



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:

Budget Committee.....	August 13
Committee on Committees.....	August 20
Education Committee.....	August 6
Emergency Services Committee.....	August 6
Employee Benefits Committee.....	February 27
General Operations Committee.....	August 6
Investment, Purchasing, 2002 Financial Management, 2012 Financial Management.....	August 20
Legislative Committee.....	August 20



BUDGET COMMITTEE MINUTES
August 13, 2018

MEMBERS PRESENT
Kevin Pomeroy, Chairman
Jerry Foster, Vice-Chairman
Billy Geminden
Paul Goode
Leslie Schell
Bill Taylor
OTHERS PRESENT
David Lawing
Leah Dennen
Ben Allen
Lori Atchley

- 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 Commissioner Geminden.
 - B. Approval of Agenda- Motion to approve by Commissioner Bill Taylor, second by Commissioner Foster, unanimous approval.
 - C. Recognition of Public- None
 - D. Approval of Minutes – July 9, 2018-Motion to approve by Commissioner Foster, second by Commissioner Bill Taylor, unanimous approval.
- II. REPORT OF THE BUDGET COMMITTEE CHAIRMAN- Chairman Pomeroy informed the committee that Veterans Services Officer Eubanks sent an email to all committee members regarding a salary increase for his assistant. Chairman Pomeroy requested this to be on September's agenda for discussion.
- III. REPORT OF THE COUNTY EXECUTIVE- None
- IV. REPORT OF THE FINANCE DIRECTOR- Finance Director Lawing requested items IV.A.and B be postponed until September's budget meeting.
 - A. Use of state chart of accounts for FY2020 budget
 - B. Long-term strategic planning
- V. NEW BUSINESS
 - A. Education-Motion to group and approve items V.A.1.and 2 by Commissioner Goode, second by Commissioner Foster, unanimous approval.
 1. Budget Amendments (for approval)
 2. Budget Amendments (for information only)
 - B. Appropriations
 1. Bridal House - \$6,100 from auction proceeds for windows and doors- Motion to approve and waive second reading by Commissioner Goode, second by Commissioner Geminden, unanimous approval.
 2. Building and Codes – up to \$50,000 for abatement and codes enforcement- The committee requested that this item be monitored throughout the year. Motion to amend and approve \$18,854 from committed for abatement and waive second reading by Commissioner Bill Taylor, second by Commissioner Goode, unanimous approval.
 - C. Transfers
 1. Inter-budgetary- Motion to group and approve items V.C.1.a. and b by Commissioner Foster, second by Commissioner Goode, unanimous approval.
 - a. Greater than \$2,500
 - b. \$2,500 or less

D. Tax Refunds- Motion to group and approve items V.D.1. through 4 by Commissioner Foster, second by Commissioner Goode, unanimous approval.

1. Rachel Carter - \$48
2. Dennis and Karen Clark - \$526
3. Element Fleet Corp - \$5
4. James Nickoloff - \$233.25 interest and fees

E. Lori Atchley – discussion regarding payroll (information to be passed out at meeting)- Finance Director Lawing provided a comparison of salaries from surrounding counties' election departments. Elections Administrator Atchley expressed her concerns regarding her employees being paid less than other departments in Sumner County. She requested that the committee look at her employees' salaries as they compare to other front desk employees versus surrounding counties' election departments. Finance Director Lawing explained using average salaries by total of other departments in Sumner County does not account for part time, overtime, years of service, degrees, etc. After discussion between committee members, Commissioner Goode recommended this item be placed on September's budget agenda. The committee recommended Finance Director Lawing bring back a total, including benefits, that would raise these employees to be comparable with other departments and additional data from surrounding counties.

VI. ADJOURNMENT – Motion to adjourn at 6:35pm by Commissioner Goode.

SUMNER		MACON		ROBERTSON		WILSON		MONTGOMERY		WILLIAMSON		RUTHERFORD	
Election Admin	\$ 87,286	Election Admin	\$ 64,862	Election Admin	\$ 76,499	Election Admin	\$ 78,250	Election Admin	\$ 96,413	Election Admin	\$ 111,259	Election Admin	\$ 103,871.00
Chief Deputy	46,888	Election Clerk	27,951	Chief Deputy	40,496	Chief Deputy	69,976	Chief Deputy	48,082	Chief Deputy	59,259	Chief Deputy	48,665
Election Clerk	28,984			Admin Asst	32,192	Election Clerk	33,560	Sr Dep Clerk (25 yr)	41,621	Election Clerk	35,235	Trainer/Recruiter	38,128
Election Clerk	29,010			Clerk-Part Time	10,746	Election Clerk	34,838	Deputy Clerk I	25,917	Election Clerk	32,885	Election Tech Sp	48,809
Election Clerk	28,984			Clerk-Part Time	15,968			Sr Dep Clerk (10 yr)	36,234	Election Clerk	30,763	Clerk I	25,930
Election Clerk	30,105			Clerk-Part Time	15,968					Election Clerk	30,763	Deputy Clerk III	43,051
												Admin Support I	27,827
												Tech Support I	35,453

**COMMITTEE ON COMMITTEES
MINUTES
AUGUST 20, 2018**

Present:

Trisha LeMarbre, Chairman

Loren S. Echols

Paul R. Goode

Baker Ring

Absent:

Caroline Krueger, Vice-Chairman

Also Present:

Ben Allen, Staff Attorney

Leah Dennen, County Attorney

Anthony Holt, County Executive-Absent

Jerry Becker, Commissioner

The regular meeting of the Committee on Committees was brought to order with an invocation by Chairman LeMarbre on Monday, August 20, 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. Ring, seconded by Comm. Goode, the Committee approved the agenda unanimously.

Approval of Minutes of July 16, 2018. Upon motion of Comm. Goode, and duly seconded by Comm. Echols, the Committee approved unanimously the minutes of July 16, 2018.

Public Recognition. None

Report of the Chairman. Chairman LeMarbre reported on her efforts to tally committee preference sheets for 2018-2019 committee assignments. Based on the commissioners' responses, she recommended Commissioners Goode, Echols, Ring, Krueger and Shellie Young Tucker serve on Committee on Committees. County Law Director Leah Dennen clarified that Committee on Committees will be elected from the floor by the new Commission during the September 4, 2018, called County Commission meeting.

The proposed committee list will be presented by either Comm. Goode or Ring.

Chairman LeMarbre thanked staff for all the support.

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

Old Business. None

New Business.

Civil Service Board.

Chairman LeMarbre announced the expiring two-year term on the Civil Service Board.

- William Moudy (County representative)- re-appointment

Upon motion of Comm. Ring, seconded by Comm. Goode, the Committee voted unanimously to approve the re-appointment of Mr. Moudy on the Civil Service Board.

Regional Planning Commission.

Chairman LeMarbre announced the following expiring term on the Sumner County Regional Planning Commission:

- Tom Tucker, citizen – four-year term (Zone 3)- re-appointment

Upon motion of Comm. Goode, seconded by Comm. Ring, the Committee voted unanimously to approve the re-appointment of Mr. Tucker to the Planning Commission.

Sumner County Joint Economic & Community Development Board.

Chairman LeMarbre announced the following expiring terms on the Sumner County Joint Economic & Community Development Board:

- Paul R. Goode, County Commissioner
- Paul Decker, County Commissioner
- Larry Hinton, County Commissioner

Chairman LeMarbre declared the appointments deferred until September, 2018.

West Fork Creek Reservoir/Dam Authority 4-year term.

Chairman LeMarbre announced the following expiring term on the West Fork Creek Reservoir/Dam Authority:

- Billy Geminden- re-appointment

Upon motion of Comm. Ring, seconded by Comm. Goode, the Committee voted unanimously to approve the re-appointment of Mr. Geminden on the West Fork Creek Reservoir/Dam Authority.

Appointments Next Month.

Airport Authority, five-year term of Camden McConnell

Sumner County Library Board- Shelley Ames- Trustees voted to re-appoint

Tourism Board:

Baker Ring

Leslie Schell

Trisha LeMarbre

Billy Geminden

10. Adjournment. Upon motion of Comm. Goode, and duly seconded Comm. Ring, the Committee adjourned at 6:37 p.m.



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
Gallatin, Tennessee 37066-5410

Committee on Committees:

Paul R. Goode, Chairman
Loren S. Echols, Vice-Chairman
Jerry Becker
Deanne Dewitt
Shellie Young Tucker

AMENDED

AGENDA

COMMITTEE ON COMMITTEES

6:30 p.m.

September 17th, 2018

PAUL R. GOODE, Chairman

Commissioners

First District
Terry Wright
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
Deanne Dewitt
Luke Tinsley

Seventh District
Gene Rhodes
Loren S. Echols

Eighth District
Shellie Y. Tucker
Merrol N. Hyde

Ninth District
Jerry F. Becker
Chris Taylor

Tenth District
Paul R. Goode
Caroline Krueger

Eleventh District
Scott Langford
Jeremy Mansfield

Twelfth District
Michael Guthrie
Justin Nipper

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Approval of minutes August 20th, 2018
5. Recognition of the Public
6. Report of the Chairman
7. Report of the County Executive
8. Old Business
9. New Business

Sumner County Joint Economic & Community Development Board 4-year term

Present Member (must be county commissioners)	County Executive Recommendation
Paul R. Goode, County Commissioner	Re-appoint
Paul Decker County Commissioner	Deanne Dewitt
Larry Hinton, County Commissioner	Re-appoint

Airport Authority – 5-year term

Present Members	County Executive Recommendation
Camden McConnell	Bill Taylor

Sumner County Library Board 3-year term

Present Members	SCLB Trustees voted to reappoint
Shelley Ames	Shelley Ames

Tourism Board 4-year term

Present Members (commission members)	County Executive Recommendation
Baker Ring	Re-appoint
Leslie Schell	Shellie Tucker
Trisha LeMarbre	Defer
Billy Geminden	Re-appoint

Delinquent Tax Committee

Present Members	County Executive Recommendation
Kevin Pomeroy	Terry Wright
Mike Akins	Paul R. Goode

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

Sumner County Library Board

Present Members	SCLB Trustee voted to reappoint
Shelley Ames	Shelley Ames

Tourism Board

Present Members (commission members)	County Executive Recommendation
Baker Ring	
Leslie Schell	
Trisha LeMarbre	
Billy Geminden	

10. Adjournment

TOM TUCKER

CONTACT: Av8or196@ATT.net ♦ 224 Sydney Drive, Goodlettsville, TN 37072 ♦ 615-598-6078

OBJECTIVES

Interim Consulting / Private Equity Positions / Board Positions / Project Management

EDUCATION

B.Sc. Applied Science, Indiana Univ. School of Science
M.B.A. Finance, Indiana Univ. Graduate School of Business
Ph.D., Information Science, Cal Western School of Science
Numerous Dean's List Academic Awards

CAREER EXPERIENCE

Tom Tucker Resources LLC ♦ Goodlettsville, TN
Principal 2013 – Present

City of Goodlettsville
♦ City Hall, Goodlettsville, TN
Director of Economic Development 2006 – 2013

Schlumberger-Tokheim RPS
♦ Montrouge, France
Senior Vice President, Corporate Development (retired 2006)

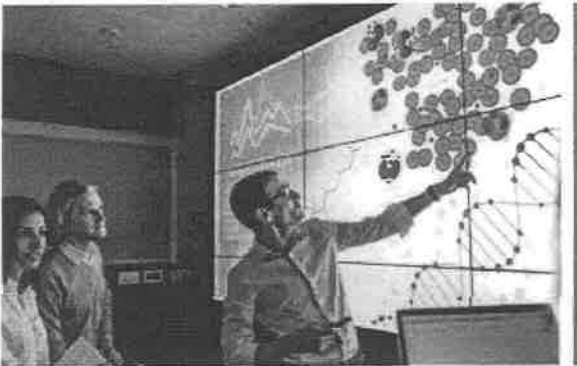
Central Soya Co, Inc. ♦ Milan, Italy
Director of Factory Automation 1982 – 1997

SKILLS

- ♦ Expert Problem Solver
- ♦ Outstanding Communicator
- ♦ Outstanding Leader of People
- ♦ Managed Seven-Figure Budgets
- ♦ Fluent with Most Things Technical
- ♦ Large Tennessee Economic Development Network

MISCELLANEOUS

- ♦ Married 45 Years to Janet (retired English Teacher)
- ♦ Vietnam Veteran – Honorably Discharged, Captain USAF
- ♦ Member, Long Hollow Baptist Church
- ♦ Three-plus Decade Aviator



How Prior Authorization Works

- After a provider sends in a request, we'll review it for medical necessity.
- If the test is medically necessary, we'll fax the authorization to the provider and the lab that will do the work. We'll send the member notification by mail.
- If the PA request doesn't meet the medical necessity criteria, we let the member, requesting provider and lab site know, and provide the reasoning behind our decision.
- The requesting provider will have the chance to speak with a medical director or certified genomic counselor about the denial in addition to having the right to appeal. Members will have grievance rights, just as they do for other services.

Genetic Testing Service Saves Money Without Sacrificing Member Care

When diagnosing a condition, genetic testing can sometimes help confirm or rule out a suspected genetic condition. It can also help determine a person's chance of developing or passing on a genetic disorder. We want our members to get all the care and tests they need. But in some situations, when genetic or molecular testing is needed, providers may ask for many tests when only some of them are medically appropriate.

How we save you money

Unnecessary testing increases your costs without leading to better health outcomes for members. Prior Authorization (PA) eliminates overpayments made for unnecessary genetic lab tests, which results in cost savings.

How we decide if genetic testing is the best choice

Before performing molecular and genetic tests, providers ask us for a PA.* We don't just look at the cost, but at the quality and necessity of the test based on nationally recognized clinical standards.

Genetic tests that require PA include:**

- Hereditary cancer screening
- Carrier screening tests
- Tumor marker/molecular profiling
- Hereditary cardiac disorders
- Cardiovascular disease/thrombosis risk variant testing
- Pharmacogenomic testing
- Neurological disorders
- Mitochondrial disease testing
- Intellectual disability/developmental disorders

*Genetic testing services performed in the emergency room or during an inpatient hospital stay do not require authorization.

**Genetic testing that requires PA may be subject to change.

Debbie Robertson

From: Terry, Teresa <Teresa_Terry@BCBST.com>
Sent: Wednesday, May 16, 2018 7:01 AM
To: Debbie Robertson
Cc: Karner, Scott
Subject: RE: Genetic Testing

Debbie,

Some additional information for you. I did some checking and to add genetic testing prior authorization will add \$0.28 per month, per employee to the admin fee.

Thank you,
Teresa Terry, PAHM
Marketing Liaison-Account Management
BlueCross BlueShield of Tennessee
Phone: 615-760-8760
Cell Phone: 615-719-2456
Fax: 615-386-8664
Email: Teresa_Terry@bcbst.com
** Confidential**

From: Debbie Robertson [mailto:drobertson@sumnertn.org]
Sent: Tuesday, May 15, 2018 1:08 PM
To: Terry, Teresa
Subject: RE: Genetic Testing

Thanks!

Debbie Robertson
Benefits Specialist
Sumner County Government
615-451-6049

From: Terry, Teresa [mailto:Teresa_Terry@BCBST.com]
Sent: Tuesday, May 15, 2018 1:05 PM
To: Debbie Robertson <drobertson@sumnertn.org>
Subject: RE: Genetic Testing

- Debbie,

At the present time Sumner County covers genetic testing based on medical necessity and the BlueCross BlueShield of Tennessee medial policy and prior authorization is not required. What this would do is prior authorization would be required for 120 genetic tests. This would work much like the prior authorization process for CT scans and MRI's, I am not sure if I can get the information but I will try to find out what if any genetic testing Sumner County has covered in the last year.

Thank you,
Teresa Terry, PAHM
Marketing Liaison-Account Management
BlueCross BlueShield of Tennessee

**MINUTES
EDUCATION COMMITTEE
August 6, 2018**

Present:

Paul Decker, Chairman
Trisha LeMarbre, Vice-Chairman
Paul R. Goode
Billy Geminden
Baker Ring
Michael Guthrie
Leslie Schell

Also Present:

Leah Dennen, County Law Director
Ben Allen, Staff Attorney
Dr. Del Phillips, Director of Schools
Shellie Young Tucker

Chairman Decker brought the meeting of the Education Committee to order with an invocation on Monday, August 6, 2018, at 5:30 p.m. in the Sumner County Administration building in Gallatin. A quorum was present.

Adoption of the Agenda. Upon motion of Comm. LeMarbre, seconded by Comm. Ring, the Committee members approved the agenda by unanimous voice vote.

Minutes of June 11, 2018. Upon motion of Comm. Goode, seconded by Comm. LeMarbre, the Committee members approved unanimously the minutes of June 11, 2018.

Recognition of the Public. None

Report of the Chairman. Chairman Decker expressed gratitude to committee members for the improvement made in the school system as a result of their leadership and determination. He thanked Comm. LeMarbre for her service and Dr. Phillips for his leadership.

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

Report of Director of Schools. Dr. Phillips said opening day of school went smoothly. He thanked outgoing Chairman Decker and Comm. LeMarbre for their contributions to progress in the school system.

Dr. Phillips discussed the upcoming building program with committee members. He stated there were less than 6 portables on school campuses.

Old Business. None.

New Business

10a. Sumner County Board of Education Amendments (for approval). Upon motion of Comm. Goode, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the Board of Education amendments.

10b. Sumner County Board of Education Amendments (for information only).
No action taken.

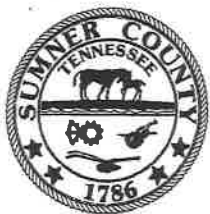
10c. September Meeting Date.

County Law Director Leah Dennen suggested cancelling the September Education Committee due to the conflicting holiday schedule and the called September 4 County Commission meeting. Without objection, Chairman Decker declared the meeting cancelled.

11. Adjournment

The Committee adjourned at 5:47 p.m. upon motion of Comm. LeMarbre and duly seconded by Comm. Goode.

Prepared by Maria Savage



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
Gallatin, Tennessee 37066-5410

Education Committee:

Paul Decker, Chairman
Trisha LeMarbre, Vice-Chairman
Billy Geminden
Paul R. Goode
Michael Guthrie
Baker Ring
Leslie Schell

Commissioners

First District
Mike Akins
Moe Taylor

Second District
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Larry Hinton

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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 EDUCATION COMMITTEE

5:30 p.m.

August 6, 2018

PAUL DECKER, Chairman

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Approval of minutes June 11, 2018**
- 5. Recognition of the Public**
- 6. Report of the Chairman**
- 7. Report from the County Executive**
- 8. Report of Director of Schools**
- 9. Old Business**
 - a.
- 10. New Business**
 - a. Sumner County Board of Education Amendments (for approval)
 - b. Sumner County Board of Education Amendments (for information only)
 - c. September meeting date
- 11. Adjournment**

For Approval

Budget Amendment # 10
Date Presented to BOE for approval: 7/17/2018
Fund: 141
Explanation: Budget 7MEDI Reserve
Department: Pupil Service
Type: Appropriation
Approvals Required: SCBOE
County Commission

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

Date Approved

07/17/2018 11:52 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

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CLERK: 5773rhonda.jernigan

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019	2	10							
BUA 141-0000-71200-720-7095-00-531200-7MEDI						Contracts with Private Agency	5	34,900.21	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-71200-720-7095-00-549900-7MEDI						Other Supplies & Materials	5	32,000.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-71200-720-7095-00-559900-7MEDI						Other Charges	5	30,500.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-71200-720-7095-00-572500-7MEDI						Special Education Equipment	5	70,875.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-72220-720-7095-00-539900-7MEDI						Other Contracted Services	5	60,000.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-72220-720-7095-00-547100-7MEDI						Software	5	25,000.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-72220-720-7095-00-549900-7MEDI						Other Supplies & Materials	5	20,402.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-72220-720-7095-00-552400-7MEDI						In Service/Staff Development	5	16,000.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-72220-720-7095-00-559900-7MEDI						Other Charges	5	31,000.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
BUA 141-0000-72220-720-7095-00-579000-7MEDI						Other Equipment	5	30,000.00	
08/20/2018 Approp			71718	CC82018		Budget 2018 Reserves			
								.00	.00
BUA 141-0000-00000-000-0000-00-28100 -						Appropriations-Ctl			350,677.21
08/20/2018 Approp			71718	CC82018					
BUA 141-0000-00000-000-0000-00-39100 -						Budgetary Fund Balance		350,677.21	
08/20/2018 Approp			71718	CC82018					
SYSTEM GENERATED ENTRIES TOTAL								350,677.21	350,677.21
JOURNAL 2019/02/10 TOTAL								350,677.21	350,677.21

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SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND					
2019 02	10 08/20/2018	71718	CC82018	BUA Approp	1 3					
1	71200IN 531200 7MEDI GP SPED Inst INTIN				Contracts with Private Agency		.00	34,900.21	34,900.21	
	141-0000-71200-720-7095-00-531200-7MEDI				Budget 2018 Reserves	08/20/2018				
2	71200IN 549900 7MEDI GP SPED Inst INTIN				Other Supplies & Materials		.00	32,000.00	32,000.00	
	141-0000-71200-720-7095-00-549900-7MEDI				Budget 2018 Reserves	08/20/2018				
3	71200IN 559900 7MEDI GP SPED Inst INTIN				Other Charges		.00	30,500.00	30,500.00	
	141-0000-71200-720-7095-00-559900-7MEDI				Budget 2018 Reserves	08/20/2018				
4	71200IN 572500 7MEDI GP SPED Inst INTIN				Special Education Equipment		.00	70,875.00	70,875.00	
	141-0000-71200-720-7095-00-572500-7MEDI				Budget 2018 Reserves	08/20/2018				
5	14007089 539900 7MEDI Undefined-Sub Fund				Other Contracted Services		.00	60,000.00	60,000.00	
	141-0000-72220-720-7095-00-539900-7MEDI				Budget 2018 Reserves	08/20/2018				
6	14007089 547100 7MEDI Undefined-Sub Fund				Software		.00	25,000.00	25,000.00	
	141-0000-72220-720-7095-00-547100-7MEDI				Budget 2018 Reserves	08/20/2018				
7	14007089 549900 7MEDI Undefined-Sub Fund				Other Supplies & Materials		.00	20,402.00	20,402.00	
	141 -0000-72220-720-7095-00-549900-7MEDI				Budget 2018 Reserves	08/20/2018				
8	14007089 552400 7MEDI Undefined-Sub Fund				In Service/Staff Development		.00	16,000.00	16,000.00	
	141 -0000-72220-720-7095-00-552400-7MEDI				Budget 2018 Reserves	08/20/2018				
9	14007089 559900 7MEDI Undefined-Sub Fund				Other Charges		.00	31,000.00	31,000.00	
	141-0000-72220-720-7095-00-559900-7MEDI				Budget 2018 Reserves	08/20/2018				
10	14007089 579000 7MEDI Undefined-Sub Fund				Other Equipment		.00	30,000.00	30,000.00	
	141-0000-72220-720-7095-00-579000-7MEDI				Budget 2018 Reserves	08/20/2018				
** JOURNAL TOTAL								350,677.21		Z

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 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND	SUB-FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
141	0000	GP /	2019	2	10	08/20/2018			
		141-0000-00000-000-0000-00-28100 -					Appropriations-Ctl		350,677.21
		141-0000-00000-000-0000-00-39100 -					Budgetary Fund Balance	350,677.21	
FUND TOTAL								350,677.21	350,677.21

** END OF REPORT - Generated by Rhonda Jernigan **

SCSB APPROVAL DATE

Rhonda Jernigan

From: Kayren Craighead
Sent: Monday, July 16, 2018 3:38 PM
To: Rhonda Jernigan
Subject: 7MEDI FY19 Amendment
Attachments: 7Medi AllocationAmendment7.16.18.xlsx

Rhonda,

Attached is the real amendment for 7MEDI funds to be budgeted into the FY19 budget. Thank you for your help with this amendment!

