designed as Part-time are not entitled to benefits.
- C. Initial Period of Employment - Full-time employees must wait until the first day of the month, following a thirty (30) day period from date of hire, before being eligible for benefits.

Regardless of the area of employment, all employees of Sumner County, Tennessee are employees-at-will, unless the Sumner County Commission approves differently.

II. COMPENSATION

A. Overtime

- 1. The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, child labor, and equal-pay requirements. The statutory overtime rate of one and one-half times the employee's regular rate is paid or compensated for all hours worked in excess of forty hours during any workweek. Sick leave, compensatory time, vacation and holidays are not counted as hours worked.
- 2. Employees Exempt from Overtime-pay Provisions - any employee employed in a bona fide executive, administrative, or professional capacity (including any employee employed in the capacity of academic administrative personnel or teach in elementary or secondary schools), or in the capacity of outside salesman is exempt from overtime requirements. The term "exempt" means exempt from the requirement to

pay overtime. "Non-exempt" employees must be paid or compensated for overtime. Only employees in non-exempt classifications are eligible for overtime pay.

- B. Authorized Overtime -Non-exempt employees shall not work more than scheduled working hours during any workweek unless the overtime work is authorized by a supervisor and approved by the Executive Director. Overtime pay is authorized for non-exempt employees for time worked in excess of 40 hours during the seven (7) day workweek at a rate not less than one and one-half times their regular rates of pay.
- C. Any employee who works overtime without obtaining advance approval of their supervisor as required may be subject to disciplinary action, up to and including termination of employment. All authorized overtime must be within budgetary limitations.
- D. Compensatory Time -Compensatory time may be given to those employees who work overtime. Compensatory time (as with paid overtime) is earned at a rate of one and one-half hour per hour worked. No compensatory time is earned until an employee surpasses 40 hours in a "workweek."
- E. Employees are encouraged to use their accrued compensatory time, and the S.C.E.C.C. will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. The maximum number of compensatory time hours that an employee may accrue is one hundred and sixty (160) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees).
- F. Any non-exempt employee who has reached this maximum shall not accrue additional compensatory time until the employee's accrued compensatory time has fallen below the maximum allowed. The employee may work overtime and receive overtime pay but will not allow to accrue Compensatory.
- G. In addition, the maximum number of hours that an employee may have accrued at the end of each fiscal year is one hundred and sixty (160) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees.)
- H. An employee may not carry a negative hourly balance at any time.

III. WORKWEEK

- A. The workweek is Saturday at 12:00 PM (noon) until the following Saturday at 11:59 AM.

- B. An employee is paid a weekly salary, which covers all hours worked up to forty (40) hours during each workweek. Physically worked hours in excess of forty (40) in a "workweek", for non-exempt employees, are to be covered as described in "overtime" or "compensatory" time. Benefit time taken during the workweek will not be counted towards overtime pay.
- C. Time should be recorded on your timesheet in fifteen (15) minute increments, rounding to the nearest quarter hour. Employee time from one (1) to seven (7) minutes after the quarter hour may be rounded down. Employee time from eight (8) to fourteen (14) minutes after the quarter hour must be rounded up and counted as a quarter hour of work time.
- D. Employees shall be paid biweekly (Payroll Period) in the most appropriate method determined by the County.
- E. Due to biweekly accounting, the fiscal year will normally have 26 pay periods. During the fiscal year, there are 24 regular pay periods in which benefits, insurances and other elected deductions are taken from a paycheck and sick and vacation time are accrued for eligible full-time employees. Any remaining pay periods are considered extra pay periods and no elected deductions are taken and no sick or vacation time is accrued.
- F. The salary paid to exempt salaried employees is compensation for all hours worked in a payroll period.
- G. The actual work schedule for each employee will be arranged by that employee's supervisor.

IV. TIME RECORDS

- A. Employees are required to record their hours on the forms (or other alternative method approved by the S.C.E.C.C.) provided for this purpose. Both exempt and non-exempt employees are required to fill in this form daily and, at the end of the payroll period, sign and forward them to the employee's supervisor for review, processing, and their signature and approval. All time sheets must contain signature or electronic equivalent, of employee and supervisor.
- B. It is the duty of each employee to ensure that actual hours worked, leave time taken and leave balances are recorded accurately. All time sheets must record beginning balances, amount earned, amount used, and ending balances for all pay, as well as leave.
- C. Any discrepancies between check stub and timesheet balances for any type of leave must be reported to the Administrative Agency Coordinator in writing within ten (10) days or balances are considered correct and corrections will not be made. Once the Administrative Agency Coordinator has been notified he/she will have ten (10) days to report that to the payroll office.

