

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

ORDINANCE #283-2022-20

**AN ORDINANCE TO AMEND THE PERSONNEL POLICY/EMPLOYEE HANDBOOK FOR
HARTSVILLE/TROUSDALE COUNTY GOVERNMENT**

WHEREAS, the Hartsville/Trousdale County Government is required to develop its own personnel and office policies; and

WHEREAS, our current Personnel Policies were passed by this body in August 2022; and

WHEREAS, these policies should be periodically reviewed, updated, and changed when necessary; and

WHEREAS, it is the desire of the Hartsville/Trousdale County Commission to present an updated version of the Personnel Policies for the employees of Hartsville/Trousdale County Government except those employees working for the School System and County Highway Department. These departments currently have their own personnel policies; and

WHEREAS, the policies have been reviewed and presented by the Personnel Committee.

NOW THEREFORE BE IT ORDAINED by the Hartsville/Trousdale County Commission meeting in regular session that the following sections be amended:

Section 1: Section VII, Item H shall be amended by adding the language of "and volunteer(s)" where "employee" is referenced.

See 'ATTACHMENT, Section 1'

Section 2: Section VII, Item H shall be amended by adding Item 7 to state "County Employees are to be the primary drivers of County owned ambulances; however, volunteers can be used as a secondary option in unforeseen events at the authority of the on scene chief(s)."

See 'ATTACHMENT, Section 2'

Section 3: Section V, Item F shall be amended by aligning the end date with federal regulations to end the COVID-19 Sick Leave Policy on May 11, 2023.

See 'ATTACHMENT, Section 3'

BE IT ENACTED that this ordinance shall take effect from and after its adoption, the public welfare requiring it.

Recommended by the Personnel Committee March 16, 2023 .

Public Hearing held on April 24, 2023

	1M	<u>Jerry Ford</u>	Voice Vote			
First Reading:	<u>March 27, 2023</u>	2m <u>David Thomas</u>	Approved w/o opposition	Absent	<u>0</u>	<u>PASSED</u>
	1M	<u>Lonnie Taylor</u>	Voice Vote			
Second Reading:	<u>April 24, 2023</u>	2m <u>Lesley Overman</u>	Approved w/o opposition	Absent	<u>1</u>	<u>PASSED</u>

IN EFFECT AND APPROVED ON APRIL 24, 2023 IN REGULAR SESSION

Approved:

Attest:



Jack McCall, Commission Chairman



Rita Crowder, County Clerk

'ATTACHMENT, Section 1'

Section VII – Miscellaneous Personnel Policies**H. USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT**

1. Hartsville / Trousdale Metropolitan Government is committed to promoting safe and responsible driving for all of its employees **and volunteers**. To ensure that this commitment is followed through, the County has adopted a vehicle and equipment policy that requires all employees **and volunteers** who operate County owned vehicles or equipment during the performance of their duties, to do so in a lawful and safe manner. An employee **or volunteer** who, at the County's request and through the County's authorization, is asked to operate a County vehicle/equipment or rented vehicle/equipment will do so for County business use only and will not be considered available for personal use in any way. No unauthorized persons will be permitted to operate a County vehicle or equipment.

2. The County has the sole discretion in determining who may operate County or County-sponsored vehicles or equipment, therefore, the County has the right to review any appropriate documents including but not limited to driving records, proof of a valid license, and automobile insurance information.

3. Employees **and volunteers** must be 18 years of age to operate a County vehicle or equipment.

4. Employees **and volunteers** are expected to take all steps necessary to avoid endangering themselves and others while operating County or County-sponsored vehicles or equipment on County business. To ensure this, employees **and volunteers** authorized to operate County/County-sponsored vehicles or equipment are expected to ensure that all occupants wear safety belts when the vehicle or equipment is in operations and that the vehicle/equipment to which the employee **or volunteer** is assigned is maintained in a safe driving/operating condition. Employees **or volunteers** driving county owned or rented vehicles/equipment would comply with respective laws governing motor vehicle/equipment operations.

5. Employees **and volunteers** will not use cellular telephones (unless they are equipped with hands-free operations) while operating county vehicles or equipment and refrain from conducting any other activities which may impede the driver's ability to focus on safely operating the vehicle/equipment while it is in motion.

6. Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the County up to and including termination.

'ATTACHMENT, Section 2'

Section VII – Miscellaneous Personnel Policies**H. USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT**

7. County Employees are to be the primary drivers of County owned emergency vehicles; however, **volunteers may be used as a secondary option in unforeseen events at the authority of the chief(s) on scene.**

'ATTACHMENT, Section 3'

Section V - Benefits**F. COVID-19 SICK LEAVE POLICY**

1. **Eligibility.** All current full and part-time employees scheduled but unable to work (or telework) between the dates of January 1, 2021 and **May 11, 2023** due to one of the following reasons are eligible for COVID-19 sick leave...