--Kayren

Kayren Craighead
Special Education Coordinator
Pupil Services - Sumner County Board of Education
(615)451-5407

For Approval

Budget Amendment # 5 & 141-34555

Date Presented to SCBOE for Approval: 7/17/2018

Fund: 141

Explanation: Budget Reserves for 7CAPH Capital Outlay

Department: Administration

Type: Appropriation

Approvals Required: SCBOE

County Commission

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

Date Approved

SCSB APPROVAL DATE

07/12/2018 16:03
 5773rhonda.jernigan

SUMNER COUNTY SCHOOL DISTRICT - LIVE
 BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 1
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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
ACCOUNT					LINE DESCRIPTION					
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2019 02	5	08/20/2018	71718	CC 82018	BUA App Reserv	1	3			
1	14007148	579100	7CAPH	Undefined-Sub Fund	Other Construction					
	141-0000-76100-700-7071-00-579100-7CAPH				BHS 2017/18 Reserves			.00 88,420.00	88,420.00	
								08/20/2018		
2	14007145	579100	7CAPH	Undefined-Sub Fund	Other Construction					
	141-0000-76100-700-7073-00-579100-7CAPH				MHM 2017/18 Reserves			.00 76,100.00	76,100.00	
								08/20/2018		
3	14007126	579100	7CAPH	Undefined-Sub Fund	Other Construction					
	141-0000-76100-700-7074-00-579100-7CAPH				PHS 2017/18 Reserves			.00 1,150.00	1,150.00	
								08/20/2018		
4	14007146	579100	7CAPH	Undefined-Sub Fund	Other Construction					
	141-0000-76100-700-7070-00-579100-7CAPH				GHS 2017/18 Reserves			.00 100,000.00	100,000.00	
								08/20/2018		
** JOURNAL TOTAL								265,670.00		Z

07/12/2018 16:03 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

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CLERK: 5773rhonda.jernigan

YEAR PER JNL
 SRC ACCOUNT

EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 2 5								
BUA 141-0000-76100-700-7071-00-579100-7CAPH					Other Construction	5	88,420.00	
08/20/2018 App Reserv 71718 CC 82018					BHS 2017/18 Reserves			
BUA 141-0000-76100-700-7073-00-579100-7CAPH					Other Construction	5	76,100.00	
08/20/2018 App Reserv 71718 CC 82018					MHM 2017/18 Reserves			
BUA 141-0000-76100-700-7074-00-579100-7CAPH					Other Construction	5	1,150.00	
08/20/2018 App Reserv 71718 CC 82018					PHS 2017/18 Reserves			
BUA 141-0000-76100-700-7070-00-579100-7CAPH					Other Construction	5	100,000.00	
08/20/2018 App Reserv 71718 CC 82018					GHS 2017/18 Reserves			
							<u>.00</u>	<u>.00</u>
BUA 141-0000-00000-000-0000-00-28100 -					Appropriations-Ctl			265,670.00
08/20/2018 App Reserv 71718 CC 82018								
BUA 141-0000-00000-000-0000-00-39100 -					Budgetary Fund Balance		265,670.00	
08/20/2018 App Reserv 71718 CC 82018								
					SYSTEM GENERATED ENTRIES TOTAL		265,670.00	265,670.00
					JOURNAL 2019/02/5 TOTAL		265,670.00	265,670.00

07/12/2018 16:03 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND	SUB-FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
141	0000	GP /	2019	2	5	08/20/2018			
		141-0000-00000-000-0000-00-28100					Appropriations-Ctl		265,670.00
		141-0000-00000-000-0000-00-39100					Budgetary Fund Balance	265,670.00	
							FUND TOTAL	265,670.00	265,670.00

** END OF REPORT - Generated by Rhonda Jernigan **

Budget Amendment # 2

Date Presented to SCBOE for Approval: 7/17/2018

Fund: 141

Explanation: Vehicle Liability more than expected

Department: Administration

Type: Transfer

Approvals Required: SCBOE
County Commission

Date Approved by SCBOE _____
Date Approved

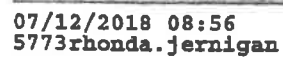
Date Approved by County Commission _____
Date Approved

07/12/2018 08:56 SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 2 2									
BUA 141-0000-72610-702-7095-00-550200-						Building and Contents Ins	5		27,000.00
08/20/2018 Transfer		71718 CC 82018				Increase in Vehicle Liability			
BUA 141-0000-72710-788-7096-00-551100-						Vehicle and Equipment Ins	5	27,000.00	
08/20/2018 Transfer		71718 CC 82018				Increase in Vehicle Liability			
JOURNAL 2019/02/2 TOTAL								.00	.00



**SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

P 1
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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2019	02	2 08/20/2018	71718	CC 82018	BUA Transfer	1	1			
1	14007013 550200			Undefined-Sub Fund	Building and Contents Ins		437,750.00	-27,000.00	410,750.00	
	141-0000-72610-702-7095-00-550200-				Increase in Vehicle Liability	08/20/2018				
2	72710CO 551100			GP TRANS CENT	Vehicle and Equipment Ins		461,955.00	27,000.00	488,955.00	
	141-0000-72710-788-7096-00-551100-				Increase in Vehicle Liability	08/20/2018				
					** JOURNAL TOTAL			0.00		

07/12/2018 08:56 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND SUB-FUND ACCOUNT	YEAR PER	JNL EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL				.00	.00

** END OF REPORT - Generated by Rhonda Jernigan **

Sumner County Government

Office of Risk Management

355 North Belvedere Drive - Suite 304

Gallatin, Tennessee 37066-5410

(615) 451-6023 FAX (615) 451-6052

June 29, 2018

Dr. Del Phillips, Superintendent of Schools
Sumner County Board of Education
695 E. Main Street
Gallatin, Tennessee 37066

Dear Dr. Phillips:

This is a reminder that the 2018/2019 annual premiums for the Board of Education are now due and payable to the Self-Insurance Trust Fund. Also, be advised that the Insurance Trust approved a 10% increase in premiums. The new premiums are broken down below:

Workers' Compensation	\$ 848,886.03	141- 72310 - 551300
General Liability	224,834.65	141- 72310 - 550600
Vehicle Liability	488,723.09	141- 72710 - 551100
Errors & Omissions	41,385.38	141- 72310 - 550600
Total	\$ 1,603,829.15	

Please remit payment as early as possible so that we may earn the maximum interest for the fund. If you have any questions, please let me know.

Sincerely,



Kim White
Risk Manager

kdw

COPY

Budget Amendment #	8
Date Presented to BOE for Approval:	7/17/2018
Fund:	141
Explanation:	Pre K
Department:	Instruction Dept
Type:	Transfer
Approvals Required:	SCBOE County Commission

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

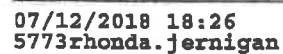
Date Approved

07/12/2018 18:26 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 2 8									
BUA 141-0000-73400-710-7038-00-550400-						Indirect Cost	5		1,800.00
08/20/2018 Transfer		71718 CC 82018							
BUA 141-0000-99100-710-7038-00-550400-						Indirect Cost	5	1,800.00	
08/20/2018 Transfer		71718 CC 82018							
JOURNAL 2019/02/8							TOTAL	.00	.00



**SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

P 1
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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2019	02	8 08/20/2018	71718	CC 82018	BUA Transfer	1	1			
1	73400CO 550400			PreSchools CENT	Indirect Cost		1,800.00	-1,800.00		.00
	141-0000-73400-710-7038-00-550400-						08/20/2018			
2	14009030 550400			Undefined-Sub Fund	Indirect Cost		.00	1,800.00	1,800.00	
	141-0000-99100-710-7038-00-550400-						08/20/2018			
** JOURNAL TOTAL								0.00		

Budget Amendment #	3
Date Presented to BOE for Approval:	7/17/2018
Fund:	141
Explanation:	Pre K
Department:	Instruction Dept
Type:	Appropriation
Approvals Required:	SCBOE
	County Commission

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

Date Approved

07/12/2018 18:22 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 2 3									
BUA 141-0000-46000-000-0000-39-446515-						Early Childhood Education	5		270,255.28
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-511600-						Teachers	5	131,130.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-520100-						Social Security	5	8,414.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-520400-						State Retirement	5	14,551.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-520600-						Life Insurance	5	485.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-520700-						Medical Insurance	5	21,600.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-520800-						Dental Insurance	5	1,345.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-521200-						Employer Medicare	5	1,986.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-530700-						Communication	5	6,250.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-542900-						Instructional Supplies and Mtl	5	7,938.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-549900-						Other Supplies & Materials	5	1,775.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-99100-710-7038-00-550400-						Indirect Cost	5	4,478.15	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-552400-						In Service/Staff Development	5	480.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-559900-						Other Charges	5	27,300.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7999-00-579000-						Other Equipment	5	41,723.13	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
BUA 141-0000-73400-710-7095-00-516200-						Clerical Personnel	5	800.00	
08/20/2018 Approp		71718 CC 82018				Pre K New Classroom Funds			
								.00	.00
BUA 141-0000-00000-000-0000-00-28100 -						Appropriations-Ctl			270,255.28
08/20/2018 Approp		71718 CC 82018							
BUA 141-0000-00000-000-0000-00-14100 -						Estimated Revenues		270,255.28	
08/20/2018 Approp		71718 CC 82018							
SYSTEM GENERATED ENTRIES TOTAL								270,255.28	270,255.28
JOURNAL 2019/02/3 TOTAL								270,255.28	270,255.28

07/12/2018 18:22
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SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
LINE	ACCOUNT									
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2019	02	3	08/20/2018	71718	CC	82018	BUA Approp	1	2	
1	14004530 446515	Undefined-Sub Fund			Early Childhood Education			-91,292.00	-270,255.28	-361,547.28
	141-0000-46000-000-0000-39-446515-				Pre K New Classroom Funds			08/20/2018		
2	14007090 511600	Undefined-Sub Fund			Teachers			.00	131,130.00	131,130.00
	141-0000-73400-710-7999-00-511600-				Pre K New Classroom Funds			08/20/2018		
3	14007090 520100	Undefined-Sub Fund			Social Security			.00	8,414.00	8,414.00
	141-0000-73400-710-7999-00-520100-				Pre K New Classroom Funds			08/20/2018		
4	14007090 520400	Undefined-Sub Fund			State Retirement			.00	14,551.00	14,551.00
	141-0000-73400-710-7999-00-520400-				Pre K New Classroom Funds			08/20/2018		
5	14007090 520600	Undefined-Sub Fund			Life Insurance			.00	485.00	485.00
	141-0000-73400-710-7999-00-520600-				Pre K New Classroom Funds			08/20/2018		
6	14007090 520700	Undefined-Sub Fund			Medical Insurance			.00	21,600.00	21,600.00
	141-0000-73400-710-7999-00-520700-				Pre K New Classroom Funds			08/20/2018		
7	14007090 520800	Undefined-Sub Fund			Dental Insurance			.00	1,345.00	1,345.00
	141-0000-73400-710-7999-00-520800-				Pre K New Classroom Funds			08/20/2018		
8	14007090 521200	Undefined-Sub Fund			Employer Medicare			.00	1,986.00	1,986.00
	141-0000-73400-710-7999-00-521200-				Pre K New Classroom Funds			08/20/2018		
9	14007090 530700	Undefined-Sub Fund			Communication			.00	6,250.00	6,250.00
	141-0000-73400-710-7999-00-530700-				Pre K New Classroom Funds			08/20/2018		
11	14007090 542900	Undefined-Sub Fund			Instructional Supplies and Mtl			.00	7,938.00	7,938.00
	141-0000-73400-710-7999-00-542900-				Pre K New Classroom Funds			08/20/2018		
12	14007090 549900	Undefined-Sub Fund			Other Supplies & Materials			.00	1,775.00	1,775.00
	141-0000-73400-710-7999-00-549900-				Pre K New Classroom Funds			08/20/2018		
13	14009030 550400	Undefined-Sub Fund			Indirect Cost			.00	4,478.15	4,478.15
	141-0000-99100-710-7038-00-550400-				Pre K New Classroom Funds			08/20/2018		
14	14007090 552400	Undefined-Sub Fund			In Service/Staff Development			.00	480.00	480.00
	141-0000-73400-710-7999-00-552400-				Pre K New Classroom Funds			08/20/2018		
15	14007090 559900	Undefined-Sub Fund			Other Charges			.00	27,300.00	27,300.00
	141-0000-73400-710-7999-00-559900-				Pre K New Classroom Funds			08/20/2018		
16	14007090 579000	Undefined-Sub Fund			Other Equipment			.00	41,723.13	41,723.13
	141-0000-73400-710-7999-00-579000-				Pre K New Classroom Funds			08/20/2018		

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SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 2
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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2019	02	3	08/20/2018	71718	CC 82018	BUA Approp	1	2	
17	14007560	516200			Undefined-Sub Fund	Clerical Personnel	.00	800.00	800.00
	141-0000-73400-710-7095-00-516200-					Pre K New Classroom Funds	08/20/2018		
						** JOURNAL TOTAL		0.00	

07/12/2018 18:22 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND SUB-FUND ACCOUNT		YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
141	0000 GP /	2019 2	3	08/20/2018			
	141-0000-00000-000-0000-00-14100 -				Estimated Revenues	270,255.28	
	141-0000-00000-000-0000-00-28100 -				Appropriations-Ctl		270,255.28
FUND TOTAL						270,255.28	270,255.28

** END OF REPORT - Generated by Rhonda Jernigan **

Budget Overview

Sumner County (830) Public District - FY 2019 - Voluntary Pre-K - Rev 0 - Voluntary Pre-K

Indirect Cost	
Total Contributing to Indirect Cost	\$312,346.00
Indirect Cost Rate	2.01%
Maximum Allowed for Indirect Cost	\$6,278.15

Account Number	73400 - Early Childhood Education	99100 - Transfers Out	Total
Line Item Number			
116 - Teachers	190,000.00		190,000.00
162 - Clerical Personnel	800.00		800.00
201 - Social Security	11,780.00		11,780.00
204 - State Retirement	19,874.00		19,874.00
206 - Life Insurance	600.00		600.00
207 - Medical Insurance	28,000.00		28,000.00
208 - Dental Insurance	1,600.00		1,600.00
212 - Employer Medicare	2,755.00		2,755.00
307 - Communication	8,000.00		8,000.00
429 - Instructional Supplies & Materials	10,737.00		10,737.00
499 - Other Supplies and Materials	2,200.00		2,200.00
504 - Indirect Cost		6,278.15	6,278.15

524 - In-Service / Staff Development	6,000.00	6,000.00	6,000.00
599 - Other Charges	30,000.00	30,000.00	30,000.00
790 - Other Equipment	42,923.13	42,923.13	42,923.13
Total	355,269.13	6,278.15	361,547.28
Adjusted Allocation			361,547.28
Remaining			0.00

Info. Only

Budget Amendment #

139

Date Presented to BOE for Approval:

7/17/2018

Fund:

142.891

Explanation:

IDEA Discretionary Supplemental Funds

Department:

Pupil Service

Type:

Appropriation

Approvals Required:

SCBOE

County Commisssion - Info Only

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

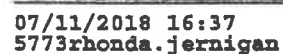
Info Only
Date Approved

07/11/2018 16:37 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL	DESC	REF 1	REF 2	REF 3				
2019 1 139									
BUA 142-891 -47000-722-0000-39-447143-						Special Ed-Grants to States 5			15,308.50
07/17/2018 Approp 71718 CCInfoOnly						IDEA Discretionary Suppl Funds			
BUA 142-891 -72220-722-7095-00-542900-						Instructional Supplies and Mtl 5		12,508.50	
07/17/2018 Approp 71718 CCInfoOnly						IDEA Discretionary Suppl Funds			
BUA 142-891 -72220-722-7095-00-552400-						In Service/Staff Development 5		2,800.00	
07/17/2018 Approp 71718 CCInfoOnly						IDEA Discretionary Suppl Funds			
								.00	.00
BUA 142-891 -00000-000-0000-00-28100 -						Appropriations-Ctl			15,308.50
07/17/2018 Approp 71718 CCInfoOnly									
BUA 142-891 -00000-000-0000-00-14100 -						Estimated Revenues		15,308.50	
07/17/2018 Approp 71718 CCInfoOnly									
						SYSTEM GENERATED ENTRIES TOTAL		15,308.50	15,308.50
						JOURNAL 2019/01/139 TOTAL		15,308.50	15,308.50



**SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2019	01	139 07/17/2018	71718	CCInfoOnly	BUA Approp	1	2		
1	14894010 447143			Special Ed Discretionary	Special Ed-Grants to States				
	142-891 -47000-722-0000-39-447143-				IDEA Discretionary Suppl Funds	07/17/2018	.00 -15,308.50	-15,308.50	
2	891222CO 542900			SPED Disc CENT	Instructional Supplies and Mtl				
	142-891 -72220-722-7095-00-542900-				IDEA Discretionary Suppl Funds	07/17/2018	.00 12,508.50	12,508.50	
3	891222CO 552400			SPED Disc CENT	In Service/Staff Development				
	142-891 -72220-722-7095-00-552400-				IDEA Discretionary Suppl Funds	07/17/2018	.00 2,800.00	2,800.00	
					** JOURNAL TOTAL		0.00		

07/11/2018 16:37 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND	SUB-FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
142	891	FedProj /	2019	1	139	07/17/2018			
	142-891	-00000-000-0000-00-14100 -					Estimated Revenues	15,308.50	
	142-891	-00000-000-0000-00-28100 -					Appropriations-Ctl		15,308.50
FUND TOTAL								15,308.50	15,308.50

** END OF REPORT - Generated by Rhonda Jernigan **

07.9.2018

Memo

To

Amanda Prichard
Rhonda Jemigan

From

Norma Dam, Kayren
Craighead

Re

Request for Board
Approval for Amendment

Comments:

The Pupil Services Department seeks Board Approval to amend in the IDEA Discretionary Grants and IDEA Discretionary Supplemental Grant, as listed below. Attached are the requested amendments including the total amounts per grant.

Grants:

IDEA Discretionary: Increase Achievement on Statewide Assessment (\$22,202.00)

IDEA Discretionary: Improve Postsecondary Outcomes (\$10,900.00)

IDEA Discretionary: SPDG Incentive Funds (\$10,000.00)

IDEA Discretionary Supplemental Funds (\$15,308.50)

Thank you.