- D. Falsifying payroll records is a crime. Copies of time records or electronic equivalent shall be maintained at the Sumner County Finance Department.

V. EMPLOYEE BENEFITS

A. Vacation

Leave time as well as other benefits offered to employees are a privilege and not a right. Changes in these policies may need to be made due to budgetary issues, Department needs, or any other non-discriminatory reason set forth.

1. Leave accruals are based upon the number of years of service with the S.C.E.C.C.
2. Accumulation – Refer to Sumner County Policy. Accumulated vacation time may be carried forward up to twenty (20) days at the end of any fiscal year. Any amounts in excess of twenty (20) days at the end of the fiscal year will automatically be rolled over to a sick day. An employee may not carry a negative balance.
 - a. If an employee is on leave without pay, vacation time is not accrued during that time.
3. An employee working full-time will be allowed to accumulate vacation leave according to the following schedule:

Years of Service Completed	Annual Vacation Leave 40 Hours
1 year	40 hours
2 – 4 years	80 hours
5 - more years	120 hours

4. Use of Vacation Time - Vacation time may be used only at times approved in advance by the employee's immediate supervisor. If two or more employees request vacation for the same period of time, it will be the supervisor's decision if this will create a hardship upon the Department. Vacation time must be used in ¼ hourly increments. No employee may give or loan vacation time to another employee. Any employee shall not have a negative vacation balance at any time.
5. Termination of Employment - Upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued (up to applicable limits), unless terminated for COMPENSATION & BENEFITS, General Order 300.11.ECC

gross misconduct. For termination due to gross misconduct, as determined by the Executive Director, all accrued leave is forfeited.

6. Payment made, is only in a lump sum, based upon the daily rate of compensation the employee receives as of the time of termination, in ¼ hour increments
7. No accumulated vacation pay will be paid out at time-and-one-half. Payment will be made at the next regularly scheduled payroll.

VI. SICK LEAVE

- A. Sick leave is earned at the rate of eight (8) hours per month, up to ninety-six (96) hours of paid sick leave per fiscal year.
 1. If an employee is on leave without pay, sick time is not accrued during that time.
- B. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of separation, all unused sick leave shall be forfeited, but may be eligible for retirement credit.
- C. At the time of retirement, unused sick leave may be eligible for retirement credit. (All unused sick leave shall be administered in accordance with state statute and the Tennessee Consolidated Retirement System). Sick leave is not recognized for retirement purposes until the employee has retired and the sick leave has been certified by Sumner County.
- D. Use of Sick Leave -An employee may use accumulated sick leave allowance for absence due to his or her own illness or injury or for the illness or injury of their spouse, children or parents.
- E. When appropriate, a partial sick day may be used rather than a full day. Sick leave must be used in ¼ hourly increments for employees. An employee may not have a negative balance at any time.
- F. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated, and the time changed to sick leave.
- G. No employee may give or loan sick leave time to another employee.
- H. Notice of Sick Leave - An employee is required to notify the on-duty Shift Supervisor no later than two (2) hours prior to the beginning of the employee's work shift or, in the case of emergency, as early as possible on the first day of their sick leave absence.

- I. Abuse of sick leave is grounds for dismissal. A doctor's excuse is mandatory after the third consecutive sick day used; however, each supervisor reserves the right to require a doctor's excuse for the first day of sick leave used.
- J. If your absence was due to personal injury, contagious disease, cardiovascular problem, or other condition which might make your return to work hazardous to yourself or others, you must provide a doctor's statement upon your return to work to indicate that you are again physically able to perform your duties.
- K. Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional sick days needed due to illness or injury. For any additional time needed, the employee will be considered on leave-without-pay status unless the employee has accumulated vacation or compensatory time remaining. However, the Executive Director is under no obligation to allow an employee to use vacation time for the illness, or the Executive Director may allow an employee the use accumulated vacation or compensatory time for time off, if he or she so desires.

VII. BEREAVEMENT LEAVE

- A. After six months of full-time employment, an employee will be eligible for bereavement leave. In case of death in the employee's immediate family, the employee will be given up to twenty-four (24) hours of paid leave which will not be charged to vacation or sick leave. Paid bereavement leave is for scheduled workdays, which normally fall between the day of the death and the day following the funeral. An additional twelve (12) hours of bereavement leave may be granted from sick leave at the Executive Director's discretion.
- B. Immediate family shall be defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and other legal dependents of the employee.
- C. An employee who claims bereavement leave may be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

VIII. VOTING LEAVE

- A. Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employee's immediate supervisor may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected.
- B. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins three (3) or more hours after the opening of the

polls or ends three (3) or more hours before the closing of the polls, then the Executive Director may choose to not allow additional time off from work.