Pupil Services - Special Education General Purpose

Allocation of IDEA Discretionary Supplemental Funds

Transfer	
Appropriation	X

SCSB APPROVAL DATE

Budget Overview

Sumner County (830) Public District - FY 2019 - IDEA Discretionary Supplemental Funds - Rev 0 - IDEA Discretionary Supplemental Funds

Account Number	72220 - Support Services/Special Education Program	Total
Line Item Number		
499 - Other Supplies and Materials	12,508.50	12,508.50
524 - In-Service / Staff Development	2,800.00	2,800.00
Total	15,308.50	15,308.50
	Adjusted Allocation	15,308.50
	Remaining	0.00

Budget Amendment #	140
Date Presented to BOE for Approval:	7/17/2018
Fund:	142.895
Explanation:	IDEA Discretionary Grant Funds - Improve Postsecondary
Department:	Pupil Service
Type:	Appropriation
Approvals Required:	SCBOE
	County Commission - Info Only

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

Info Only

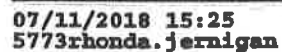
Date Approved

07/11/2018 15:25 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL								
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2019 1 140									
BUA 142-895 -47000-722-0000-39-447143-					Special Ed-Grants to States	5		10,900.00	
07/17/2018 Approp 71718 CCInfoOnly					IDEA Postsecondary				
BUA 142-895 -71200-722-7095-00-542900-					Instructional Supplies and Mtl	5	4,900.00		
07/17/2018 Approp 71718 CCInfoOnly					IDEA Postsecondary				
BUA 142-895 -71200-722-7095-00-572500-					Special Education Equipment	5	6,000.00		
07/17/2018 Approp 71718 CCInfoOnly					IDEA Postsecondary				
							.00	.00	
BUA 142-895 -00000-000-0000-00-28100 -					Appropriations-Ctl			10,900.00	
07/17/2018 Approp 71718 CCInfoOnly									
BUA 142-895 -00000-000-0000-00-14100 -					Estimated Revenues		10,900.00		
07/17/2018 Approp 71718 CCInfoOnly									
					SYSTEM GENERATED ENTRIES TOTAL		10,900.00	10,900.00	
					JOURNAL 2019/01/140 TOTAL		10,900.00	10,900.00	



**SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

P 1
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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2019	01	140 07/17/2018	71718	CCInfoOnly	BUA Approp	1	2		
1	14894050 447143				Special Ed-Grants to States				
	142-895 -47000-722-0000-39-447143-				IDEA Postsecondary		.00 -10,900.00	-10,900.00	
							07/17/2018		
2	14897050 542900				Instructional Supplies and Mtl				
	142-895 -71200-722-7095-00-542900-				IDEA Postsecondary		.00 4,900.00	4,900.00	
							07/17/2018		
3	14897050 572500				Special Education Equipment				
	142-895 -71200-722-7095-00-572500-				IDEA Postsecondary		.00 6,000.00	6,000.00	
							07/17/2018		
					** JOURNAL TOTAL			0.00	

07/11/2018 15:25 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND SUB-FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
142 895 FedProj /	2019 1	140	07/17/2018			
142-895 -00000-000-0000-00-14100 -				Estimated Revenues	10,900.00	
142-895 -00000-000-0000-00-28100 -				Appropriations-Ctl		10,900.00
				FUND TOTAL	10,900.00	10,900.00

** END OF REPORT - Generated by Rhonda Jernigan **

07.9.2018

Memo

To

Amanda Prichard
Rhonda Jemigan

From

Norma Dam, Kayren
Craighead

Re

Request for Board
Approval for Amendment

Comments:

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IDEA Discretionary: Increase Achievement on Statewide Assessment (\$22,202.00)

IDEA Discretionary: Improve Postsecondary Outcomes (\$10,900.00)

IDEA Discretionary: SPDG Incentive Funds (\$10,000.00)

IDEA Discretionary Supplemental Funds (\$15,308.50)

Thank you.

SCSB APPROVAL DATE

Budget Overview

Sumner County (830) Public District - FY 2019 - IDEA Discretionary - Rev 0 - Improve Postsecondary Outcomes

Indirect Cost	
Total Contributing to Indirect Cost	\$4,900.00
Indirect Cost Rate	2.34%
Maximum Allowed for Indirect Cost	\$112.03

Account Number	71200 - Special Education Program	Total
Line Item Number		
429 - Instructional Supplies & Materials	4,900.00	4,900.00
725 - Special Education Equipment	6,000.00	6,000.00
Total	10,900.00	10,900.00
	Adjusted Allocation	10,900.00
	Remaining	0.00

Budget Amendment #

143

Date Presented to BOE for Approval:

7/17/2018

Fund:

142.896

Explanation:

**IDEA Discretionary Grant Funds Increase Achievement on
Statewide Assessment**

Department:

Pupil Service

Type:

Appropriation

Approvals Required:

SCBOE

County Commission - Info Only

Date Approved by SCBOE

Date Approved

Date Approved by County Commission

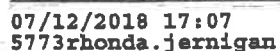
Info Only
Date Approved

07/12/2018 17:07 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
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P 2
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019	1	143									
BUA	142-896	-47000-722-0000-39-447143-						Special Ed-Grants to States	5		22,202.00
	07/17/2018	Approp	71718	CCInfoOnly				Statewide Assessment			
BUA	142-896	-71200-722-7095-00-519800-						Non-certified Sub Teacher	5	4,284.00	
	07/17/2018	Approp	71718	CCInfoOnly				Statewide Assessment			
BUA	142-896	-71200-722-7095-00-520100-						Social Security	5	270.00	
	07/17/2018	Approp	71718	CCInfoOnly				Statewide Assessment			
BUA	142-896	-71200-722-7095-00-521200-						Employer Medicare	5	65.00	
	07/17/2018	Approp	71718	CCInfoOnly				Statewide Assessment			
BUA	142-896	-71200-722-7999-00-542900-						Instructional Supplies and Mtl	5	12,493.00	
	07/17/2018	Approp	71718	CCInfoOnly				Statewide Assessment			
BUA	142-896	-72220-722-7095-00-552400-						In Service/Staff Development	5	5,090.00	
	07/17/2018	Approp	71718	CCInfoOnly				Statewide Assessment			
										.00	.00
BUA	142-896	-00000-000-0000-00-28100 -						Appropriations-Ctl			22,202.00
	07/17/2018	Approp	71718	CCInfoOnly							
BUA	142-896	-00000-000-0000-00-14100 -						Estimated Revenues		22,202.00	
	07/17/2018	Approp	71718	CCInfoOnly							
SYSTEM GENERATED ENTRIES TOTAL										22,202.00	22,202.00
JOURNAL 2019/01/143 TOTAL										22,202.00	22,202.00



**SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

P 1
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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2019	01	143 07/17/2018	71718	CCInfoOnly	BUA Approp	1	2		
1	14894060	447143			Special Ed-Grants to States				
	142-896	-47000-722-0000-39-447143-			Statewide Assessment		.00 -22,202.00	-22,202.00	
							07/17/2018		
2	14897120	519800			Non-certified Sub Teacher				
	142-896	-71200-722-7095-00-519800-			Statewide Assessment		.00 4,284.00	4,284.00	
							07/17/2018		
3	14897120	520100			Social Security				
	142-896	-71200-722-7095-00-520100-			Statewide Assessment		.00 270.00	270.00	
							07/17/2018		
4	14897120	521200			Employer Medicare				
	142-896	-71200-722-7095-00-521200-			Statewide Assessment		.00 65.00	65.00	
							07/17/2018		
5	14897150	542900		IDEA DISC-INCA	Instructional Supplies and Mtl				
	142-896	-71200-722-7999-00-542900-			Statewide Assessment		.00 12,493.00	12,493.00	
							07/17/2018		
6	14897140	552400		IDEA DISC-INCA	Service/Staff Development				
	142-896	-72220-722-7095-00-552400-			Statewide Assessment		.00 5,090.00	5,090.00	
							07/17/2018		
					** JOURNAL TOTAL			0.00	

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SUMNER COUNTY SCHOOL DISTRICT - LIVE
 BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND	SUB-FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
142	896	FedProj /	2019	1	143	07/17/2018			
		142-896 -00000-000-0000-00-14100 -					Estimated Revenues	22,202.00	
		142-896 -00000-000-0000-00-28100 -					Appropriations-Ctl		22,202.00
FUND TOTAL								22,202.00	22,202.00

** END OF REPORT - Generated by Rhonda Jernigan **

07.9.2018

Memo

To

Amanda Prichard
Rhonda Jemigan

From

Norma Dam, Kayren
Craighead

Re

Request for Board
Approval for Amendment

Comments:

The Pupil Services Department seeks Board Approval to amend in the IDEA Discretionary Grants and IDEA Discretionary Supplemental Grant, as listed below. Attached are the requested amendments including the total amounts per grant.

Grants:

IDEA Discretionary: Increase Achievement on Statewide Assessment (\$22,202.00)

IDEA Discretionary: Improve Postsecondary Outcomes (\$10,900.00)

IDEA Discretionary: SPDG Incentive Funds (\$10,000.00)

IDEA Discretionary Supplemental Funds (\$15,308.50)

Thank you.

Pupil Services - Special Education General Purpose

Allocation of IDEA Discretionary Grant Funds-Increase Achievement on Statewide Assessment

Transfer	
Appropriation	X

[illegible]

SCSB APPROVAL DATE

Budget Overview

Sumner County (830) Public District - FY 2019 - IDEA Discretionary - Rev 0 - Increase Achievement on Statewide Assessment

Indirect Cost

Total Contributing to Indirect Cost \$22,202.00

Indirect Cost Rate 2.34%

Maximum Allowed for Indirect Cost \$507.64

Account Number	71200 - Special Education Program	72220 - Support Services/Special Education Program	Total
Line Item Number			
198 - Non-certified Substitute Teachers	4,284.00		4,284.00
201 - Social Security	270.00	0.00	270.00
212 - Employer Medicare	65.00	0.00	65.00
429 - Instructional Supplies & Materials	12,493.00		12,493.00
524 - In-Service / Staff Development		5,090.00	5,090.00
Total	17,112.00	5,090.00	22,202.00
		Adjusted Allocation	22,202.00
		Remaining	0.00

Budget Overview

Sumner County (830) Public District - FY 2019 - IDEA Discretionary Supplemental Funds - Rev 0 - IDEA Discretionary Supplemental Funds

Account Number Line Item Number	72220 - Support Services/Special Education Program	Total
499 - Other Supplies and Materials	12,508.50	12,508.50
524 - In-Service / Staff Development	2,800.00	2,800.00
Total	15,308.50	15,308.50
	Adjusted Allocation	15,308.50
	Remaining	0.00

Budget Amendment #	142
Date Presented to BOE for Approval:	7/17/2018
Fund:	142.897
Explanation:	IDEA Discretionary Grant Funds - SPDG Incentive Funds
Department:	Pupil Service
Type:	Appropriation
Approvals Required:	SCBOE
	County Commission - Info Only

Date Approved by SCBOE	<hr/>
	Date Approved

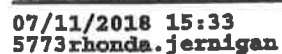
Date Approved by County Commission	<hr/>
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	Date Approved

07/11/2018 15:33 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2
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CLERK: 5773rhonda.jernigan

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 1 142									
BUA 142-897 -47000-722-0000-39-447143-						Special Ed-Grants to States 5			10,000.00
07/17/2018 Approp 71718 CCInfoOnly						SPDG Incentive Funds			
BUA 142-897 -71200-722-7095-00-542900-						Instructional Supplies and Mtl 5		10,000.00	
07/17/2018 Approp 71718 CCInfoOnly						SPDG Incentive Funds			
								.00	.00
BUA 142-897 -00000-000-0000-00-28100 -						Appropriations-Ctl			10,000.00
07/17/2018 Approp 71718 CCInfoOnly									
BUA 142-897 -00000-000-0000-00-14100 -						Estimated Revenues		10,000.00	
07/17/2018 Approp 71718 CCInfoOnly									
						SYSTEM GENERATED ENTRIES TOTAL		10,000.00	10,000.00
						JOURNAL 2019/01/142 TOTAL		10,000.00	10,000.00



**SUMNER COUNTY SCHOOL DISTRICT - LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**

p 1
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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND										
2019	01	142	07/17/2018	71718	CCInfoOnly BUA Approp	1 2				
1	14894070	447143			Special Ed-Grants to States		.00	-10,000.00	-10,000.00	
	142-897	-47000-722-0000-39-447143-			SPDG Incentive Funds		07/17/2018			
2	14897130	542900			Instructional Supplies and Mtl		.00	10,000.00	10,000.00	
	142-897	-71200-722-7095-00-542900-			SPDG Incentive Funds		07/17/2018			
** JOURNAL TOTAL								0.00		

07/11/2018 15:33 | SUMNER COUNTY SCHOOL DISTRICT - LIVE
 5773rhonda.jernigan | BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3
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FUND SUB-FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
142 897 FedProj /	2019 1	142	07/17/2018			
142-897 -00000-000-0000-00-14100 -				Estimated Revenues	10,000.00	10,000.00
142-897 -00000-000-0000-00-28100 -				Appropriations-Ctl		
				FUND TOTAL	10,000.00	10,000.00

** END OF REPORT - Generated by Rhonda Jernigan **

07.9.2018

Memo

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Amanda Prichard
Rhonda Jemigan

From

Norma Dam, Kayren
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IDEA Discretionary: SPDG Incentive Funds (\$10,000.00)

IDEA Discretionary Supplemental Funds (\$15,308.50)

Thank you.

Pupil Services - Special Education General Purpose

Allocation of IDEA Discretionary Grant Funds-SPDG Incentive Funds

Transfer	
Appropriation	X

[illegible]

SCSB APPROVAL DATE

Budget Overview

Sumner County (830) Public District - FY 2019 - IDEA Discretionary - Rev 0 - SPDG Incentive Funds

Account Number	71200 - Special Education Program	Total
Line Item Number		
429 - Instructional Supplies & Materials	10,000.00	10,000.00
Total	10,000.00	10,000.00
	Adjusted Allocation	10,000.00
	Remaining	0.00

MINUTES
EMERGENCY SERVICES COMMITTEE
Chairman Chris Taylor
AUGUST 6 , 2018

Present:

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

Also Present:

Keith Douglas, E-911 Director
Jay Austin, Assistance E-911 Director
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, August 6, 2018, at 5:00 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. County Law Director Leah Dennen requested the removal of the Sheriff's personnel policies from the agenda. Upon motion of Comm. Foster, seconded by Comm. Guthrie, the Committee unanimously approved the agenda as amended.

Approval of Minutes of July 2, 2018. Upon motion of Comm. Foster, Comm. Guthrie seconded, the Committee approved the minutes of July 2, 2018.

Public Comments. None

Report from the Chairman. Chairman Chris Taylor had no report.

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

Report from the Sheriff. Sheriff Chief Deputy Aaron Pickard distributed and discussed the July, 2018 financial reports and animal control statistics. He stated that Porter Paints repainted the facility and donated services.

The jail population was 736 in July.

Ms. Dennen stated that the revenue received under the new management company at the jail has been on par with previous years. Chief Deputy Pickard stated that the Sheriff's Office has received good service from the new arrangement. The new company scans the mail, reducing the number of

incidents that arise as a result of inmate correspondence. Reusable plastic shoes provided by the company have made it easier to supply the inmate population with shoes. Chief Deputy Pickard stated that text kiosk is generating new revenue, as well.

Chief Pickard requested input on improving the monthly report to the Committee.

Fire Departments. Joe McLaughlin of the Cottontown Volunteer Fire Department reported there were 365 calls for July, with Westmoreland not reporting. In 2017 there were 322 for the same time period, showing an increase in the number of calls. Year-to-date there were 2,484 calls.

Report from the EMS Director. Emergency Medical Services Director Keith Douglas and Jay Austin, Assistant Director EMS, presented the EMS reports. Ms. Dennen reported that Mr. Douglas is leaving his employment with the County in September. As a result, notifications of the opening have been posted.

Monthly revenue for July was \$674,981.00. The net transport revenue in July, 2018 was \$6,200,000.00. Responses for the month of June were 1,954 with 1,464 transports. Included for review was a payroll summary that showed the expenditures were on target with the projected budget numbers. Chairman Taylor asked if scholarship funds were available to pay recruits to go to school. Mr. Austin said that there is funding for four scholarships.

Report of the Emergency Management Agency. Ken Weidner, Director of the Emergency Management Agency updated the Committee on the bid for the Sumner County LMR Communications System. He stated the specifications were finished and delivered to agencies for comments with the final version to be delivered to Ms. Dennen to put out for bid.

Report of the Emergency Communications Center. Jeff Wright, Deputy Director of the Emergency Communications Center, gave a report on staffing updates. He stated the Center is short only two employees. He thought two more would be hired in September. The Operations Committee will meet quarterly.

13. Old Business. None

14. New Business

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

14b. September Meeting Date. County Law Director Leah Dennen suggested cancelling the September Emergency Services Committee due to the conflicting holiday schedule and called September 4, 2018, County Commission meeting. Without objection, Chairman Chris Taylor cancelled the September meeting.

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

Prepared by Maria Savage



SUMNER COUNTY COMMISSION

355 N. Belvedere Drive
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 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

Emergency Services Committee:

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

AGENDA EMERGENCY SERVICES COMMITTEE

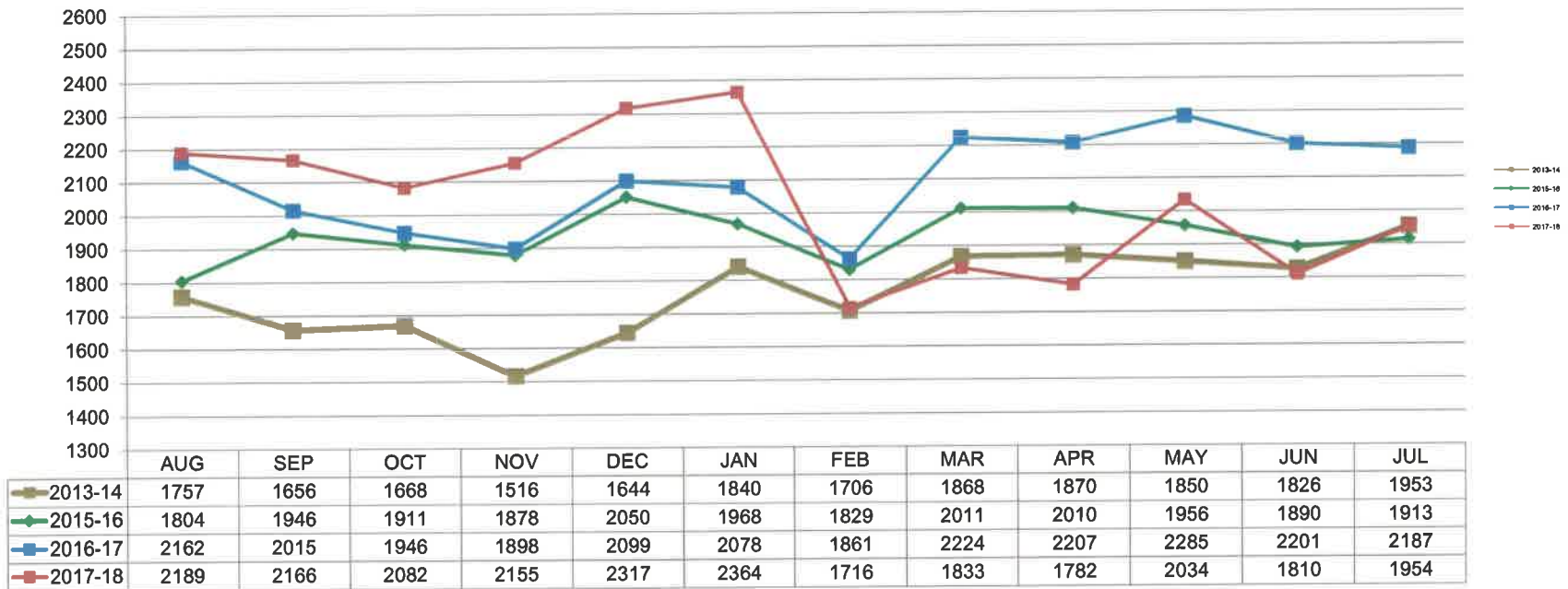
5:00 p.m.

August 6, 2018

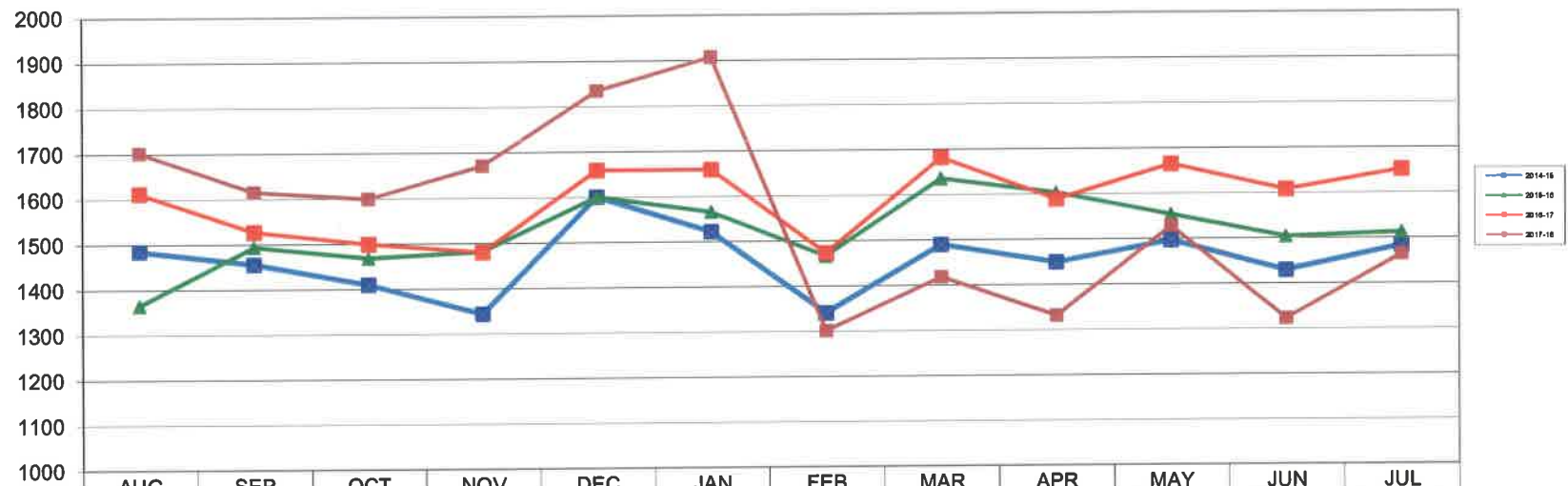
CHRIS TAYLOR, Chairman

1. Call to Order
2. Invocation
3. Approval of Agenda
4. Approval of the Minutes – July 2, 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 Sheriff's personnel policy
 - b. September meeting date
15. Adjournment

SCEMS - RESPONSES

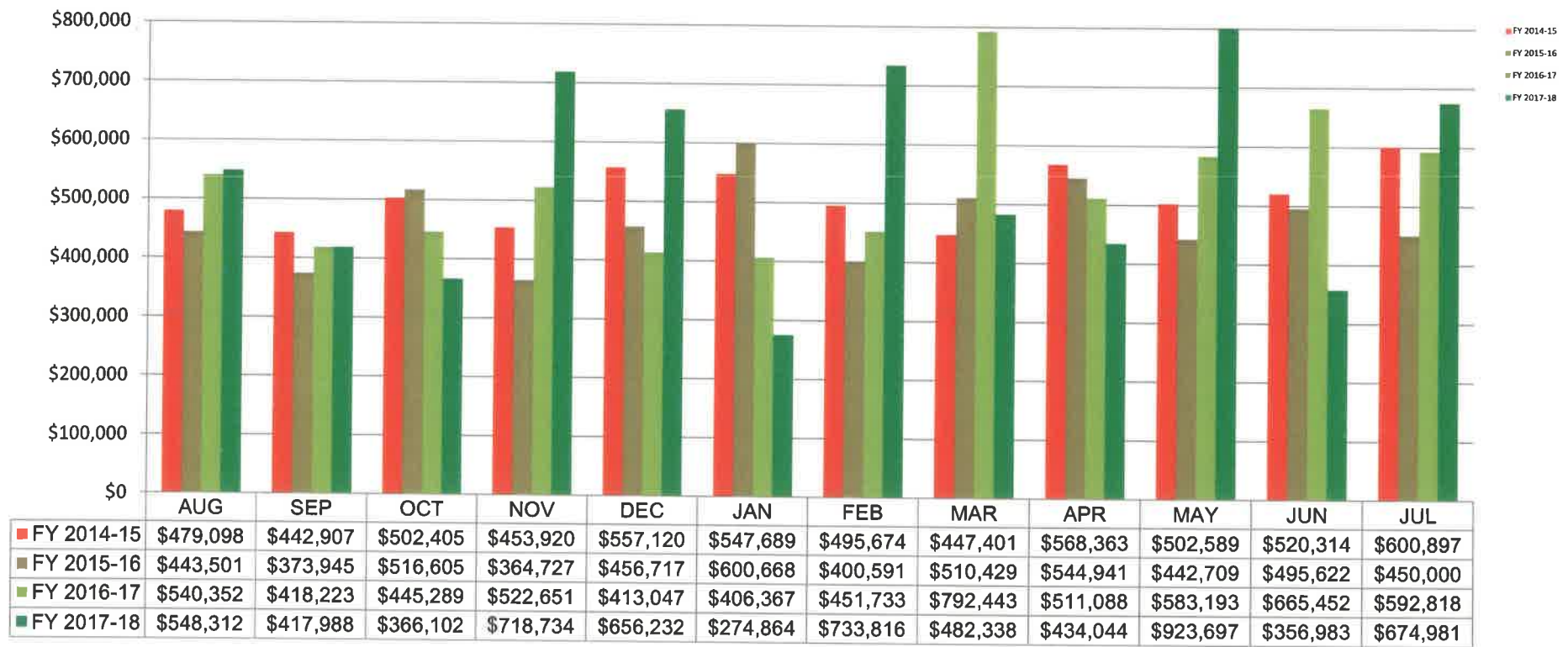


SCEMS - TRANSPORTS

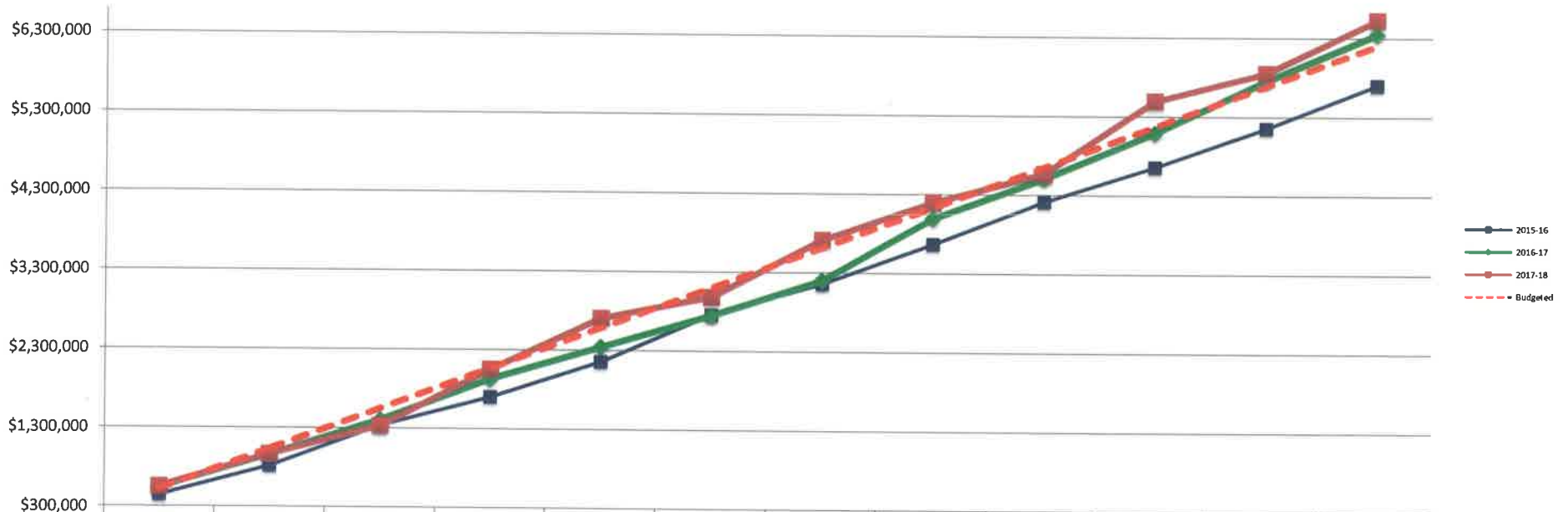


	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
2014-15	1484	1455	1409	1343	1600	1521	1340	1489	1449	1496	1429	1483
2015-16	1364	1493	1468	1481	1600	1565	1466	1635	1603	1553	1503	1512
2016-17	1612	1527	1499	1480	1659	1659	1473	1682	1588	1665	1607	1651
2017-18	1702	1615	1599	1671	1835	1908	1301	1418	1331	1528	1322	1464

SCEMS - Monthly Revenue Comparisons (YTD)



SCEMS - Net Transport Revenue



	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
2015-16	\$443,501	\$817,447	\$1,334,052	\$1,698,779	\$2,155,496	\$2,756,164	\$3,156,479	\$3,666,728	\$4,211,669	\$4,654,378	\$5,150,000	\$5,699,902
2016-17	\$540,352	\$958,575	\$1,403,864	\$1,926,515	\$2,339,562	\$2,745,928	\$3,197,661	\$3,990,104	\$4,501,192	\$5,084,385	\$5,749,837	\$6,342,655
2017-18	\$548,312	\$966,300	\$1,332,402	\$2,051,065	\$2,707,297	\$2,982,161	\$3,715,967	\$4,198,305	\$4,567,372	\$5,491,009	\$5,847,993	\$6,522,974
Budgeted	\$516,666	\$1,033,332	\$1,549,998	\$2,066,664	\$2,583,330	\$3,099,996	\$3,616,662	\$4,133,328	\$4,649,994	\$5,166,660	\$5,683,326	\$6,200,000

6,350,000

[illegible]

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.

2018 COUNTY VFD CALL TOTALS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DEPARTMENT	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Dept YTD Totals	
2	Cottontown VFD	25	18	16	22	21	26	27						155	
3	Gallatin VFD		24	40	50	40	37	41						232	
4	Highland VFD	91	88	90	75	65	72	59						540	
5	Number One VFD	28	17	24	18	23	20	20						150	
6	Oak Grove VFD	56	42	43	60	51	70	58						380	
7	Shackle Island F&R	57	56	42	48	61	48	58						370	
8	Southeast CVFD	49	42	50	39	63	55	68						366	
9	White House CVFD	40	32	31	44	36	41	34						258	
10	Westmoreland FD	16		17										33	
11															
															YTD
12	Monthly Total	362	319	353	356	360	369	365						2484	Grand Total
13															
14					2017/2018										
15	2017 Comparison				1183/1390	337	317	322	299	345	390	314	326		

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

July 2018

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

44131	Inmate Commissary	\$ 26,895.29
44590	Warrants Fees	\$ 6,670.53
43170	Work Release	\$ 0.00

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

Use of County Vehicles	\$ 770.00
Scrap Metal Recycle	\$ 304.40
10144150 Animal Control Fees	\$ 3,442.54
Animal Control Donations	\$ 30.00
Handgun Backgrounds Check	\$ 2,040.00
101-43990 Civil Service Test Fees	\$ 20.00
101-43395 Sex Offender Registry	\$ 600.00
Highway Dept. Meal Reimbursement	\$ 329.00
D.L. Return	\$ 425.00
Found Property in Jail	\$ 1.94
Reimbursement Medical Records	\$ 20.00

Total	\$ 41,548.70
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Disbursements:

Total Disbursements	\$ 0.00
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Average Daily Jail Population for July 2018 was 736

Sumner County Sheriff's Office Animal Control Division

CALLS FOR SERVICE 2018

Complaint	Jan	Féb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
After Hours Calls	0	0	2	3	1	1	0						
Animal Bite	0	5	1	1	4	2	4						
Animal Cruelty	1	0	10	3	2	2	6						
Arrest (Felony)	0	0	0	0	0	2	0						
Arrest (Mis.)	0	0	7	3	0	14	2						
AOA	6	4	1	5	3	0	6						
Assist SCSO	1	6	1	5	7	3	8						
Cit. Animal @ Large	7	1	3	8	4	0	0						
Court	1	2	3	4	4	4	5						
Dog Noise Calls	0	0	0	0	0	0	0						
Dogs/Cats @ Large	60	62	68	17	42	30	40						
Exotic Animals	0	0	0	0	0	0	0						
Injured/Sick Animals	1	2	2	3	3	1	3						
Investigations	35	19	8	16	23	15	25						
Livestock @ Large	1	12	17	12	8	4	4						
Other Cit.	1	2	1	0	4	1	0						
Owner Surrender	15	12	10	0	2	2	6						
Rabies Tag Cit.	0	0	7	0	0	0	0						
Search Warrants	1	0	2	2	0	0	2						
Special Events (PR)	0	0	0	0	0	0	0						
Stray Pick Up	18	21	23	18	7	16	27						
All Transports	68	52	71	53	47	81	38						
Warning Cit.	1	5	1	0	4	2	3						
Wildlife Calls	5	2	2	0	3	6	7						
Total Calls	222	207	240	153	168	188	186						

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	34						
Shelter Cat	15	22	11	17	59	52	42						
Shelter Other	1	0	0	0	0	0	0						
SCSO Dog	25	49	29	17	19	23	28						
SCSO Cat	13	3	15	10	5	14	21						
SCSO Other	0	0	4	21	0	34	3						
Gallatin Dog	14	8	25	6	18	18	11						
Gallatin Cat	16	13	0	11	10	23	25						
Gallatin Other	0	0	0	0	0	0	0						
Portland Dog	13	6	2	5	14	5	7						
Portland Cat	1	13	1	10	19	8	10						
Portland Other	0	0	0	0	0	0	0						
Hendersonville Dog	6	6	5	6	11	11	4						
Hendersonville Cat	5	5	1	5	13	7	7						
Hendersonville Other	0	0	0	0	0	0	0						
Westmoreland Dog	1	0	0	0	0	0	0						
<u>Sub Total In-take</u>	142	163	133	140	200	232	192						
Euthanasia Dog	12	16	33	17	19	47	58						
Euthanasia Cat	22	34	18	33	31	40	88						
Euthanasia Other	1	0	0	0	0	1	1						
Adoption Dog	23	26	24	14	13	19	3						
Adoption Cat	14	11	13	12	10	21	25						
Adoption Other	0	0	0	2	0	3	10						
Rescued Dog	28	26	32	16	47	19	5						
Rescued Cat	2	4	20	11	27	10	1						
Rescued Other	0	0	0	0	0	0	11						
Return to Owner Dog	21	18	22	13	21	21	19						
Return to Owner Cat	0	0	0	1	2	1	3						
Other	2	2	5	0	4	8	2						
<u>Sub Total Out-take</u>	125	137	167	119	174	180	226						

MINUTES
EMPLOYEE BENEFITS COMMITTEE
February 27, 2018
9:00 A.M.

Members Present:

Bob Pospisil
Michael Guthrie
Anthony Holt

Also:

Leah Dennen
Ben Allen
David Lawing
Debbie Robertson

Bob Shupe
Brittney Spradling
Teresa Terry
Scott Karner

Dawn Pfeiffer
Keith Helton
Sharon Benson

Mr. Pospisil called the SIB Employee Benefits Committee meeting to order on Tuesday, February 27, 2018 at 9:03 a.m. in Room 112, County Administration Building, in Gallatin, Tennessee.

Agenda: Mr. Pospisil added BCBS Admin Renewal under New Business. Mr. Guthrie made a motion to approve the agenda; seconded by Mr. Holt; unanimous approval.

Public Recognition: None

Minutes: Motion was made by Mr. Guthrie to approve the minutes of November 21, 2017; seconded by Mr. Holt; unanimous approval.

Report of Committee Chair: Mr. Pospisil took employee concerns at this time starting with a County employee who was concerned with her and her baby's well-being and asked to be reimbursed in the amount of \$120 for the cost she paid for an electric breast pump. BCBS would only cover a manual breast pump. Mr. Holt made a motion to approve that she be reimbursed the cost; seconded by Mr. Guthrie; unanimous approval.

The second County employee asked that the Committee approve her to have the gastric sleeve procedure done instead of the lap-banding procedure. Mr. Holt made a motion to approve the gastric sleeve procedure and asked that the document be amended to include the gastric sleeve procedure effective 2/27/2018 and leaving it at the \$18,000 maximum to be paid; seconded by Mr. Guthrie; unanimous approval.

The 3rd employee that wanted to ask about the HRA rule of not having the HRA completed in a clinic did not show up.

Report of Consultant: Ms. Spradling reported that there are no large losses as of now for this calendar year. We are still in the black for both medical and dental. We had a 4.3% increase in our census and a 9% increase in claims. The top hospitals for in-patient stays in order were Tri-Star Centennial, Vanderbilt Children's Hospital, and Sumner Regional. Out-patient visits were at Sumner Regional and then Hendersonville Hospital. The pharmacy costs are about 15% of our total costs which is extremely low. It is mainly due to our rebates which are extremely high. Some of the top cost drugs include Humira pen, Trulicity, and Nulasta.

Mr. Holt made a motion for Mr. Shupe to put together a report including the average health care plan and costs and showing that if the employee had not been proactive with their health care, this is what we project your cost would have gone up. This needs to be attached to the front of every

paycheck showing how much the employees have saved. Mr. Guthrie seconded the motion; unanimous approval.

One to One: Ms. Pfeiffer presented a power point showing the clinic statistics. She reported that they have now put in 2 providers at Shafer Clinic and extended evening walk-in hours at different clinics.

Ms. Pfeiffer asked if the Committee would like for them to approach their Pharmacy group that they have a contract with for discounted meds and see if they can get any meds that are normally gotten at retail pharmacies to be in-house at our clinics at a pharmacy cost at a discounted rate. They can do some price matching and see if costs can be contained. The Committee decided it was worth looking in to.

Finance Director: Mr. Lawing discussed the need for employees to go to the HRA events and not to the clinics. Some employees have called and asked to go to clinics for HRA events because they do not like to have their blood drawn in front of others, needles make them feel faint, or they pass out. We are telling them they must go to the HRA events unless they are incapacitated (hospital or nursing home). One to One has assured us they provide accommodations. Mr. Lawing requested guidance, a policy, on this matter. Mr. Holt made a motion that all employees and dependents must go to the HRA event sites unless it is medically necessary for them to go to a clinic. Medical necessity would be determined by One to One; seconded by Mr. Guthrie; unanimous approval.

Mr. Lawing stated he had received the actuarials back from BCBS and, at this time, he recommends a 0% increase in the medical premiums effective August 1, 2018. Mr. Holt made a motion for the 0% increase in the medical premiums; seconded by Mr. Guthrie; unanimous decision. Mr. Lawing also recommended, at this time, a 0% increase in the dental premiums effective August 1, 2018. Mr. Holt made a motion for the 0% increase in dental premiums; seconded by Mr. Guthrie; unanimous decision.

Old Business: None

New Business: Mr. Karner with BCBS discussed their Air Ambulance policy and stated as a self-insurance group we have the option to opt out of their policy. Mr. Holt made a motion to opt out of the program; seconded by Mr. Guthrie; unanimous approval.

Mr. Karner stated that BCBS is now going to cover ABA Therapy for autism which is a medically necessary service. Mr. Guthrie made a motion to opt in this program; seconded by Mr. Holt; unanimous approval.

BCBS is no longer going to keep Compound Drugs. Mr. Holt made a motion to opt out and to keep Compound Drugs in our plan; seconded by Mr. Guthrie; unanimous approval.

Ms. Spradling stated that BCBS provided their fees for the Admin Renewal for 2018-2020. It is less than a 1% increase for medical at \$42.72 per employee per month and dental will remain the same at \$4.25 per employee per month. Their recommendation is to accept for 1 year and not accept the multi-year. Mr. Holt made a motion to accept the BCBS Admin Renewal for one year; seconded by Mr. Guthrie; unanimous approval.

There was no further business so Mr. Holt moved to adjourn the meeting; seconded by Mr. Pospisil; Mr. Pospisil adjourned the meeting at 10:30 a.m.

Effective February 27, 2018, BlueCross BlueShield will cover electric breast pumps as preventative at 100% with a maximum payable of \$120. This will be limited to one breast pump per pregnancy.

MINUTES
GENERAL OPERATIONS COMMITTEE
LESLIE SCHELL, CHAIRMAN
August 6, 2018

Present:

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

Also Present:

Leah Dennen, County Law Director
Kim Ark, County Grants Administrator
Ben Allen, Staff Attorney
Hal Hendricks, Sumner County Health
Department

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

Agenda. Without objection, Chairman Schell added under Old Business, Item 3, a matter regarding the Health Department. Comm. Moe Taylor requested information on the waterlines. Chairman Schell requested Kim Ark, Grants Administrator, make a request for an update on areas without water lines and that the matter be included on next month's agenda. Comm. Krueger moved, seconded by Comm. Ring, to approve the agenda as amended. The Committee voted to approve the agenda unanimously.

Comm. Becker requested that the capital projects list be a standing item on the Committee Agenda. Chairman Schell added the matter as Item 4 under Old Business. Comm. Krueger moved, seconded by Comm. Becker, to approve the addition of the capital project's list to the agenda every month. The motion carried unanimously.

Minutes of July 2. Comm. Echols noted her name was left off list of present committee members. Upon motion of Comm. Hinton, seconded by Comm. Echols, the Committee voted to approve unanimously the corrected minutes of July 2, 2018, regular meeting. Comm. Krueger abstained from the vote.

Report of Chairman. Chairman Schell had no report.

County Executive. County Executive was not present. Kim Ark, Grants Administrator announced the following:

- The Nashville MPO Active Transportation Program awarded Ocana Park n' Ride program funding in the amount of \$125,425.00 with a local matching \$31,285.00. The existing gravel lot will be paved and lighting installed with the program funding. It is just now going through approval process, so there is no completion deadline.
- Community Development Block Grant Waterline project: funding award announcement through the State of Tennessee for \$200,000.00 Community Development Block Grant funding, \$296,860.00 in local funding. Road for CDBG water line project; Rabe Coats, Harrison, and Absher Branch. Total estimated project costs: \$495,860.00 have not received grant contract
- Fire panel at Administration Building: Koorsen Fire & Security completed review of ground fault in July during site visit. They will be working to

provide specifications for a new fire panel and completing fire inspection for County Administration building in August. County will be working to bid this out once report is received from Koorsen in September.

- Roof replacement at Administration Building and Painting Cupola: contracted with The Architect Workshop in July for architectural design plans, design is proceeding
- Parking lot at First Baptist Church S. Water/E. Bledsoe: Survey and subdivision plat submittal to City of Gallatin for administrative review. Currently, working through City review process. Working with Law Director's office for purchasing/closing documents.
- HVAC improvements: Cairo Training Facility and installation of unit at Recovery Court: Signed contract in July based on bid with Maynard Select. Maynard Select ordered the parts for the project. Installation should occur later in August.
- Water and sewer line easements for new school campus with White House Utility District: WHUD will be moving forward with this project in August for sewer portion.
- County Clerk's business tax area – tile work: County maintenance will complete work in next month. Maintenance staff will coordinate to complete scope of work.
- Purchase of Vehicles codes/planning/maintenance: County Executive's office working with Codes and Planning departments on needs, whether four wheel drive necessary. Pulled state contract bid prices from state website in July and obtained copy of bids from Sumner County purchasing. Need for additional vehicle for maintenance department. Will bring summary report in September.
- Parking lot EMS/EMA/ECC – 255/253 Airport Road – coordinating engineering design and geotechnical in coming months
- Bridal House: windows and doors replacement due to age, in need of replacement – from proceeds of auction

Comm. Becker requested that the complete Capital Projects list be sent out with the agenda before the meeting.

Comm. Hinton noted that the Hendersonville Public Library, which is not County property, is slated for improvements in the overall capital projects list. In the past building projects were turned down based on whether the building was owned by the County (i.e. Portland Public Library).

Recognition of the Public. None

8. Old Business.

8(1.) Update: Castalian Springs Community Club. Ms. Ark reported the project is complete.

8(2.) JPA Report Discussion. Chairman Schell stated JPA is working with Ms. Dennen's office to prepare the RFQs to begin the hiring process for an architect. Chairman Schell stated that the Architect Selection Committee will be comprised

of Commissioners Hinton, Schell, Paul R. Goode and Chris Taylor. Other members include 18th District Judge Joe Thompson, Circuit Court Clerk Kathryn Strong and Sheriff Sonny Weatherford. She welcomed all to attend. The RFQ will be out for 21 days.