IX. MILITARY LEAVE

- A. Full-time employees who are members of any federal or state military reserve component will be granted military training leave for such time as they are in the military service, on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.
- B. Full-time employees who are members of a federal or state military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training occurs during the same calendar year and fulfills the employee's military training obligation for the subsequent calendar year.
- C. During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.
- D. Should the full-time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as practicable after they receive them. The full-time employee will be granted an unpaid leave of absence to serve said tour of duty. The employee will continue to accrue benefits from Sumner County, if required by state and federal statute. Reinstatement of employment and of health insurance is determined by the approved plan document, which shall comply with state and federal law.

X. JURY DUTY LEAVE

- A. The S.C.E.C.C. encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:
 - 1. Upon receiving a summons to report for jury duty, the employee shall, on the next day she/he is working, show the summons to his or her supervisor.
 - 2. The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
 - 3. If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the S.C.E.C.C.

COMPENSATION & BENEFITS, General Order 300.11.ECC

4. If the employee is relieved from being a witness during working hours, the employee must report back to the S.C.E.C.C.
5. If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from his/her employment for the shift immediately preceding the first day of service on any lawsuit.
6. Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.
7. The employee may retain all compensation received for serving as a juror.
8. The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation or a defendant in criminal action. On these occasions, the employee must take vacation leave, comp-time, or leave without pay.

XI. LEAVE WITHOUT PAY

- A. Any employee, at the discretion of the Executive Director, may be granted leave without pay for sufficient reason as determined for a period of up to six months. During the period of absence, the employee will not accrue vacation, sick leave or any other benefits. During the period of absence, the County will not pay any costs of any benefits during the leave period.

XII. FAMILY AND MEDICAL LEAVE ACT

- A. In general, a Family and Medical Leave of Absence (FMLA) is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family, or medical leaves of absence, if they are unable to come to work due to qualifying family or medical reasons, as described under the following FMLA Policy, which shall be administered in accordance with all applicable state and federal laws:
 1. Employees are eligible if they have been actively employed for at least twelve (12) months and have worked for at least one-thousand-two-hundred fifty (1250) hours of service during the twelve (12)-month period immediately preceding the commencement of leave. FMLA leave provided for under this policy shall run concurrently with any Tennessee maternity leave entitlements and paid leave (e.g., sick, vacation, comp, etc.) for this illness.
 2. Under circumstances set forth below, each eligible employee shall have up to a total of twelve (12) weeks during any one-year period. Pursuant to this policy, the twelve (12) month period utilized is a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave.

3. FMLA leave starts with the first time off for the major illness not from the request date.
4. Family and Medical Leave will be granted to eligible employees for one or more of the following reasons:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement with the employee of a son or daughter for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
5. For the purposes of this policy, the following definitions apply for the purposes of an employee qualifying to take FMLA leave:
 - a. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized;
 - b. Parent means biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined in (3) below. This term does not include parents "in law";
 - c. Son or daughter means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability.
 - d. Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for and financially support a child or, in the case of employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 - e. The S.C.E.C.C. reserves the right to require for the purposes of confirmation of a family relationship, that the employee giving notice of the need for leave provide reasonable documentation or a statement of family relationship.
6. Whenever possible, and subject to your health care provider's approval and certification, when planning medical treatment, eligible employees must consult with their immediate supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt S.C.E.C.C. operations.

- a. Employees are expected to consult with their immediate supervisor prior to scheduling treatment, to work out a treatment schedule which best suits the needs of both the employee and the S.C.E.C.C.;
- b. If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment, fails to consult with the immediate supervisor to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the S.C.E.C.C.'s operations, the immediate supervisor will initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the employee's health care provider.
- c. If an employee submits a certification signed by a health care provider, the S.C.E.C.C. may, with the employee's permission, have a health care provider representing the S.C.E.C.C. contact the employee's health care provider for purposes of clarification and authenticity of the medical certification. Under appropriate circumstances the S.C.E.C.C. may require the employee to obtain a second opinion at the County's expense. The health care provider utilized in these circumstances will be designated by the County to furnish a second and/or third opinion, but the selected health care provider will not be one that is employed by the County on a regular basis.
- d. In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the S.C.E.C.C. notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. It is expected by the S.C.E.C.C. that an employee will give notice to their immediate supervisor within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. In all instances of FMLA leave, the S.C.E.C.C. reserves the right to request medical certification outlining the expected duration and nature of the illness, as it relates to the employee's ability to come to work, or the need for that employee's need to care for family members with serious health conditions, or for other FMLA qualifying reasons.
- e. When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, thirty (30) days advance notice is required. In the event thirty (30) days' notice is not practicable due to a lack of knowledge of approximately when the leave will be required to