8(3). New Health Department Report. Hal Hendricks, Director of the Sumner County Health Department, reported that the deadline for the State grant provided to build a new Health Department has been extended to October 31, with an extension possible. He reported that this is the busy season, with Hendersonville leading other department locations with immunizations from out-of-state children enrolling in Sumner County schools. He emphasized the importance of an expanded facility in the Hendersonville area.

9. New Business.

9(1). Surplus Property IT Department.

9(2). Surplus Property items County Executive's Office.

9(3). Surplus one item Planning and Stormwater.

9(4). Surplus Property items Hendersonville Public Library.

9(5). Surplus Property items Finance Department.

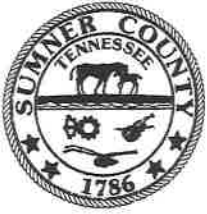
Upon motion of Comm. Becker, seconded by Comm. Moe Taylor, the Committee voted to group and approve unanimously the various items for surplus property listed under 9(1). and 9(5).

9(6).September Meeting Date. County Law Director Leah Dennen stated that due to the holiday schedule and the called September 4, 2018, County Commission meeting, she recommended cancelling the September meeting.

Upon motion of Comm. Hinton, seconded by Comm. Krueger, the Committee voted unanimously to cancel the September of the General Operations Committee.

9(6).Bridal House windows and doors. Ms. Ark reported on the quotes for the custom Bridal House windows and doors. She stated that the funds will come from the Bridal House auction proceeds. Chairman Schell requested a report on the balance in the Bridal House fund. Upon motion of Comm. Becker, seconded by Comm. Echols, the Committee voted unanimously to approve the request and send it to the Budget Committee. The motion carried unanimously.

10. Adjournment. Chairman Schell declared the Committee adjourned at 6:26 p.m. after a motion by Comm. Krueger and duly seconded by Comm. Becker.



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
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Jim Vaughn

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Eighth District
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Paul R. Goode
Caroline Krueger

Eleventh District
Scott Langford
Bill Taylor

Twelfth District
Michael Guthrie
Bob Pospisil

AGENDA GENERAL OPERATIONS COMMITTEE

6:00 p.m.

August 6, 2018

LESLIE SCHELL, Chairman

- 1. Call to Order**
- 2. Invocation**
- 3. Approval of Agenda**
- 4. Approval of the Minutes – July 2, 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
 3. .
- 9. New Business**
 1. Surplus various items IT Department
 2. Surplus various items County Executive's Office
 3. Surplus one item Planning and Stormwater
 4. Surplus various items Hendersonville Public Library
 5. Surplus various items Finance Department
 6. September meeting date
 7. Bridal House windows and doors
- 10. Adjournment**

General Operations Committee Report

Capital Projects

August 6, 2018

- **Ocana Park n' Ride:** funding award announcement through Nashville MPO Active Transportation Program - \$125,140 Federal grant funding, \$31,285 local funding.
Total Estimated Project costs: \$156,425 – going through approval process at Nashville MPO, have not received grant contract yet. Gravel parking area adjacent to Ocana Community Center and connects to Station Camp greenway, lot to be paved with parking and lighting for TDOT park n' ride project.
- **Community Development Block Grant Waterline project:** funding award announcement through State of Tennessee for \$200,000 Community Development Block Grant funding, \$296,860 Local funding.
Roads for CDBG waterline project: Rabe Coats, Harrison, and Absher Branch
Total estimated project costs: \$495,860 – have not received grant contract yet
- **Fire panel at Administration building:** Koorsen Fire & Security completed review of ground fault in July during site visit. They will be working to provide specifications for a new fire panel and completing fire inspection for County Administration building in August. County will be working to bid this out once receive report from Koorsen in September.
- **Roof replacement at Administration building & Painting Cupola:** contracted with The Architect Workshop in July for architectural design plans, design is proceeding
- **Parking lot at First Baptist Church S. Water/E. Bledsoe:** Survey and subdivision plat completed by surveyor in July. Surveyor submitted plat submittal to City of Gallatin for administrative review. Currently working through City review process. Working with Law Director's office for purchasing/closing documents.
- **HVAC Improvements:**
 - Cairo Training Facility & Installation of unit at Recovery Court: Signed contract in July based on bid with Maynard Select. Maynard Select ordered the parts for the project. Installation should occur later in August.
- **Water and Sewer line easements for new school campus with White House Utility District:** WHUD will be moving forward with this project in August for sewer portion
- **County Clerk's business tax area - tile work:** County maintenance will complete work in next month. Maintenance staff will coordinate to complete scope of work.
- **Purchase of Vehicles codes/planning/maintenance:** County Executive's office working with Codes and Planning departments on needs, whether four wheel drive necessary. Pulled state contract bid prices from state website in July and obtained copy of bids from Sumner County purchasing. Need for additional vehicle for maintenance department. Will bring summary report in September. *may amen request*
- **Parking lot EMS/EMA/ECC – 255/253 Airport Rd. –** coordinating engineering design and geotechnical in coming months
- **Bridal House:** windows and doors replacement due to age, in need of replacement – From proceeds of auction.



GovDeals Auction

Surplus Items - Inventory List

Department/Office: IT Department

Contact Name: Nina Poch

Date: 7-31-18

Surplus Location: Archives

Phone: 615-550-5111

email: npoch@summerlin.org

Item	Brand/Model	Working Y/N	Serial Number	Description
Printer	HP Laserjet P4014n	Y	JPDF034087	
Printer	HP Laserjet 4350	Y	CNGXG37907	
Printer	HP Laserjet P2055	?	CNB1740950	
Print server	HP JetDirect 300x	?	SG11632670	
Print server	HP JetDirect 300x	?	SG11622947	
Print server	HP JetDirect 300x	?	SG11622949	
Print server	HP JetDirect 300x	?	SG11632671	
Scanner	Fujitsu fi 6130	?	255247	
Scanner	Fujitsu fi 6130	?	070030	
Scanner	Fujitsu fi 6130	?	122425	
Scanner	Fujitsu fi 6130	?	222119	
Receipt printer	Epson M253A	?	P75F159820	
Access point	Aruba AP105	N	AL0298528	
Access point	Aruba AP105	N	AL0366825	
Access point	Aruba AP105	N	AL0366831	
Access point	Aruba AP105	N	AL0366827	
Access point	Aruba AP105	N	BT0053171	
Desktop computers	LG Asus	N	None found	Total of 8 desktops hard drives removed
Laptop	Dell Latitude D830	N	FJJZFF1	
Laptop	Del Inspiron 8600	N	99MZR61	

Return to Ramona Thackxton Rm. 303 Administration Building

Fax: 615-451-6061



GovDeals Auction

Surplus Items - Inventory List

Department/Office: County Exec
 Contact Name: Caitlin Tran
 Date: 7/30/2018

Surplus Location: Archives
 Phone: 615-452-3604
 email: ctran@sumnercountylaw.org

Item	Brand/Model	Working Y/N	Serial Number	Description
Keyboard	Classic II	yes		new in box keyboard
Keyboard (2)	Dell	yes		keyboard
Keyboard	Microsoft	yes		no USB adapter
mouse (3)	dell	yes		computer mouse
camera	Kodak	n/a	dc20	digital camera (no power cord)
Shoulder strap	Trumi	yes		leather Shoulder Strap
chairs (4)				rolling desk chairs
desk				wooden desk w/ drawers
CPU	Dell	n/a		no hard drive
Printer	Lexmark	n/a	e3200dn	

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



Department/Office: PLANNING+Stormwater Surplus Location: ARCHIVES
Contact Name: LINDA McCULLOUGH Phone: 615-457-6097
Date: 7/27/18 email: lmcullough@sumner.tn.org

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



GovDeals Auction

Surplus Items - Inventory List

Department/Office: Hendersonville Public Library
Contact Name: Lelani Sabo
Date: June 18, 2018

Surplus Location: Hendersonville, TN
Phone: 615-824-0656
email: customerservice@hendersonvillelibrary.org

Item	Brand/Model	Working Y/N	Serial Number	Description
Desktop computer	HP 7700		2UA7250PRS	
Desktop computer	HP 7900		MXL0091D26	
Desktop computer	HP 7900		MXL9120DH3	
Desktop computer	HP 8200		MXL21005CT	
Laptop	HP 8510		CNU7390BXB	
Desktop computer	Dell 740		CYX66J1	
Desktop computer	Dell 740		FXX66J1	
Desktop computer	Dell 740		1ZX66J1	
Desktop computer	Dell 740		9XX66J1	
Desktop computer	Dell 740		2ZX66J1	
Desktop computer	Dell 755		16BLH1	
Desktop computer	Dell 760		FXP61L1	
Wireless router	Linksys WRT54G2		CSV01H496663	
Wireless router	Linksys WRT110		MSU00H365779	
Asstd monitors	various			
Asstd keyboards	various			USB and PS2
Asstd mice	various			USB
Printer	HP Officejet 8610		CN51TE31J0	
Printer	HP Laserjet P2015		CNBJM05486	

Return to Ramona Thackxton Rm. 303 Administration Building

Fax: 615-461-6061



Email: bbrowning@sumner tn.org

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Return to Ramona Thackxton; County Administration Building, Room 303; Fax 615.451.6061

ORLINDA FURNITURE CO., LLC
1144 WEST CHURCH STREET
ORLINDA, TN 37141
615-477-6308

Estimate for Bridal House

2 front doors @ \$750 ea	\$1500.00
Hardware, hinges, locks	500.00
Trim & frame @\$500 ea	1,000.00
Installation	600.00
 Total	
\$3,100.00	

ORLINDA FURNITURE CO., LLC
1144 WEST CHURCH STREET
ORLINDA, TN 37141
615-477-6308

Estimate for Bridal House

2	large windows 28" x 45" @500 ea	\$1000.00
1	small window 20 1/2" x 23 1/2"	500.00
	Removal & Installation @ \$500 ea	1,500.00
Total		
\$3,000.00		

**MINUTES
LEGISLATIVE COMMITTEE
PAUL R. GOODE, CHAIRMAN
AUGUST 20, 2018**

Present:

Paul R. Goode, Chairman
Paul Decker, Vice Chairman
Trisha LeMarbre
Leslie Schell
Scott Langford, Commission Chairman

Absent:

Kevin Pomeroy
Chris Taylor
Steve Graves

Also Present:

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

Chairman Goode brought the called Legislative Committee meeting to order with an invocation by Comm. LeMarbre Monday, August 20, 2018, at 6:15 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Schell, seconded by Comm. Langford, the Committee voted unanimously to approve the agenda.

Minutes of July 9, 2018 for approval. Upon motion of Comm. Schell, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the minutes of July 9, 2018.

Recognition of the Public. There was none.

Report of Chairman. Chairman Goode thanked Commissioners Decker and LeMarbre for their service and contribution to furthering Sumner County.

Report of County Executive. County Executive Anthony Holt expressed his gratitude for the opportunity to serve Sumner County alongside outgoing commissioners.

8. Old Business.

9. New Business.

9a. Veterans Service Report.

9b. Amending Personnel Policy for the Highway Department.

9c. Amending Personnel Policy for the Circuit Court Clerk.

9d. Lowes Master Agreement National IPA.

9e. Declaring the week of September Seventeenth as Constitution Week.

Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted unanimously to group and approve agenda items 9a. through 9e.

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

- Honoring Tennessee United Soccer Club 2005 Boys Red-Division 1 State champions
- Honoring Grant Koch – Merrol Hyde Magnet School All County Singles Tennis
- Honoring Joseph Rodriguez – Merrol Hyde Magnet School All County Doubles Tennis
- Honoring Josh Rodriguez – Merrol Hyde Magnet School All County Doubles Tennis
- Honoring all departing County Commissioners

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

County Executive Holt stated that he would read one certificate of recognition for all the outgoing commissioners.

Discussion ensued regarding new Commission seat assignments in the Commission Chambers. Commission Chairman Langford stated that returning commissioners would have first choice in seat selection, and then incoming commissioners could select remaining empty seats.

11. Zoning. None

12. Adjournment. Upon motion of Comm. LeMarbre, and duly seconded, the Committee adjourned at 6:24 p.m.



INVESTMENT, PURCHASING, 2002 FINANCIAL
MANAGEMENT, AND 2012 FINANCIAL
MANAGEMENT COMMITTEES MINUTES
August 20, 2018

MEMBERS PRESENT
Jerry Becker, Chairman
Anthony Holt
Danny Sullivan
OTHERS PRESENT
David Lawing
Leah Dennen
Ben Allen

- I. CALL TO ORDER- No quorum present.
 - A. Invocation
 - B. Approval of Agenda
 - C. Recognition of Public
 - D. Approval of Minutes – July 16, 2018
- II. REPORT OF THE COMMITTEE CHAIRMAN
- III. REPORT OF THE COUNTY EXECUTIVE
 - A. Munis Status Report
- IV. REPORT OF THE TRUSTEE
- V. REPORT OF THE FINANCE DIRECTOR/PURCHASING AGENT
- VI. REPORT OF THE LAW DIRECTOR
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - A. Investment Committee
 1. Trustee's Report
 - B. Purchasing Committee
 1. IT purchasing exceptions- Upon discussion, these items will be sent to the commission floor due to corrective action already taken, including termination of an employee.
 - C. 2002 Financial Management Committee
 - D. 2012 Financial Management Committee
- IX. ADJOURNMENT

**MINUTES
LEGISLATIVE COMMITTEE
PAUL R. GOODE, CHAIRMAN
AUGUST 20, 2018**

Present:

Paul R. Goode, Chairman
Paul Decker, Vice Chairman
Trisha LeMarbre
Leslie Schell
Scott Langford, Commission Chairman

Absent:

Kevin Pomeroy
Chris Taylor
Steve Graves

Also Present:

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

Chairman Goode brought the called Legislative Committee meeting to order with an invocation by Comm. LeMarbre Monday, August 20, 2018, at 6:15 p.m. in the Sumner County Administration Building. A quorum was present.

Approval of Agenda. Upon motion of Comm. Schell, seconded by Comm. Langford, the Committee voted unanimously to approve the agenda.

Minutes of July 9, 2018 for approval. Upon motion of Comm. Schell, seconded by Comm. LeMarbre, the Committee voted unanimously to approve the minutes of July 9, 2018.

Recognition of the Public. There was none.

Report of Chairman. Chairman Goode thanked Commissioners Decker and LeMarbre for their service and contribution to furthering Sumner County.

Report of County Executive. County Executive Anthony Holt expressed his gratitude for the opportunity to serve Sumner County alongside outgoing commissioners.

8. Old Business.

9. New Business.

9a. Veterans Service Report.

9b. Amending Personnel Policy for the Highway Department.

9c. Amending Personnel Policy for the Circuit Court Clerk

9d. Lowes Master Agreement National IPA.

9e. Declaring the week of September Seventeenth as Constitution Week.

Upon motion of Comm. Langford, seconded by Comm. Schell, the Committee voted unanimously to group and approve agenda items 9a. through 9e.

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

- Honoring Tennessee United Soccer Club 2005 Boys Red-Division 1 State champions
- Honoring Grant Koch – Merrol Hyde Magnet School All County Singles Tennis
- Honoring Joseph Rodriguez – Merrol Hyde Magnet School All County Doubles Tennis
- Honoring Josh Rodriguez – Merrol Hyde Magnet School All County Doubles Tennis
- Honoring all departing County Commissioners

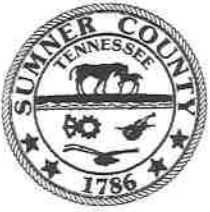
Comm. LeMarbre moved, Comm. Decker seconded, to group and approve the certificates of recognition. The Committee voted unanimously in favor.

County Executive Holt stated that he would read one certificate of recognition for all the outgoing commissioners.

Discussion ensued regarding new Commission seat assignments in the Commission Chambers. Commission Chairman Langford stated that returning commissioners would have first choice in seat selection, and then incoming commissioners could select remaining empty seats.

11. Zoning. None

12. Adjournment. Upon motion of Comm. LeMarbre, and duly seconded, the Committee adjourned at 6:24 p.m.



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

AMENDED

AGENDA **LEGISLATIVE COMMITTEE** **5:30 p.m.** **August 13, 2018** **PAUL R. GOODE, Chairman**

1. **Call to Order**
2. **Invocation**
3. **Approval of Agenda**
4. **Approval of minutes of July 9, 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 Highway Department's personnel policy
 - c. Amending Circuit Court Clerk's personnel policy
 - d. *Lowes Master Agreement National IPA*
10. **Certificate of Recognition**
 - a. Honoring Tennessee United Soccer Club 2005 Boys - Division 1 State Champions
 - b. Honoring Grant Koch – Merrol Hyde Magnet School All County Singles Tennis
 - c. Honoring Joseph Rodriquez - Merrol Hyde Magnet School All County Doubles Tennis
 - d. Honoring Josh Rodriquez - Merrol Hyde Magnet School All County Doubles Tennis
11. **Zoning**
12. **Adjournment**



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
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Jim Vaughn

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Loren Echols

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Chris Taylor

Tenth District
Paul R. Goode
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Eleventh District
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Bill Taylor

Twelfth District
Michael Guthrie
Bob Pospisil

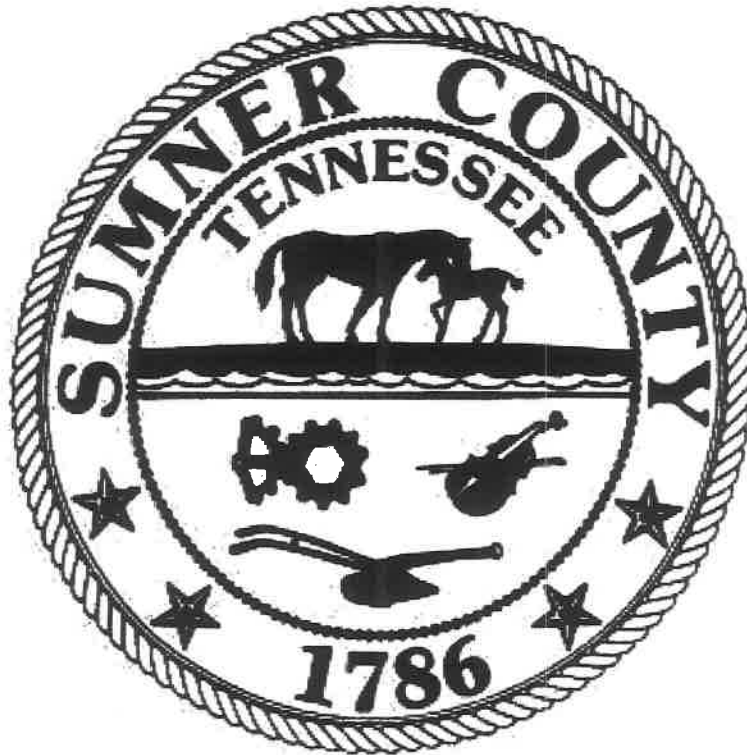
AMENDED AGENDA LEGISLATIVE COMMITTEE 6:15 p.m. August 20, 2018 PAUL R. GOODE, Chairman

1. **Call to Order**
2. **Invocation**
3. **Approval of Agenda**
4. **Approval of minutes of July 9, 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 Highway Department's personnel policy
 - c. Amending Circuit Court Clerk's personnel policy
 - d. *Lowes Master Agreement National IPA*
 - e. *Declaring the week of September Seventeenth as Constitution Week*
10. **Certificate of Recognition**
 - a. Honoring Tennessee United Soccer Club 2005 Boys - Division 1 State Champions
 - b. Honoring Grant Koch – Merrol Hyde Magnet School All County Singles Tennis
 - c. Honoring Joseph Rodriguez - Merrol Hyde Magnet School All County Doubles Tennis
 - d. Honoring Josh Rodriguez - Merrol Hyde Magnet School All County Doubles Tennis
 - e. *All departing County Commissioners*
11. **Zoning**
12. **Adjournment**

Veteran Service Office Activity Report 2017 - 2018

Office Activity	Interviews												Monthly Average
	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	
Appointments	15	15	26	17	12	18	8	10	21	22	20	16	18
Walk-ins	62	55	46	49	38	44	53	60	40	35	52	51	49
Total Interviews	77	70	72	66	50	60	59	70	64	57	72	67	65
Phone calls Returned	70	81	106	75	120	70	65	81	87	83	117	98	89
Emails Returned	27	35	36	30	75	45	30	39	57	53	83	98	52
Claims Filled	8	42	18	18	23	14	38	15	34	43	20	23	25
VeteranSpec Activity	251	100	190	108	155	146	143	110	176	200	139	149	155
Total Office Activities	433	328	422	295	425	334	333	315	418	446	421	412	382
Out Reach	Interviews												Monthly Average
	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	
Westmoreland	0	4	2	0	1	3	3	0	2	2	0	3	2
Portland	0	8	4	3	3	0	2	2	3	4	5	3	3
White House VFW	0	0	0	0	0	1	0	0	0	0	0	0	0
American Legion Gallatin	0	0	2	0	0	1	0	0	0	0	0	0	0
VFW Hendersonville	0	6	3	6	2	0	2	3	6	2	4	3	3
Veteran Home Visits	0	4	5	10	6	4	5	0	4	5	0	3	4
Pennington Place Senior Living	0	2	0	0	0	0	0	0	0	0	0	0	0
Christian Towers Senior Facility	0	0	0	0	0	0	2	0	0	0	0	0	0
Hendersonville Nursing Home	0	0	0	0	0	0	0	0	0	0	0	0	0
Terrace Of Blue Grass Senior Living	0	0	0	0	0	0	0	0	0	0	0	0	0
Sumner County Hospital/Gallatin	0	3	0	0	0	1	2	0	0	0	0	0	0
Total Outreach Activities	0	27	16	19	12	10	16	5	18	13	8	12	13
Other Activity	Interviews												Monthly Average
	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	
Newspaper	0	0	0	0	1	0	0	0	0	0	0	0	0
Training	0	1	3	2	0	1	1	1	2	2	2	2	1
Conferences	0	0	4	2	0	0	0	0	0	0	0	0	1
Senior Network TailorGallatin	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. Of Labor Career Center/Gallatin	1	2	2	1	0	0	0	1	2	1	0	1	1
National Guard Nashville	0	0	2	6	4	4	5	6	0	0	0	0	2
War Records Nashville	15	7	12	20	16	10	13	12	10	6	9	8	12
Vet. Legal Assistant Nashville	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Activity	17	10	19	33	23	14	18	20	14	9	11	11	17
Total Monthly Activity	450	385	457	347	458	358	363	340	450	458	441	435	416

SUMNER COUNTY CIRCUIT COURT CLERK



Personnel Policies & Procedures

EFFECTIVE DATE January 1, 2018

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INTRODUCTION

Circuit Court Clerk Personnel Policies and Procedures (“**CCCPPP**”) have been developed to provide the employees of the Circuit Court Clerk's office with a copy of the personnel policies, practices and procedures, general conditions of employment and employee benefits as adopted by the Circuit Court Clerk.

CCCPPP is not an exclusive statement of all the terms and conditions of employment. **CCCPPP** are subject to change without advance notice, and the Circuit Court Clerk or designee reserves the right to make final decisions as to the interpretation of **CCCPPP**.

No policy, benefit, practice or procedure contained herein creates an employment contract for any period of time, unless otherwise approved by the Circuit Court Clerk.

CCCPPP are applicable to all Circuit Court Clerk employees unless resolution or statute excludes an office, department, division, position or situation. Some offices, departments or divisions, may adopt policies and procedures in addition to these policies. Each employee is responsible for determining any and all policies that apply to their position, employment or job.

CCCPPP are established to guide all administrative personnel actions. Any oral or written statements contrary to this manual are disavowed by the Circuit Court Clerk and should not be relied upon by the employee.

CCCPPP may be revised or amended at any time by the Circuit Court Clerk. By accepting employment, employees agree to conform to any changes, deletions, or additions to these policies and procedures during the course of their employment.

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

SECTION I - EMPLOYMENT CATEGORY

A. EMPLOYMENT

All employees working for the Circuit Court Clerk are employed **at-will**, unless otherwise approved by the Circuit Court Clerk or statutory directive. Nothing in **CCCPPP** shall be taken to imply, promise or guarantee any type of employment contract. No time period is guaranteed for a job or position. Any positions are subject to ending due to shortage of funds or work; abolition of a position or other organizational changes; or for related reasons which are outside the employee's control and which do not reflect upon the service of the employee.

The determination of whether or not an employment position is full or part-time is the responsibility of the Circuit Court Clerk.

To be considered **FULLTIME** an employee must consistently work at least 30 hours a week on a regular basis, no less than 1,560 hours annually. In addition, the designation of **FULLTIME** is not guaranteed on the basis of the minimum number of hours alone. Positions designated as **FULLTIME** will be entitled to receive benefits offered by Sumner County. Benefits offered to fulltime employees can be amended, increased or decreased at anytime by action of the County Commission or designated committee.

Positions designated as **PART-TIME** are not entitled to benefits.

B. 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. Vacation and sick leave will begin accruing during the employee's second month of employment.

SECTION II – COMPENSATION

A. OVERTIME

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, vacation and holidays are not counted as hours worked.

Employees Exempt from Overtime-pay Provisions - Any employee employed in a bona fide executive, administrative, or professional capacity 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.

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 Circuit Court Clerk. 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.

Any employee who works overtime without obtaining advance approval of the Circuit Court Clerk as required may be subject to disciplinary action, up to and including termination of employment. All authorized overtime must be within budgetary limitations.

Compensatory Time - Compensatory time may be given to those employees who work overtime and with whom the county has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for 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."

Employees are encouraged to use their accrued compensatory time, and the county 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 eighty (180) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees).

Any non-exempt employee who has reached this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed.

In addition, the maximum number of hours that an employee may have accrued at the end of each fiscal year is one hundred and eighty (180) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees.)

An employee may not carry a negative hourly balance at any time.

B. WORKWEEK

The workweek begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday of each week. An employee is paid a weekly salary, which covers all hours worked up to 40 hours during each workweek. Hours in excess of 40 in a "workweek", for non-exempt employees, are to be covered as described in "overtime" or "compensatory" time.

Employees shall be paid biweekly (Payroll Period) in the most appropriate method determined by the county.

Due to biweekly accounting, the fiscal year will normally have 26 pay periods. During this fiscal year, there are 24 regular pay periods in which benefits, insurances and other elected deductions are taken from a paycheck. Any remaining pay periods are considered extra pay periods and no elected deductions are taken.

The salary paid to exempt salaried employees is compensation for all hours worked in a payroll period.

The actual work schedule for each employee will be arranged by the Clerk.

C. TIME RECORDS

Employees are required to record their hours on the forms (or other alternative method approved by the Sumner County) provided for this purpose. Both exempt and

nonexempt employees are required to fill in this form daily and, at the end of the payroll period, sign and forward them to your supervisor for review, processing, and their signature and approval. All time sheets must contain signature or electronic equivalent, of employee and supervisor.

Office hours are Monday through Friday from 8:00 a.m. until 4:30 p.m. with the office closing at 4:30 p.m. Employees work schedule and work hours will be determined by the Clerk. It is the duty of each employee to ensure that actual hours worked, leave time taken and leave balances is recorded accurately. All time sheets must record beginning balances, amount earned, and amount used, and ending balances for all pay as well as leave.

Any discrepancies between check stub and timesheet balances for any type of leave must be reported to the payroll office within twenty days or balances are considered correct and corrections will not be made.

Falsifying payroll records is a crime. Copies of time records or electronic equivalent shall be maintained at the finance department.

D. EMPLOYMENT ELIGIBILITY VERIFICATION

Sumner County does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete all Employment Eligibility Verification Forms and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed with Sumner County within the past three years or if their previous forms were no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Finance Office. Employees may raise questions or complaints about immigration law compliance without fear or reprisal.

SECTION III - GENERAL CONDITIONS OF EMPLOYMENT

A. OCCUPATIONAL COMPENSATION PLAN

In May of 1999, Sumner County opted out of the state worker's compensation statutes and adopted in its place the Sumner County Occupational Compensation Plan (the Plan). The Office of Risk Management (ORM) oversees all employment related injuries. ORM must be contacted to report any work related injury or to answer any questions arising about the Plan.

B. NON-DISCRIMINATION POLICIES

It is the policy of Sumner County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, or any other group protected by law. This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

It is the policy of Sumner County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor, Elected Official or Department Head. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or retaliation.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Sumner County does not discriminate in its hiring practice on the basis of race, color, religion, sex, national origin, age, disability, veteran status or other any group protected by law.

C. AMERICANS WITH DISABILITIES ACT

Sumner County will reasonably accommodate qualified applicants and employees with known disabilities pursuant to state and federal laws, rules and regulations unless the accommodation imposes an undue hardship on the county.

SECTION IV- EMPLOYEE BENEFITS

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, office needs, or any other non-discriminatory reason set forth.

A. VACATION LEAVE

As of June 30, 2010, vacation time earned and balances available will be reported to the finance department for each full-time employee. These times will be confirmed and certified with the department head, office holder and individual employee.

As of January 1, 2018 for all current employees and as of the date of hire for newly hired employees, all vacation for full-time employees will accrue forward in the following format:

Employees having been employed less than 5 years:

Each employee shall accrue 8 hours of vacation leave per month. New employees shall not be allowed to take any vacation leave within the first six (6) months of employment; however, they will accrue vacation days during the first six (6) months beginning with their second month of employment.

Employees having been employed 5 – 20 years:

The employee shall accrue 15 hours of vacation leave in January of each year and 11 hours of vacation leave per month in February through December.

Employees having been employed 20 + years:

The employee shall accrue 17 hours of vacation leave in January of each year and 13 hours of vacation leave per month in February through December.

Employees shall accrue 15 hours of vacation leave in the month of their 5 year anniversary and 17 hours of vacation leave in the month of their 20 year anniversary, and then 11 hours and 13 hours, respectively, for each following month of the calendar year.

Part-time and temporary employees do not qualify or accrue vacation leave.

In addition to accumulated vacation days, each employee shall receive their birthday as a paid holiday each year. If the employee's birthday falls on a Saturday or Sunday, or if the workload in the office prevents the employee from being able to be absent on their actual birthday, the Clerk will notify the employee which day shall be the birthday holiday for that employee.

Accumulation of Vacation Time – Beginning at the end of the 2017 calendar year, accumulated vacation time may be carried forward for up to five (5) days at the end of any calendar year. Any amounts in excess of five (5) days at the end of any calendar year will automatically be rolled over to a sick day. An employee may not carry a negative balance at any point.

Use of Vacation Time – Vacation time may be used only at times approved in advance by the Circuit Court Clerk. No more than one employee may be on vacation from each department without express permission from the Clerk. If two or more employees request vacation for the same period of time, it will be the Circuit Court Clerk's decision if this will create a hardship upon the department. No employee may take more than ten (10) days of vacation at one time. Vacation time must be used in 1/2 day increments. No employee may give or loan vacation time to another employee. Any employee shall not have a negative vacation balance at any time. Vacation days must be requested by January 31 each year in order to receive priority. The Circuit Court Clerk will make all approvals regarding vacation requests.

At the complete discretion of the Circuit Court Clerk, employees may be paid for up to five (5) unused vacation at the end of each calendar year.

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 gross misconduct or unless employee terminates employment without two weeks' notice. For termination due to gross misconduct, as determined by the department head or elected official, all accrued leave is forfeited. If the employee terminates their employment without giving the Circuit Court Clerk two weeks' notice of their termination date, then all accrued leave is forfeited.

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

No accumulated vacation pay will be paid out at time and one half. Payment will be made at the next regularly scheduled payroll.

B. SICK LEAVE

Once an employee has been employed for 30 days the employee begins to earn sick leave. Sick leave is earned at the rate of one sick day per month, up to 96 hours of paid sick leave per fiscal year.

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.

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 the employer.

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.

Sick leave must be used in accordance with the office's sick leave interoffice policies. An employee may not have a negative balance at any time.

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.

No employee may give or loan sick leave time to another employee.

Notice of Sick Leave – An employee is required to notify the Circuit Court Clerk no later than 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. Abuse of sick leave is grounds for dismissal. A doctor's excuse is mandatory after the third consecutive sick day used; however, the Circuit Court Clerk reserves the right to require a doctor's excuse for the first day of sick leave used.

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 department head is under no obligation to allow an employee to use vacation time for the illness or the department head may require an employee the use accumulated vacation or compensatory time for time off if he or she so desires.

C. BEREAVEMENT LEAVE

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 16 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 24 hours of bereavement leave may be granted from sick leave at the Circuit Court Clerk's discretion.

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, step-parents, step-siblings and other legal dependants of the employee.

An employee who claims bereavement leave may, at the discretion of the Circuit Court Clerk, be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

D. VOTING LEAVE

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 Elected Official or Department Head 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.

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 Elected Official or Department Head may choose to not allow additional time off from work.

E. MILITARY LEAVE

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.

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.

During such time that the employee is on the above described military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.

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.

F. JURY DUTY LEAVE

The County 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 Elected Official or Department Head.
- 4) If the employee is relieved from being a witness during working hours, the employee must report back to the Elected Official or Department Head.
- 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.

G. LEAVE WITHOUT PAY

Any employee, at the discretion of the Circuit Court Clerk, may be granted leave without pay for sufficient reason as determined by the Circuit Court Clerk, 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.

H. FAMILY AND MEDICAL LEAVE ACT LEAVE

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 12 months, and have worked for at least 1250 hours of service during the 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 (sick, vacation, comp. etc) for this illness.
- 2) Under circumstances set forth below, each eligible employee shall have up to a total of 12 weeks during any one-year period. Pursuant to this policy, the 12 – month period utilized is a “rolling” 12 – month period measured backward from the date an employee uses any FMLA leave.

FMLA leave starts with the first time off for the major illness not from the request date.
- 3) 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; and
 - d) Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job.
- 4) 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 (c) 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 County 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.

- 5) Whenever possible, and subject to your health care provider's approval and certification, when planning medical treatment, eligible employees must consult with the Circuit Court Clerk and make a reasonable effort to schedule the leave so as not to unduly disrupt the Department's operations.
- a) Employees are expected to consult with the Circuit Court Clerk prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of both the employee and the County;
 - 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 Circuit Court Clerk to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the County's operations, the Circuit Court Clerk 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.
- 6) If an employee submits a certification signed by a health care provider, the County may, with the employee's permission, have a health care provider representing the County contact the employee's health care provider for purposes of clarification and authenticity of the medical certification. Under appropriate circumstances the County 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.
- 7) In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the County notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. It is expected by the County that an employee will give notice to the Circuit Court Clerk 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 County 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.
- 8) 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, 30 days advance notice is required. In the event 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.
- a) To assist the County in arranging work assignments during an employee's absence, the County requests that employee's give the County 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;

- b) To facilitate an employee's return to work, the County requests that the employee provide the employee's Circuit Court Clerk with two weeks advance notification of the employee's intended return to work date;
- c) 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 30 days after the date the employee provides appropriate notice to the County of the need for FMLA leave;
- d) The County 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 County reasonable notice, within two business days, of the changed circumstances where foreseeable;
- e) If an employee advises the Employer 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
- f) If an employee is able to return to work earlier than anticipated, the employee shall provide his/her Circuit Court Clerk two weeks advanced notice when feasible prior to returning to work.

- 9) 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:

- a) 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
- b) Continuing treatment by a health care provider which includes one 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 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.

- 10) 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.
- 11) On return from FMLA leave employees will be returned to the same position the employee held when leave commenced, or to an equivalent position.
 - a) 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;
 - b) 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 County will seek to return employees to a suitable position, although the County cannot guarantee that one will be available.
 - c) 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
 - d) If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the County will attempt to transfer such an employee to alternate suitable work, if available.
- 12) While on an FMLA leave of absence provided for under this policy, the County will continue employee group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks during the applicable 12 – month period. If an employee's leave extends beyond 12 weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
- 13) 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.
- 14) 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.

15) Military Family Leave Provisions

There are two types of Military Family Leave available:

a. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to 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:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 5 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
- 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

b. 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 26 weeks of leave to care for a covered service member during a single 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.

I. HOLIDAYS

Because of the variety of Sumner County services, all employees may not be able to observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your Circuit Court Clerk will tell you in advance. Sumner County will grant holiday time off (or pay in lieu of time off) 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	first Monday in September
Columbus Day	second Monday in October
Veteran's Day	November 11 th
Thanksgiving	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	
Christmas	

County general elections are observed as holidays.

J. LEAVE RECORDS

Employees shall record all leave taken on their time sheets or approved computerized equivalent.

SECTION V- INSURANCE BENEFITS

A. Presently Serving Employees

Benefits eligibility is dependent upon a variety of factors, including employee classification. Most benefits require contributions from the employee; however, several are not funded by Sumner County.

Individual benefits are determined by plan documents and/or the Sumner County Commission through resolutions or the SIB board.

B. Retired and Disabled Employees' Insurance Plan

To be eligible for coverage as an Early Retiree or Disabled Employee, an Employee must meet the eligibility criteria that became effective January 1, 2006. This plan is not retroactive. Sumner County will pay 75% of the cost of medical insurance premiums for an eligible employee at retirement if the employee meets the following qualifications:

- the eligible Employee must be at least 60 years of age and have 20 years or more of service with Sumner County; or
- the eligible employee, of any age, obtains 30 years of service with Sumner County; and
- the employee must be eligible for medical insurance coverage for the last 5 years of their employment with Sumner County; however,
- at the time of retirement, if the employee has 5 years continuous employment and the dependent has been eligible to participate in the plan for that five-year period, then the dependent can retain coverage as part of the retiree's plan but the dependent must pay 100% of the additional premium cost. *(This does not mean the employee has participated in the insurance plan, but would have been eligible for coverage.)*
- due to the restrictions placed by reinsurance: if the employee and/or dependent has not had coverage but has been eligible for the last 5 years and elects to take

County Insurance at Retirement, that retiree and/or dependent will be required to answer a questionnaire in order to qualify for health care coverage and if deemed eligible for coverage will be subject to pre-existing conditions.

- a Disabled Employee must be certified as disabled by the Social Security Administration, must have been enrolled in the County Insurance program at the time of disability, and must have 10 or more years of County service at the time of disability.

The retired Employee is responsible for payment of 25% of the cost of this coverage. Programs to share in the cost for the retired Employee's coverage are the responsibility of the County Group offering the program and not the Insurance Trust.

Coverage under the Sumner County Employees Early Retirement Group ends when the retired Employee attains age 65 or becomes eligible for Medicare.

If, at the time of retirement, the retired Employee has 5 years of continuous employment with Sumner County, and a dependent has been eligible to participate in the Plan for that 5-year period, the dependent can continue coverage as part of the retired Employee's Plan. However, the dependent must pay the entire contribution for this coverage.

SECTION VI -EMPLOYEE CONDUCT

A. PURPOSE

The maintenance of high standards of honesty, integrity, impartiality, and conduct by Sumner County employees is essential to assure the proper performance of Sumner County business and the maintenance of confidence by the public in Sumner County government.

Employees must avoid any action that might result in or create the appearance of using public office for private gain, giving preferential treatment to anyone, impeding Sumner County government efficiency or economy, or eroding the public's confidence in Sumner County government's integrity.

B. USE OF TECHNOLOGY RESOURCES

Sumner County's technology resources include but are not limited to computers, software, telephones, facsimile (FAX) and photocopy machines. Sumner County owns and maintains technology resources for the purpose of carrying out Sumner County's business. While Sumner County recognizes that employees may occasionally need to use technology resources for personal reasons, all such personal use should be incidental and kept to a minimum. This standard of usage applies to all Sumner County equipment at all times. Repeated or intentional misuse of or damage to Sumner County's technology resources is prohibited. Employees will be required to reimburse the County for any damage caused by intentional misuse or negligence. Information created or stored on Sumner County's technology resources is the property of Sumner County and should not be considered private.

Computer & Internet Usage

Use of a duplicate copy of licensed software is a violation of federal copyright laws and is prohibited by Sumner County. Employees are prohibited from copying county-owned software for their personal use.

Employees shall not change, tamper with, or add to pre-defined network setups and software configurations without the express consent of the responsible department head or elected official.

Employees who are provided portable equipment, whether temporary or permanent, are considered the custodian of that asset and are liable for loss and/or damage caused by negligence.

Employees shall observe established network log-on and log-off guidelines. Each employee is responsible for the documents, messages, and data created or deleted under his/her log-on identification and password.

Electronic mail generated in the course of Sumner County business may be considered a public record under Tennessee law. Therefore, employees should not have the expectation that their e-mail correspondence or files are confidential. Employees shall avoid the use of harassing, offensive, and discriminatory language in electronic mail. Messages addressed to "Everyone" must pertain to Sumner County business and be urgent in nature or of informational use to all employees.

Employee access to and communication on the Internet is intended for business purposes only. Any personnel use shall be de minimis and infrequent. All information sent or received via the Internet shall be considered a matter of public record. Therefore, employees should not have the expectation that their Internet activities and messages are confidential.

Employees shall not copy, download, upload, or print illegal material using any Sumner County technology resource.

Passwords

Where necessary, logon passwords will be assigned by the Systems Administrator and/or the Administrative Office of the Courts. Employees are not to share their passwords with anyone, including other employees. Divulging your password will be considered a willful breach of security.

Telephone Calls

Personal calls from office phones should be brief in nature and limited to those which are necessary but cannot be made outside of work hours. Employees shall charge personal long-distance calls to their own credit card or personal telephone accounts.

Fax Machines

Sumner County facsimile machines are intended for Sumner County business communications. Employee use of these resources for personal business shall be incidental and infrequent in nature.

Photocopy Machines

Sumner County photocopy machines are intended for Sumner County business communications. When outside agencies or individuals request copies of Sumner County documents, these agencies will be charged at the per page rate and standard labor fee as set annually by the Circuit Court Clerk's fee statute.

C. OUTSIDE EMPLOYMENT

If authorized by the Circuit Court Clerk, Sumner County employees may be allowed to engage in employment outside their county employment duties as long as the outside work does not interfere with or otherwise cause harm to the performance of their official Sumner County obligations. If outside employment is found to be incompatible with Sumner County employment, a Sumner County employee must stop the outside work or he/she will be terminated from employment with Sumner County.

Each employee should confirm the ability to accept outside employment with the Circuit Court Clerk.

D. VIOLATIONS OF POLICIES AND PROCEDURES

Employees will be subject to disciplinary action if they violate any Sumner County policy. All applicable laws, regulations, and procedures will be followed when disciplinary action is taken. In addition, violations of criminal statutes may subject the violator to criminal prosecution.

An employee is responsible for reporting to his supervisor any violation of law and Sumner County policies and procedures committed by another employee when he/she has knowledge of such activities. If the violation is committed by the employee's supervisor, the report should be filed with the next official in the chain of command.

E. POLITICAL ACTIVITY

The Hatch Act places certain restrictions on employees of entities who receive federal funds and/or grants. An employee is prohibited from using one's official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office including activities such as threatening to deny promotion to any employee who does not vote for certain candidates; coercing directly, coercing indirectly, attempting to coerce, commanding or advising another employee to pay, lend or contribute anything of value to a party, committee, organization, or person for political purposes including requiring employees to contribute money to a political fund, influencing employees to buy tickets to political fund-raising dinners, and matters of similar nature.

Employees may be candidates in non-partisan or partisan elections. However, before deciding to run for public office, employees should be aware of possible conflicts of interest.

F. SAFETY

All employees shall conform to established safety rules and regulations that may be issued from time to time and shall be responsible for the appropriate use of protective clothing, equipment, and vehicles. Employees who violate safety rules and regulations shall be subject to disciplinary action up to and including termination.