begin or due to a change in circumstances or medical emergency, notice must be given by an employee as soon as practicable.

1. To assist the S.C.E.C.C. in arranging work assignments during an employee's absence, the S.C.E.C.C. requests that employee's give the S.C.E.C.C. prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of the employee's expected return to work date;
 2. To facilitate an employee's return to work, the S.C.E.C.C. requests that the employee provide the employee's immediate supervisor with two (2) weeks advance notification of the employee's intended return to work date;
 3. If an employee fails to give timely notice when the need for FMLA leave is foreseeable, the employee may be required to delay the taking of FMLA leave until thirty (30) days after the date the employee provides appropriate notice to the S.C.E.C.C. of the need for FMLA leave;
 4. The S.C.E.C.C. understands that under certain circumstances it may be necessary for an employee to take more leave than originally anticipated or an employee may discover after the beginning of FMLA leave that circumstances have changed and the amount of leave originally anticipated is no longer necessary. In these situations, the employee is required to provide the S.C.E.C.C. reasonable notice, within two (2) business days, of the changed circumstances where foreseeable;
 5. If an employee advises the S.C.E.C.C. either before or during the taking of FMLA leave that the employee does not intend to return to work, our employment relationship will end and the employee's entitlement to continued leave, maintenance of health benefits, and restoration to the job shall cease; and
 6. If an employee is able to return to work earlier than anticipated, the employee shall provide his/her immediate supervisor two (2) weeks advanced notice when feasible prior to returning to work.
- f. For purposes of FMLA leave, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity such as an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from, or any subsequent treatment in connection with such in-patient care; or
 2. Continuing treatment by a health care provider which includes one (1) or more of the following: a period of incapacity (inability to work, attend school or perform other regularly daily activities due to the serious health condition, treatment therefore, or recovery there from, of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves additional treatment by a health care provider, nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services such as a physical therapist, under orders of, or on referral by, a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
- g. Leave of absence rights, sick leave and vacation leave available to employees under other sections of our policies shall be counted towards the total time off available under our FMLA policy, if the leave is FMLA qualifying.
- h. On return from FMLA leave, employees will be returned to the same position the employee held when leave commenced, or to an equivalent position.
1. If an employee is unable to perform an essential function of his/her position because of a physical or mental condition, including the continuation of a serious health condition, the employee will have no right to restoration to another position under the Family and Medical Leave Act;
 2. However, this does not mean an employee will not be returned to work even if they are unable to do so at the conclusion of their FMLA leave entitlement as the S.C.E.C.C. may seek to return employees to a suitable position, although the S.C.E.C.C. cannot guarantee that one will be available.
 3. If an employee is unable to return to work after the expiration of their FMLA leave entitlement (12 weeks or

less depending on the individual employee's use of leave during the rolling 12 month period), the employee shall forfeit his/her reinstatement rights under the FMLA, but may be returned to work to an alternate position for which the employee is qualified, if such a position is available; and

4. If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the S.C.E.C.C. may attempt to transfer such an employee to alternate suitable work, if available.
- i. While on an FMLA leave of absence provided for under this policy, the S.C.E.C.C. will continue employee group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks during the applicable twelve (12) month period. If an employee's leave extends beyond twelve (12) weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- j. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of the commencement of FMLA leave, but shall not accrue during any unpaid FMLA leave.
- k. In addition to the FMLA, Tennessee maternity leave law allows employees who have been employed for twelve (12) consecutive months to take up to four (4) months of unpaid leave for pregnancy, childbirth and nursing an infant. To be eligible for this leave, the employee must give at least three (3) months advance notice, except in cases of medical emergency. This leave will run concurrently with the FMLA with any leave to which the employee may be entitled under the FMLA or otherwise.
- l. **Military Family Leave Provisions**
There are two types of Military Family Leave available:
 1. **Qualifying exigency leave.** Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies.

This leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:

- a. Short-notice deployment (up to 7 days of leave);
 - b. Attending certain military events;
 - c. Arranging for alternative childcare;
 - d. Addressing certain financial and legal arrangements;
 - e. Periods of rest and recuperation for the service member (up to 5 days of leave);
 - f. Attending certain counseling sessions;
 - g. Attending post-deployment activities (available for up to ninety (90) days after the termination of the covered service member's active duty status);
 - h. Other activities arising out of the service member's active duty or call to active duty and agreed upon by the company and the employee.
2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty, that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

XIII. HOLIDAYS

- A. Employees may not be able to observe holidays on the same day. The S.C.E.C.C. reserves the right to grant holiday time off when available to all regular full-time employees on the holidays listed below:

NEW YEAR'S DAY	JANUARY 1 st
MARTIN LUTHER KING, JR. DAY	THIRD MONDAY IN JANUARY
PRESIDENTS' DAY	THIRD MONDAY IN FEBRUARY
GOOD FRIDAY	FRIDAY PRIOR TO EASTER
MEMORIAL DAY	LAST MONDAY IN MAY
INDEPENDENCE DAY	JULY 4 th
LABOR DAY	1 st MONDAY IN SEPTEMBER
COLUMBUS DAY	2 nd MONDAY IN OCTOBER
VETERAN'S DAY	NOVEMBER 11 th
THANKSGIVING DAY	4 th THURSDAY IN NOVEMBER
FRIDAY AFTER THANKSGIVING	4 th FRIDAY IN NOVEMBER
CHRISTMAS EVE	DECEMBER 24 th
CHRISTMAS DAY	DECEMBER 25 th

- B. County general elections are observed as holidays.
- C. Employees must work 80 hours the prior month to be able earn a Holiday.

XIV. PERSONAL TIME

- A. All full-time employees will receive up to 24 hours at the beginning of each fiscal year.
- B. Personal time is prorated for new employees hired after the fiscal year. It is calculated at two hours (2) hours for each month of employment in a fiscal year.
- C. An employee may not carry over to next fiscal year. Unused time will be lost.
- D. Personal Days must be scheduled and approved at least twenty-four (24) hours in advance and must not create overtime.
- E. Upon termination or anticipation of resignation of employment, personal days will not be granted or be paid out.

XV. RETIREMENT

- A. All full-time Sumner County employees under the personnel policy are covered by the Tennessee Consolidated Retirement System (TCRS) established by the general assembly of the State of Tennessee.

XVI. LONGEVITY PAY

- A. In order to recognize those employees of the S.C.E.C.C. who have provided continuous service to the government, Sumner County has created an incentive for employees to remain in the service of the County government, the County has adopted a Longevity Pay Plan as a supplement to the existing pay plan. The Longevity Pay Plan is adopted as additional compensation to be paid to the employees based on length of continuous employment.
- B. The S.C.E.C.C. will utilize the scale as outlined by the Sumner County Policy and Procedure Manual.

XVII. REVIEW / UPDATE / CANCELLATION

The Executive Director or his/her designee shall conduct an annual review of this General Order and make the necessary changes and/or revisions. This General Order shall remain in force until revised or revoked by the Executive Director.

Sumner County Library Board | Meeting Minutes

Date: May 9, 2018

Location: Portland Public Library 1:30 PM

Board Members Present: Ronnie Fox, Amy Eller, Mary Anne Mudd, Larry Hinton, Johnnie Freedle, J.J. Hunter, Dan Toole, and Shelley Ames

Library Representatives: April Mangrum, Lelani Sabo, Debra Elledge, Ginger Graves, and Willie Ruth Borders

Regional Representatives: Cecilie Maynor

Guests: Deborah Wright and Ashley Augustin

Absent:

I. Announcements

- Called to order by J.J. Hunter on May 9, 2018 at 1:45pm.
- Guests: Deborah Wright and Ashley Augustin (library users). Addressed recent concerns of a song used during a program at the library which they felt was inappropriate. The song has since been pulled from the song list and steps implemented to better monitor this in the future.
- Motion to approve agenda for current meeting made by Larry Hinton, seconded by Ronnie Fox. Motion passed.
- Motion to approve minutes from previous meeting made by Shelley Ames, seconded by Mary Ann Mudd. Motion passed. (1 Abstain, Dan Toole)