G. HARASSMENT POLICY

Circuit Court Clerk is committed to providing a safe and secure work environment in which all individuals are treated equally with respect and dignity. The Circuit Court Clerk strives to create an atmosphere that promotes equal opportunities and prohibits discriminatory practices. In keeping with this commitment, the Circuit Court Clerk will not tolerate harassment in the workplace. This policy covers all employees and officers. The Circuit Court Clerk will not tolerate, condone, or allow harassment whether engaged in by co-workers, supervisors, associates, outside clients, or other non-employees who conduct business with the Circuit Court Clerk's office.

The Circuit Court Clerk specifically prohibits sexual harassment in the workplace. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment (called *Quid Pro Quo*); or this conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment (called hostile work environment).

Reporting a Complaint of Harassment – The Circuit Court Clerk encourages employees to report all incidents of harassment regardless of the status or job title of the perpetrator. Other persons who observe an offensive behavior committed on Sumner County property or by a Sumner County representative should report the event even if he/she is not the target of the behavior.

Discrimination, including harassment, in the workplace is illegal. If an employee believes that he or she has been subjected to illegal discrimination or harassment related to employment with the Circuit Court Clerk's office, the employee should report the incident promptly to the Circuit Court Clerk under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the Circuit Court Clerk, then the problem should be reported to any Department Head, the County Executive or his or her designee. No adverse personnel action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a complaint; however, disciplinary action may be taken against any individual providing false information in connection with a complaint.

Retaliation against any individual who has articulated any concern of harassment is prohibited. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same type of disciplinary action as perpetrators of harassment.

All allegations of harassment shall be investigated promptly. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances and law. All officers and employees are required to cooperate in the investigation of any complaints made pursuant to this policy.

Upon completing the investigation of a harassment complaint, appropriate action shall be taken under the law.

H. SMOKE-FREE WORKPLACE POLICY

Due to the adverse health effects of second-hand smoke, all facilities owned and operated by Sumner County are designated as smoke-free environments. Employees are prohibited from smoking in offices, lobbies, restrooms, maintenance shops and all common areas of Sumner County facilities.

SECTION VII -DISCIPLINARY ACTION

A. POLICY

Regulations for the acceptable conduct of employees are necessary for the orderly operation of the county's business and for the benefit and protection of the rights and safety of all employees. Certain regulations, and others that may be established from time to time, and the procedures for disciplinary action are published to promote understanding of what is considered unacceptable conduct and to provide for consistent action in the event of violations.

B. REASONS FOR DISCIPLINE

An employee may be disciplined for violation of any county policy, existing law, rule or regulation, or failing to meet the standards set by the supervisor. Discipline can include an oral reprimand, written reprimand, suspension (with or without pay), demotion or dismissal.

Employment actions may be based upon the culmination of a series of events for which disciplinary actions have been taken or may also be the result of a single event that is serious enough to warrant immediate action or termination.

A copy of all disciplinary documentation should be maintained in an employee's personnel file.

SECTION VIII - ALCOHOL AND DRUG POLICY

Sumner County is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. Employee safety and rehabilitation serve as the foundations of this policy.

Sumner County employees may not use or be under the influence of drugs, narcotics, and/or any other controlled substance while at work. Alcohol is a drug and as such has no place in a drug-free workplace. Therefore, the use of alcohol while at work is prohibited by this policy. In addition, no employee may report to work under the influence of alcohol and/or drugs.

This policy does not prohibit the use of medicine prescribed by an employee's licensed physician. An employee who is required to take prescription medicine which may impair or impede his/her ability to perform his/her job should notify his/her supervisor of the medication prescribed. Use of prescribed medication may not exceed the prescribed dosage. Use of a prescription drug for which the employee has no prescription will be viewed as a violation of this policy.

Sumner County prohibits employees from the possession, distribution, sale, and/or manufacture of alcohol, narcotics, drug paraphernalia, or any other controlled substance on Sumner County property, in company vehicles, or when on-call.

All property belonging to Sumner County is subject to inspection at any time without notice.

Certain departments and offices have adopted a more detailed and specialized drug testing policy which is followed due to the nature of the office or position. When a more restrictive policy is adopted, those guidelines are the required policy for that position. Each employee should determine individual drug test requirements for his/her position.

Section IX - MISCELLANEOUS PROVISIONS

A. PERSONNEL FILES

An individualized personnel file will be maintained on each employee in the finance office. It is the responsibility of each employee to provide accurate information to the Employer. Employees are also responsible for reporting any change in the information which they have previously provided.

B. PAYDAY

Employees shall be paid on a bi-weekly or monthly basis. Bi-weekly pay checks will be distributed on the Friday following the end of each pay period, unless altered due to an official holiday or incremental weather. Any altered pay schedule will be determined by the finance director. Under no circumstances will any paycheck be distributed before the payday or scheduled time.

C. MEAL PERIODS

Employees shall be given a meal break each work day of at least thirty (30) minutes duration, but no longer than one hour (at the option of the Elected Official or Department Head). The employee will not be required to perform any work during the meal break. An employee will not be paid for this meal break. Any breaks less than thirty (30) minutes in length will be considered time worked.

D. ABSENCE DUE TO INCLEMENT WEATHER

Vacation will be charged to any employee who is absent due to weather conditions unless a "no work period" has been officially declared. A "no work period" and/or snow schedule may be declared by the Circuit Court Clerk depending upon the

severity of weather conditions. If you are absent on sick leave when a “no work period” is officially declared, you will be charged with sick leave.

E. TERMINATION PAY

An employee, whose services are being terminated, either voluntarily or involuntarily, shall be paid for all earnings which are due and accrued, plus all accrued vacation time, overtime and compensatory time as set forth in this policy. However, vacation time will not be paid and shall be forfeited if the employee is terminated due to gross misconduct.

The employee will not be compensated for any unused sick leave days, but unused sick leave days may be transferred to the Tennessee Consolidated Retirement System according to the plan’s rules and regulations.

In the event of death, the amount owing to the employee shall be paid to his or her estate or the surviving spouse as may be required by law.

Termination pay will be paid at the next scheduled payday.

F. DISCIPLINARY ACTION

The Circuit Court Clerk absolutely reserves the right to terminate an employee at any time for any reason or no reason at all. Every county employee, unless approved differently by the Circuit Court Clerk, is an employee-at-will.

G. ATTENDANCE POLICY

The Circuit Court Clerk expects employees come to work each scheduled workday, on time. Failure to observe this policy can subject an employee to discipline up to and including discharge from employment.

When you are absent for any reason that has not been previously approved by your Circuit Court Clerk, you must call in and speak with the Circuit Court Clerk prior to the time for your shift to start. If the Circuit Court Clerk is not available, call your supervisor in your office and/or department. A doctor’s excuse and/or emergency room discharge can and will be asked for if the situation warrants.

Employees with excessive unscheduled absences will be subject to disciplinary action.

H. SOLICITATION – DISTRIBUTION

Solicitation and/or distribution of literature by employees on County property during working time or at a time which interferes with the work of others are prohibited. “Working time” is defined as all time when an employee is supposed to be engaged in performing work tasks, but shall not include meal times, breaks, or other specified periods during the workday when the employee is properly not engaged in performing work tasks. Loitering on Sumner County property is not permitted at any time.

I. VEHICLE USE POLICY AND GUIDELINES

Certain Departments and Offices may provide county vehicles for use in the performance of work-related duties. Vehicle usage policies and procedures, accounting requirements as well as incident and accident reporting should be obtained prior to use of vehicle or other county equipment. Failure to follow such procedures can result in employment discipline including termination.

ALL accidents or incidents involving a Sumner county vehicle or employee while on duty MUST be reported immediately to the office of Risk Management.

J. DRESS CODE

Each employee shall dress professionally each day. Unless otherwise approved by the Circuit Court Clerk, each employee shall dress in professional business attire. Low cut blouses, short skirts more than two inches above the knee, shorts above the knee, sweat pants and low cut pants are strictly prohibited even on "casual" days. Failure to adhere to the dress code is grounds for disciplinary action up to and including termination.

K. NEPOTISM POLICY

It is generally accepted that employment of relatives in the same area or department can cause, or create the perception of causing, serious conflicts and problems with favoritism and negative employee morale. Therefore, to prevent favoritism to relatives, conflicts of interest, violations of security, and unlawful discrimination, Sumner County prohibits the employment of immediate relatives in a direct supervisory line with respect to each other.

Relatives of persons currently employed by Sumner County shall not be hired into a position that results in them working directly for or supervising an immediate relative.

For the purposes of this policy, "immediate relatives" shall include a spouse, parent, child, sibling, step-child, step-parent, grandparent, grandchild, mother-in law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, and/or a significant other.

This policy prohibits employees who are relatives from being placed within the same line of supervision where one relative is responsible for supervising the job performance of work activities of another relative or in positions where one might have influence over the other's status or job security.

If the relative relationship is established after employment, the individuals concerned will be given the opportunity to decide who is transferred. If the affected individuals do not make a decision, the Circuit Court Clerk will decide. The time limit for this decision, and subsequent action, will be established by the Circuit Court Clerk however, it is recommended that the transfer generally take place no later than 30 days following the establishment of the relationship, no longer than 60 days.

In other cases, where a conflict or the potential for conflict arises resulting from the employment of relatives, even though a supervisory relationship does not exist, the Circuit Court Clerk reserves the right at its sole discretion to separate, reassign or terminate employment of either individual. In like fashion, the Circuit Court Clerk reserves the right to address any personal relationship that interferes with or otherwise damages the maintenance of smooth operations. In the course of normal operations, there may occasionally occur a circumstance that, while not of a supervisory nature, places one relative in the position of approving the work, activity or recommendations of

another or authorizing expenses incurred by or due to another. In those circumstances, it is required in all cases that an appropriate countersignature, or otherwise objective review, be obtained in order to avoid the potential for, or accusations of, any impropriety.

Sumner County has the right to determine, on an individual basis, whether any other relationship between employees warrants applying this policy. Although this policy by law does not pertain to elected officials and constitutional office holders, it is encouraged and recommended by this body that all county employees be covered by this policy.

This policy is not retroactive, but the County reserves the right to address any personal relationship that may interfere with or damage the maintenance of smooth operations.

L. FIREARMS & DANGEROUS INSTRUMENTALITIES

Subject to Tennessee and Federal law, Sumner County will have a zero tolerance for weapons, firearms & dangerous instrumentalities (weapon) in the workplace.

Any employee who brings a weapon to the workplace or who is found in possession on County property which forbids weapons shall be immediately discharged from employment with the County. This policy excludes sheriff's deputies or persons authorized to carry weapons pursuant to their employment. A person, who is legally licensed to carry a weapon personally, should not bring such weapon to county facilities.

Persons also using any item in a violent manner or to inflict bodily injury to another shall be subjected to the same terms of dismissal.

M. GOVERNMENT RECORDS

It is unlawful for any person to make a false entry or alteration of a governmental record, to represent a false record as valid, or attempt to use, alter or impair a government document. Such action can result in disciplinary action up to and including termination.

N. CONFIDENTIALITY OF OFFICE RECORDS

Any record filed in the Clerk's office or matter pertaining to this office shall not be discussed outside the office. All records are open to the public except those exempted by statute. Any person desiring to review any record not exempted by statute will be allowed to do so inside the office. No employee will take any record outside the office or discuss any record outside the office with any person. Improper disclosure of office records may be grounds for termination.

EMPLOYEE ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office or department as of this date, and that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with Sumner County. I understand that I should consult the Circuit Court Clerk, the Director of Finance and/or Law Director regarding any part of the policies that I do not understand or any questions I may have about my employment with Sumner County which is not answered in the policies. The current policies will be on file in the office of the Sumner County Clerk and I may examine them there during normal business hours.

The policies are subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Sumner County Clerk. Although I will be provided notice of changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supersede, modify or eliminate any or all of the policies at any time. All policies are subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Sumner County voluntarily, and acknowledge that there is no specific length of employment, unless approved differently by the Circuit Court Clerk, and that my employment may be terminated by me or by the Circuit Court Clerk at will, without cause or prior notice, at any time.

I acknowledge that none of the Circuit Court Clerk's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Sumner County.

In addition, I hereby give Sumner County government permission to obtain a motor vehicle report and authorize educational institutions, associations, registrations, and licensing boards to furnish information in order to determine my qualifications for employment at any time.

Employee Name (type or print)

Employee Signature

Date

COMPENSATORY TIME AGREEMENT

In accordance with the Fair Labor Standards Act, Sumner County has a policy of granting employees compensatory time off in lieu of compensation for time worked in excess of forty (40) hours in a workweek (or other permissible schedules for law enforcement, firefighters, and certain other employees). A copy of this policy is on file in the office of the Sumner County Clerk. I understand that compensatory time will be granted at time and one half for all time worked in excess of forty (40) hours worked (or other permissible work schedules). I further understand that accrued compensatory time may be used in accordance with county policy and applicable laws, rules and regulations of the U.S. Department of Labor.

I voluntarily and knowingly agree to accept compensatory time off in lieu of cash compensation for the overtime work and to the use of accrued compensatory time off in accordance with the county's policy and the laws, rules and regulations of the U.S. Department of Labor.

Employee Signature

Date

SUMNER COUNTY HIGHWAY DEPARTMENT PERSONNEL POLICIES

Effective JULY 1, 2018

The Sumner County Highway Department Personnel Policies is not an employment contract and does not create contractual obligations of any kind. The Sumner County Highway Department reserves the rights to change, revise, and/or eliminate Any of the policies and/or benefits described.

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THIS POLICY IS NOT AN EMPLOYMENT CONTRACT AND EMPLOYMENT CAN BE TERMINATED FOR ANY REASON

The following personnel policy shall apply to all employees of the Sumner County Highway Department.

1.) EMPLOYMENT CLASSIFICATIONS

There are three classifications of employees:

Regular Full-Time – An employee whose hours of service average 30 or more hours a week on an annual basis.

Regular Part-Time – An employee whose hours of service average less than 30 hours a week on an annual basis.

Temporary – An employee who is hired for a position that will last 6 months or less.

2.) CONDUCT OF COUNTY EMPLOYEE

Personal appearance will be regarded as an important aspect of your overall effectiveness. All employees are expected to keep themselves well groomed at all times. Shirts will be worn at all times. Shorts are permissible but they have to be hemmed.

Courtesy must be shown in all contact with the public. This is to be expected regardless of the service, complaint or demand made of the employee. However, if you are subjected to abuse, you should report it to your immediate supervisor or the Superintendent at once.

3.) PERSONNEL FILES

An individualized personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the employer any changes in the information which they have previously provided. Employees may review the contents of their personnel file upon request pursuant to office policy.

4.) EMPLOYMENT AT WILL

No policy, benefit, or procedure contained in these personnel policies creates an employment contract for any period of time. All employees will be considered employment-at-will. Either the employee or Sumner County Highway Department may terminate employment at any time, with or without reason or notice. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement made with an employee.

There will be an evaluation period of six (6) months for all employees. During this time the employee will be closely supervised in order to become familiar with duties and responsibilities.

5.) EMPLOYMENT ELIGIBILITY

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to provide to the employer copies of documents proving this eligibility.

6.) TIME AND TIME RECORDS

Office hours will vary depending on the work load and season. There is thirty minutes where the office employees are totally relieved of all duties for lunch. Each employee shall review and sign their time sheet or card, which shall show sick leave, holiday leave and vacation time taken. **MAKE SURE YOU CHECK YOUR TIME RECORD**, we strive to be accurate but it is your responsibility to check it.

A time clock is located at the main location of the Highway Department. All employees are required to clock in and out every day that they work. Excessive "Missing the Clock" & requesting "manual punches" will not be tolerated.

Employees will be paid every other Friday except when holidays prohibit, then the employees will be paid on the last working day of the pertaining week.

7.) EMPLOYEE COMPENSATION

All eligible employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours over forty (40) during the workweek. The workweek will begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on Saturday.

Employees who are required to work in excess of forty (40) hours per week may receive compensatory time off in lieu of overtime at the discretion of each office holder. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment over forty (40) hours per week. An employee cannot accrue more than 160 hours overtime which is two-hundred-forty (240) hours of compensatory time.

The use of compensatory time is subject to approval by the employer. Such approval will not be denied unless undue disruption to the office or department will occur.

Records. Office hours will vary depending on the work load and season. Employees are entitled to 30 minute break every day for lunch. Each employee shall review and sign their time sheet or card, which shall show sick leave, holiday leave, and vacation time taken.

8.) PAYROLL DEDUCTIONS

Mandatory deductions are Social Security and Withholding for Federal Income Tax. Other deductions are further explained.

Sumner County offers regular full-time employees and their family optional dental & health insurance plans. If interested in coverage, contact the personnel clerk concerning rates and effective dates. An employee who is on leave of absence may keep their insurance in effect for up to three months so long as the employee portion of the premium is paid by the employee by the first of each month. After the three months, COBRA may be available.

1. The county provides accidental dismemberment and term life insurance in the amount of what each employee gross annual salary would be, rounded up to the next \$1,000.00; (i.e. annual salary is \$13,500.00 your life insurance would be \$14,000.00). This benefit is paid for by the county. Additional supplemental insurances (life, accident, cancer, etc) are offered to employees once a year during open enrollment. These can be purchased by employees and the cost for this additional coverage's will be deducted from the payroll checks as a voluntary deduction.
2. Uniform service is optional to the employees. Any employee having uniform service is responsible for accounting for his/her uniforms. The payroll deduction for this service depends on the type and number of uniforms that are requested.
 - a. Any terminating employee having uniform service is required to bring in all uniforms that are on record as his/hers.

- b. The cost of any terminating employee's uniforms that are not accounted for nor turned in will be calculated and deducted from the terminating employee's final payroll check.
3. Additional supplemental insurance (life, accident, cancer, etc) is offered to regular full-time employees once a year during open enrollment. These can be purchased by employees and the cost for this additional coverage's will be deducted from the payroll checks as a voluntary deduction

9.) HOLIDAYS

The following paid holidays will be declared official holidays for the office of the Sumner County Highway Department and employees will be excused from work without charge to leave and will be paid at a rate of 8 hours per holiday.

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 -----	1st 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 -----	Decided @County Officials Discretion

When a holiday falls on Saturday, the Friday prior to the holiday is substituted. When a holiday falls on Sunday, the Monday following the holiday is substituted. On the occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on Friday proceeding Christmas Day. On those occasions when Christmas falls on Saturday, the Christmas holiday will be observed on the subsequent Monday. These holidays are subject to review and change by the Sumner County Officials Association.

Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, he shall be compensated at a rate which is one and one-half times the employee's regular rate of pay for the hours actually worked. The employee may elect to receive compensatory time which shall be earned at the rate of one and one-half hours for each hour actually worked during the holiday at the discretion of the employer.

Sumner County Highway Department employees will be given their Birthday off with pay each calendar year at a pay rate of eight (8) hours. Employees are to take the paid day off the birthday or within 30 days following the birthday and should not be taken with any other holiday.

10.) PAID ANNUAL LEAVE ACCUMULATION & USE

Regular full-time personnel shall accrue paid annual leave in accordance with the following schedule:

<u>Year of Service</u>	<u>Maximum Annual Accumulation</u>
1 – 2	1 week (40 hours)
3 – 4	2 weeks (80 hours)
5 & over	3 weeks (120 hours)

Eligible employees must be actively employed for one (1) year before a paid annual leave can be earned and taken, the employee shall earn paid annual leave on their anniversary date. No vacation time will be credited to an employee until it has been earned..

Without prior approval from the superintendent the maximum accumulation of annual leave may not exceed 160 hours or 40 hours plus what is currently being earned, whichever is less. Any exceptions to the annual leave policy will be made only for those personnel who have had a heavy work load throughout the past year (preventing use of annual leave). Employees otherwise eligible to earn paid annual leave do not earn or accrue paid annual leave while on leaves of absence.

The purpose of paid annual is to provide all regular full-time employees with periods of rest and relaxation away from the work environment. Each employee shall complete a vacation request form which must be approved **two (2) weeks in advance** by the employee's supervisor. All eligible employees that are on Family and Medical Act Leave that have exhausted all of their accrued sick leave must use any accrued paid annual leave.

Use of Vacation Time.-Vacation time will not be available for use by an employee until it is accrued. Vacation leave may be used only at times approved in advance by the employer. Vacation requests will be honored to the extent possible. Seniority will be used to determine any leave request conflicts. No employees may give or loan vacation to another employee. An employee may not carry a negative balance at any point.

11.) DISPOSITION OF ACCRUED VACATION LEAVE UPON TERMINATION

Upon termination of employment, an employee shall be paid for all accrued but unused annual leave, unless the employee was terminated for gross negligence or resigned to avoid termination for gross negligence.

At the option of the employee, any accrued and unused paid annual leave shall be paid by terminal leave or by a lump sum payment. Terminal leave is that period during which an employee remains on the payroll beyond their last working day until all of their accrued paid annual leave has been exhausted.

During terminal leave, an employee shall not earn additional annual or sick leave, shall not be eligible for use of sick leave and shall not be eligible for any salary increases. If an employee elects terminal leave, the date on which the employee's annual leave is exhausted shall be the official date of termination, but the last date of work shall be the last paid working day.

12.) SICK LEAVE ACCRUAL & USE

Sick leave shall be considered a benefit and privilege, not a right. Regular full-time employees shall accrue sick leave at the rate of one day (8 hours) per month (12 days per year or a total of 96 hours) for each month of service, which shall be earned after the completion of each month. There is no maximum accumulation of sick leave. Sick leave has no cash value. No employee may give or loan sick leave to another employee.

If an employee is in a paid status for one-half of the month or more, he/she will be credited with one day of sick leave for the month. Otherwise, he/she will not accrue any sick leave time for the month. Employees, otherwise eligible to earn sick leave, do not earn or accrue sick leave while on leave of absence.