II. Roundtable

- Library Finance Administrator, Jim Young
 - First budget meeting hearing held on April 17th, 1.65% overall increase, 1.75% employee increase. Following week, need better information for tax assessor's office before deciding if additional cuts need to be made and determine whether Lori will transfer to Sumner County I.T. or remain with the library.
- Library Managers, Monthly Report (each manager provided circulation statistics, expenditure report, upcoming programs, etc).
 - Portland Public Library – Strawberry Festival on May 12. Teen Area is complete for 2018, purchased as much furniture as could afford, next year's budget and Friends' resources may be used to add furniture. The teens are providing feedback on what to use the room for and the Friends' Board has provided a 55" TV and Nintendo Gaming System. The teens are enjoying it. Summer Reading Programs and Events scheduled. Five full time and five part time employees (one dedicated to museum), the rest share responsibilities of facilitating the

Summer Reading Program events. Adding technology – purchase android tablets to use for card catalogs, chrome books for teen area.

- Gallatin Public Library – March/ April a lot of fun, Bunny Costume donated for Easter Egg Hunt; April 13th, Fabel's First Birthday. Walter Durham Lecture Series well attended and plan to continue in the Fall 2018. Recent financial report shows under budget overall. Imaginacon (June 2nd) and Summer of Fandom (nine weeks). NCG Cinema, commercial will be airing before every movie between May 11 and June 21. Staff member hosting a lecture on classic films.
- Millersville Public Library – Dollar General Literacy Reading Grant received by Millersville. "Reading to the Rhythm" Summer Reading Program; Summer Feeding June and July (free lunches for students and/or disabled adults – 40 per day – sponsored New Beginnings Church of God in Christ, USDA Program). New activity - Tuesday Dance and DIY. Reading recovery has had a good turnout. Library users requesting ESL classes – attempting to start this Fall. Adult Program – container gardening. Lego's Robotics Club – every Monday – 5 kids ages 6-10 and six kids ages 10-14, goal is for these students to participate in a regional challenge (Nashville in December). Quilter's Show and Tell on Saturday, May 12th.
- Hendersonville Public Library – Updated Tech Plan presented early. Disaster plan completed and filed in fire safe. Needs a new camera system – large public building, next to park and train system – couple spots where landscaping needs to be removed, adding motion detector lights, etc. Weeding a lot of material because not compatible with new system (but only if multiple copies are available) and will be requesting additional book money from Friends' Group. Exceeded Outreach Goals – received additional invitations – Gene Brown Elementary, Baby and Beyond Expo (gave out 200+ books to children)
- Westmoreland Public Library – Current activities coloring contests, puzzle contests. Friends of the Library assisted the city with new park equipment since it is something that the library kids use. StoryTime – every Tuesday, kids say the Pledge of Allegiance and hold the flag.
- Motion to approve reports for the Library Managers made by Larry Hinton, seconded by Ronnie Fox. Motion passed.
- Regional Director Cecilie Maynor – Upcoming deadlines, standard surveys due July 16th. Tech Grant due July 2. Brentwood Public Library – Trustee Workshop. Trustee Certifications completed. Library Service Agreement to be signed. Trustee Board training, best practices, relationship aim for between Library Directors, how do you work together, etc – September 2018 (20-25 minutes).

III. Old Business

- SCLB By-Laws and Policies/Procedures Manual Update
 - By-Laws, motion made by Larry Hinton, seconded by Mary Ann Mudd. Motion passed on second reading.
 - Policies/Procedures Manual Larry Hinton, seconded by Johnnie Freedle. Motion passed on second reading.

III. New Business

- SCL Advisory Board – Table until July 2018. (Amy to email Cecilia for more information)
- SCLB Policy Update “Dress Code for Library Managers and Employees” July’s meeting.
- SCLB Policy Update “Meeting Room Reservation” – reach out to Leah Mae Dennen regarding the meeting room reservation policy.
- SCLB Trustee Resignation – Portland Representation, Johnnie Freedle. Resignation accepted by Shelley Ames, seconded by Mary Ann Mudd. Motion passed.
- SCLB Trustee Addition – Portland Representative, Jackie Wilbur nominated by Larry Hinton. Motion to cease nomination by J.J. Hunter, Shelley Ames. Motion passed unanimously.
- SCLB Trustee Addition – Hendersonville Representative, Jane Wheatcraft nominated by Shelley Ames. Motion to cease nomination by Amy Eller, seconded by Larry Hinton. Motion passed unanimously.

IV. Adjournment

- Motion to adjourn meeting made by Larry Hinton, seconded by Shelley Ames. Motion passed.

Minutes respectfully submitted by Amy G. Eller, Secretary.