General Use of Sick Leave

Sick leave is generally applicable to absences due to illness or injury to an employee, including illness or incapacity to work due to pregnancy and complications. Sick leave can be used for appointments with a licensed doctor, dentist, or recognized practitioners. When appropriate, a partial sick day may be used rather than a full day, a full day constitutes the number of assigned hours. During an illness related to mother, father, wife, husband or children, sick leave may be granted by the

superintendent and in accordance with the Family and Medical Leave Act. 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. However, such request must be justified by means of a doctor's statement upon return to work. No employee may give or loan sick leave to another employee. Sick leave may not be used in advance.

Documentation of Sick Leave

Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave will, after the third consecutive day of illness, be required to furnish a certificate from physician stating the nature of the sickness or injury. The doctor's statement should also provide that said employee has been incapacitated for work for the period of his/her absence, and that he/she is again physically able to perform his/her duties. Abuse and/or misuse of sick leave could result in a doctor's statement being required for any absence due to illness. Evidence of abuse of this benefit will be grounds for dismissal or disciplinary action.

Exhaustion of Sick Leave:

Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered as on a leave-without-pay-status unless the employee has any accumulated vacation time or compensatory time remaining. The employee may request that additional sick leave be credited against the remaining vacation or compensatory time.

Separation of Employees with Accrued Sick Leave

Upon termination of employment, accumulated sick leave shall not be used as terminal leave, and the employee shall not be entitled to any payment for accumulated sick leave. If a retiring employee is vested in the retirement service any accumulated sick leave will be credited to their service time. (i.e. at the end of 15 years a person retires and he had earned 180 months service time and had 80 sick days accumulated, the service time that his retirement would be based on would be 184 months).

13.) BEREAVEMENT LEAVE

A regular full-time employee will receive up to 3 days of paid leave due to the death of their spouse, parent, child, or sibling and 2 days of paid leave for death of mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or other legal dependent. Up to an additional 3 days of bereavement leave may be granted from accrued but unused sick or vacation leave at the superintendent's discretion.

14.) FAMILY MEDICAL LEAVE ACT (FMLA)

The FMLA entitles eligible employees to take unpaid, job-protected leave for qualifying family and medical reasons. Generally, an employee is eligible if he/she has worked 1250 hours for Sumner County in the 12-month period prior to requesting leave. Please contact the Finance Department to receive information on the FMLA. FMLA leave is based upon a rolling year.

15.) MATERNITY LEAVE

Pursuant to Tennessee Code Annotated Section 4-21-408, a female employee who has been employed by Sumner County for at least 12 consecutive months as a full-time employee may take up to four months of maternity leave for pregnancy, childbirth, and nursing the infant.

An employee who gives at least three months' advance notice of the date she expects to begin leave, the length of her 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. An employee who is prevented from giving 3 months' notice because of a medical emergency or because she received less than 3 months' notice of the adoption date shall be entitled to the same rights as an employee who gives 3 months' 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. FMLA leave and any paid leave an employee utilizes to supplement the unpaid portion of the maternity leave shall all run concurrently with the maternity leave. If an employee chooses to take 4 months' maternity leave, the 4th month may qualify for insurance through COBRA.

16.) JURY AND COURT DUTY

A regular full-time employee who is called for jury duty or subpoenaed to testify as a witness in court will be granted paid leave after he/she provides the superintendent with a copy of the jury summons or subpoena. If an employee is relieved from jury duty or testifying during working hours, the employee must report to work at the Sumner County Highway Department.

17.) OCCUPATIONAL INJURY

The Sumner County Highway Department strives to provide a safe working environment for its employees. In the event an employee is injured or becomes ill arising out of and in the course of employment, the employee will be considered under the Occupational Compensation Plan of Sumner County.

Should an employee become injured by accident or become ill under the provisions of this plan, he/she must immediately report the incident to their supervisor or the superintendent. **Incidents must be reported the same day.** The supervisor/department head should then contact the Risk Management Office. If the injury occurs after normal business hours, a message should be left with the Risk Management Office. An Occupational Injury Report should be completed and immediately sent to the Risk Management Office. If the report is faxed, the original should be mailed or delivered to the Risk Management Office. The Occupational Injury Report should be completed and mailed to the Risk Management Office within seven (7) days of the injury.

In the event medical attention is needed, contact the Risk Management Office for direction on which treatment facility should be used for on the job injuries. In the event an incident involves a serious injury, please report to the nearest Emergency Room and notify Risk Management of the treatment sought as soon as possible. Except for emergency treatment, Risk Management must give authorization for treatment to the treating facility before the employee receives medical attention.

18.) MILITARY LEAVE

Sumner County will administer military leaves of absence and returns from leave in accordance with the Uniformed Services Employment and Reemployment Act "USERRA." Employees who are called to service should notify their supervisor or the superintendent.

19.) VOTING LEAVE

An employee may be absent from work to vote while the election polls are open for period of time not to exceed 3 hours and will receive regular compensation during this period. The superintendent may specify the time of day the employee may be absent.

20.) LEAVE WITHOUT PAY

An employee may be granted leave up to 6 months of leave without pay at the discretion of the superintendent. During this period of absence, the employee will not accrue vacation leave, sick leave, or other benefits.

21.) TEMPORARY (SEASONAL) EMPLOYEES

A "seasonal" temporary employee designation will be used for those employees whose regular assigned work schedule is forty (40) hours per week, for a maximum of 39 weeks per employment year. The benefits set out in this manual are intended to apply only to full-time employees, rules and regulations are not intended to establish paid leave of any seasonal employees.

22.) DISCRIMINATION STATEMENT

As an equal opportunity employer, employment will be based upon consideration of the qualification of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age or disability will not be tolerated. An employee will report alleged discriminatory activity to the elected official. If the problem occurs with the elected official, then the employee will report the matter to the County Executive.

23.) ANTI-HARASSMENT POLICY

Sumner County is committed to maintaining a work environment that is free from discrimination where employees are able to devote their full attention and best efforts to the job. Sumner County will not tolerate any form of harassment of or by any employee (i.e., supervisory or non-supervisory) based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to any employee's race, sex religion, color, national origin, age, disability, or other factor protected by law, which would make the reasonable person uncomfortable in the work environment or which could interfere with the person's job performance.

Sexual Harassment. Sexual harassment includes: (a) unwanted physical contact; (b) unwelcome sexual advances or comments or requests for sex or sexual activities linked to ones' employment or advancement, regardless of whether they are based on promises or threats; (c) sexual displays or publications such as calendars, cartoons, or graffiti; (d) other verbal, electronic or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment; or (e) retaliation for complaints of harassment. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually-oriented "kidding", "teasing", or "practical jokes," jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, electronic communications and physical contact, such as patting, pinching or brushing against another person's body; or reading or otherwise publicizing in the work environment materials that are sexually suggestive or revealing.

Other Forms of Harassment: Harassment based on an individual's race, religion, age, national origin, disability, or other protected status is also expressly prohibited. This includes any verbal, written, or physical act in which race, religion, age, national origin, disability, or other protected status is used or implied in a manner that would make a reasonable person uncomfortable in the work environment or that would interfere with the employee's ability to perform the job.

How to Report Harassment: Sumner County cannot resolve matters that are not brought to its attention. Any employee, regardless of position, who has a complaint of or who witnesses harassment at work by anyone, including supervisors, managers, employees or even non-employees, is responsible for immediately reporting it to a supervisor, the superintendent, the County Executive or appropriate elected official.

Sumner County will investigate all claims of harassment. Sumner County will meet with the complaining employee to obtain a written account of the harassment, to discuss the results of the investigation, and where appropriate, review the proposed resolution of the matter. If an investigation confirms that harassment has occurred, Sumner County will take appropriate corrective action, up to and including termination.

Anti-Retaliation Policy: Sumner County prohibits attempts or actions of retaliation against employees for having reported possible discrimination or harassment and/or for cooperating with the inspection, investigation and/or proceedings involving complaints of discrimination, harassment and/or safety. Also, you will not be retaliated against for requesting a workplace accommodation or filing any claim for workers compensation benefits. Any employee who retaliates against another employee in violation of this policy will be subject to disciplinary action, including but not limited to termination.

24) EMPLOYEE CONDUCT

A. PURPOSE

The maintenance of high standards of honesty, integrity, impartiality, and conduct by Sumner County employees is essential to assure the proper performance of Sumner County business and the maintenance of confidence by the public in Sumner County government. Employees must avoid any action that might result in or create the appearance of using public office for private gain, giving preferential treatment to anyone, impeding Sumner County government efficiency or economy, or eroding the public's confidence in Sumner County government's integrity.

B. USE OF TECHNOLOGY RESOURCES

Sumner County's technology resource include but are not limited to computers, software, telephones, facsimile (FAX) and photocopy machines. Sumner County owns and maintains technology resources for the purpose of carrying out Sumner County's business. While Sumner County recognizes that employees may occasionally need to use technology resources for personal reasons all such personal use should be incidental and kept to a minimum. This standard of usage applies to all Sumner County equipment at all times. Repeated or intentional misuse of or damage to Sumner County's technology resources is prohibited. Employees will be required to reimburse the County for any damage caused by intentional misuse or negligence. Information created or stored on Sumner County's technology resources is the property of Sumner County and should not be considered private.

C. COMPUTER AND INTERNET USAGE

Use of a duplicate copy of licensed software is a violation of federal copyright laws and is prohibited by Sumner County. Employees are prohibited from copying county-owned software for their personal use.

Employees shall not change, tamper with, or add to pre-defined network setups and software configurations without the express consent of the responsible department head or elected official.

Employees who are provided portable equipment, whether temporary or permanent, are considered the custodian of that asset and are liable for loss and/or damage caused by negligence.

Employees shall observe established network log-on and log-off guidelines. Each employee is responsible for the documents, messages, and data created or deleted under his/her log-on identification and password.

Electronic mail generated in the course of Sumner County business may be considered a public record under Tennessee law. Therefore, employees should not have the expectation that their e-mail correspondence or files are confidential. Employees shall avoid the use of harassing, offensive, and discriminatory language in electronic mail. Messages addressed to "Everyone" must pertain to Sumner County business and be urgent in nature or of informational use to all employees.

Employee access to and communication on the internet is intended for business purposes only. Any personnel use shall be de minimis and infrequent. All information sent or received via the internet shall be considered a matter of public record. Therefore, employees should not have the expectation that their internet activities and messages are confidential.

Employees shall not copy, download, upload, or print illegal material using any Sumner County technology resource.

Where necessary, logon passwords will be assigned by the Systems Administrator. Employees are not to share their passwords with anyone, including other employees. Divulging your password will be considered a willful breach of security.

D. CELL PHONES:

Cellular phones are considered "listed property" by the Internal Revenue Services. For "listed property", any personnel use is a taxable benefit. Cellular phones are for Sumner County Business use, and any other usage should be de minimis.

Over use charges on cellular phones due to personal use will be paid by the employee and if excessive or repetitive, may be grounds for dismissal and will result in the automatic cancellation of cellular phone services.

25.) MISTAKES & 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.

26.) CONFIDENTIALITY OF OFFICE RECORDS

Any record filed in this office or matter pertaining to this office will not be discussed outside the office. All records are open to the public except those exempted by statute. Any person desiring to review any record not exempted by statute will be allowed to do so in person inside the office. No employee will take any record outside the office or discuss any record outside the office with any person. Improper disclosure of office records may be grounds for termination.

27.) GIFT POLICY

An employee shall not accept cash as a gift or gratuity from a customer or vendor. Small gifts (i.e. candy, cookies, and fruit) may be accepted by an employee and shared with the entire office. The Employer should be notified of any gift received by the office in order to express our appreciation. In a case where an item is in question, the matter should be referred to the Employer.

28.) CONFLICT OF INTEREST

No employee of this office will accept employment or any 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 officeholder or director of finance. 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.

29.) FIREARMS AND DANGEROUS INSTRUMENTALITIES

Sumner County, Tennessee, will have a zero tolerance for guns, firearms and dangerous instrumentalities in the workplace.

Any employee who brings a firearm to the workplace or who is found in possession, on County property or in a County vehicle, of any firearm or gun, shall be immediately discharged from employment with Sumner County, Tennessee. This policy excludes those whom are legally authorized to carry firearms, but, a person who is legally licensed to carry a gun personally shall not bring such weapon to work with them.

Persons also using any sort of dangerous instrumentality in a violent manner or to inflict bodily injury to another shall be subjected to the same terms of dismissal.

30.) GOVERNMENT RECORD DESTRUCTION, TAMPERING OR FABRICATION

Tennessee Code Annotated §39-16-504:

- 1) It is unlawful for any person to:
 - a) Knowingly make a false entry in, or false alteration of, a governmental record;
 - b) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
 - c) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.

A violation of this section is a Class A misdemeanor.

31.) AMENDMENT OF RULES

It is the responsibility of all employees to carry out and comply with the rules and regulations contained in this manual. The employee should be aware that these Rules and Regulations are subject to periodic review and change by the employer. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the employer to see if any changes have occurred.

32.) AMERICAN WITH DISABILITIES ACT (ADA)

The Sumner County Highway Department will not discriminate against a qualified individual with a disability. A qualified individual with a disability is an applicant or employee who can perform the essential functions of the job in question with or without reasonable accommodation. The Sumner County Highway Department will reasonably accommodate qualified applicants and employees with disabilities unless making the accommodation imposes an undue hardship on it. An employee needing accommodation should speak directly with their supervisor or the superintendent.

33.) ELECTRONIC COMMUNICATIONS

Employees of Sumner County have access to a variety of forms of electronic media and services, including computers, networks, electronic mail, telephones, fax machines, printers, and the Internet. These services are made available to employees in order to help them perform their jobs as efficiently and effectively as possible.

However, all employees should remember the electronic media and services provided by the County are the property of the County and their purpose is to facilitate and support the County. No right of privacy exists in favor of any employee of the County with respect to information placed on the electronic media systems by such employee. All electronic media systems, including but not limited to desktop PCs, laptop PCs, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks and CDs stored in the County's offices are subject to review by the County. Sumner County has the right to review, audit, interrupt, access and discloses messages created, received, or sent over the electronic media systems of the County.

Sumner County or its authorized designee reserves the right to review, at any time, all information contained in these systems (even if previously deleted or archived).

Employees are strictly prohibited from using County time, equipment or technology for personal or entertainment use or for using the voice mail, e-mail or other electronic communications systems in connection with any of the following activities:

- Engaging in illegal, fraudulent, or malicious activities;
- Obtaining, displaying, copying, transmitting or otherwise distributing materials that are defamatory, sexually explicit, discriminatory, or otherwise offensive in nature;
- Sending (uploading) or receiving (downloading) copyrighted materials, trade secrets, proprietary financial information, or other forms of information deemed to be confidential to outside parties or unauthorized internal parties;
- Using another individual's account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems; or
- Permitting any unauthorized individual to access the electronic media and services of the County

Specifically in regard to the Internet, the user must hold harmless Sumner County for any content or information found on the Internet regardless of whether the user finds the content offensive, incorrect, or incurs damages from relying on the information.

Again, electronic media and services are provided for business use. Limited, occasional, or incidental use of electronic media for non business purposes is understandable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Personal work should not be performed during work hours, and in no event should employees perform personal work on the systems of the County for personal profit.

The various electronic communications systems should never take the place of a personal visit when working in an environment that promotes "team work". Sensitive personnel issues should always be handled in person, especially where disciplinary communication and/or action is concerned.

Any employee who violates this policy or uses electronic communication systems for improper purposes shall be subject to discipline, up to and including termination.

Computer Use and Software: All disks and storage media will be provided by Sumner County. Employees should not bring their own disks in for business use. This policy is to help prevent any opportunity for viruses and other corrupt software to enter the County's systems.

Where necessary, logon passwords will be assigned by the Systems Administrator. Employees are not to share their passwords with anyone, including other employees. Divulging your password will be considered a willful breach of security.

Additionally, the software that is used in Sumner County has been purchased and registered for the benefit of all employees. The copyright law is very clear in regard to illegal duplication of software.

Employees are prohibited from copying software from Sumner County computers and taking it off the premises for personal gain. Likewise, employees may not bring in any unauthorized outside vendor software to be installed in Sumner County machines. Any unauthorized software brought in will be subject to confiscation and will not be returned. Employees found installing outside software may be subject to immediate disciplinary action.

34.) TERMINATION OF EMPLOYMENT

- 1) Information concerning insurance and retirement contributions will be available for the terminating employee.
- 2) To resign in good standing, a two (2) week resignation is required to be presented to the Sumner County Highway Department. The last working day will be determined by the discretion of the approving authority and after the review of accumulated annual leave and/or compensatory time.
- 3) **Termination of employment can be for a good cause or no cause**, but set forth below are several examples of offenses which could result in disciplinary action or termination.
 - a. Any employee caught drinking or using drugs on the job will be discharged.
 - b. If you have a temper, don't lose it, cursing each other, throwing things, etc. will not be tolerated and will be an automatic dismissal. Everyone desires respect.
 - c. Any employee caught stealing or misusing county property will be discharged. You are assigned a vehicle/equipment; it is your responsibility to **keep it clean and in good order**. Excessive questionable repairs will be considered misuse. NO Private Property work on road or in shops will be permitted; this is considered stealing and misuse of county property.
 - d. Hard hats are demanded to be worn at the Rock Crusher at all times if you are out of your vehicle. Extra hard hats are located in the office at the crusher shop. They are also to be worn while operating equipment that does not have a safety top installed on it.
 - e. Seat belts must be worn by all employees while riding in or driving a county vehicle (state law as of 1/1/88). The Occupational Compensation Plan may not cover you if you have a wreck and are not wearing your seat belt.
 - f. Safety glasses (not sunglasses) must be worn during operations of any power tools and equipment. Equipment that has a safety guard, the guard must remain in place.

- g. Any employee that is caught with possession of a firearm while on the job, unless commissioned by the law to carry a weapon, will be automatically discharged.
 - h. Any employee that is caught putting fuel on the ground, in the truck beds for purpose of cleaning them, or violating TDEC/Storm Water Runoff Regulations will be automatically be discharged.
 - i. Drivers of county vehicles are required by law to notify this office of any traffic violations while driving a Commercial Motor Vehicle CMV, failure to do this can result in termination of employment as a driver. A Motor Vehicle Record report will be requested, from the Tennessee Department of Safety, on a periodic basis (at least annually) on every driver. We will review these and any driver with a poor driving record could be disciplined or discharged. If you drive a county vehicle you must have the proper license. Everyone is required to have a CDL and will be required to have random drug and alcohol testing. For those that drive a vehicle home you can stop if it is on your way home but you cannot use the vehicle for personal use and you shouldn't be stopping at locations other than a restaurant or store.
 - j. If you are injured on the job your supervisor and the office must be notified within **24 hours**.
 - k. Excessive missing the clock or requesting to be manually punched in.
- 4) Vehicles – Vehicles will be assigned. You are to keep your equipment/vehicle clean and in good working order. Report any maintenance, repairs or malfunctioning to your supervisor and the shop foreman. If your equipment and/or machinery are not operating and there are no other duties for you to do, then you will be asking to go home. Excessive and questionable repairs will be considered misuse and will be grounds for termination.
 - 5) Cell Phones – Will be given out. I receive a detailed bill monthly and I know who is talking and when. If they are abused you will **lose** your phone.
 - 6) Radios – Two way radios are for company use and not for playing. We will be installing a computer program that will show when a mic is keyed up.
 - 7) Cleaning up after yourselves – We have a custodian, but he/she is not a maid. Take pride in your work and your work environment.

35.) COBRA

If the employee, the employee's spouse, or the employee's dependents lose group health insurance coverage due to employment termination or any other "qualifying event", any and all may be eligible to elect continuation of group health coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

COBRA entitles employees and their dependents to elect or decline continued group health insurance coverage upon a "qualifying event". Under federal law, a qualifying event is an event that would ordinarily cause an employee, spouse, or dependent to lose group health insurance coverage. Qualifying events include termination of employment, retirement, discharge for poor performance, reduction of work hours, death of a covered employee, divorce or legal separation from a covered employee, losing "dependent child" status, Medicare eligibility, or being called to active duty as a military reservist. Employees discharged for gross misconduct may not be eligible for continuation of benefits.

Employees and dependents are responsible for notifying Sumner County immediately following

any, qualifying event and upon any change in address of the employee and/or dependents. Employees and dependents that elect continued coverage following a qualifying event will be required to pay 100% of the applicable premium coverage cost.

The covered individual has sixty (60) days to elect coverage from the date of the qualifying event. If the covered individual chooses to continue coverage and pays all premiums, benefits will be continued for 18 months. A covered employee, spouse, or dependent who is disabled (according to the Social Security Administration) at the time of the qualifying event may be eligible to continue coverage for up to 29 months. An employee's covered spouse or dependent may be able to continue coverage up to 36 months in the event the covered employee dies, becomes entitled to Medicare, divorces or legally separates from the spouse, or the dependent child ceases to qualify as a dependent under Sumner County's insurance plan provisions.

In the event of a second qualifying event occurring during the period of coverage for an original event, the period of coverage will be extended to 36 months from the date of the original qualifying event. Employees may obtain additional information about COBRA from the Finance Department

36.) INSURANCE BENEFITS

A. CURRENT/WORKING EMPLOYEES

Benefit eligibility is dependent upon a variety of factors, including employee classification. Most benefits require contributions from the employee; however, several are not funded by Sumner County.

Individual benefits are determined by plan documents and/or the Sumner County Commission through resolutions or the SIB board.

B. RETIRED AND DISABLED EMPLOYEES' INSURANCE PLAN

To be eligible for coverage as an Early Retiree or Disabled Employee an Employee must meet the eligibility criteria, Retiree or Employee will have to check with HR personal for current requirements.

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICIES

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Sumner County Highway Department Personnel Policies.

I further acknowledge that:

- 1) I will read these personnel policies and bring any questions to the superintendent's attention;
- 2) I understand that I am employee-at-will and that I may be terminated at any time.
- 3) I accept/reject (choose one) the receipt of compensatory time where available.

Employee

Date

Sumner County Highway Department Superintendent

Date