

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

ORDINANCE #295-2023-32

**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 amended April 2023; 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 T Nepotism shall be amended to read as stated in the attachment to this ordinance.

See 'ATTACHMENT, Section 1'

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

Recommended by the Personnel Committee June 29, 2023 .

Public Hearing held on September 25, 2023

Motion: *Motion to approve as presented*

	1M	<u>David Thomas</u>		Voice Vote			
First Reading:	<u>August 28, 2023</u>	2m	<u>Beverly Atwood</u>	<i>Approved w/o opposition</i>	<i>Absent</i>	<u>0</u>	PASSED

Motion: *Motion to approve as presented*

	1M	<u>David Thomas</u>		Voice Vote			
Second Reading:	<u>September 25, 2023</u>	2m	<u>Beverly Atwood</u>	<i>Approved w/o opposition</i>	<i>Absent</i>	<u>3</u>	PASSED

IN EFFECT AND APPROVED ON SEPTEMBER 25, 2023 IN REGULAR SESSION

Approved:



Jack McCall, Commission Chairman

Attest:



Rita Crowder, County Clerk

'ATTACHMENT, Section 1'

Section VII – Miscellaneous Personnel Policies**T. NEPOTISM**

1. For purposes of this policy, "immediate relatives" shall include a spouse, parent, child, sibling, stepchild, stepparent, grandchild, brother, sister, foster brother, foster sister, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, other family members who resides in the same household, significant others, and significant others who reside in the same household.

2. The County's nepotism policy prevents immediate relatives from being in a direct supervisory line with respect to each other. In order to guard against these practices, the County prohibits employees who are relatives from being placed within direct supervision where one relative is responsible for supervising the job performance of work activities of another relative, including participation in a performance evaluation and excluding emergency situations which affect the health, safety or welfare of the public.

3. This policy does not apply to individuals hired prior to December 31, 2020 and will not be retroactively applied. However, a transfer of position of an employee hired prior to December 31, 2020 will be governed by this policy to the extent that such an employee will not be transferred to a position where it would constitute a violation of this policy.

Moreover, to avoid the appearance of favoritism or bias, the County strongly discourages dating, romantic, or intimate relationships between employees if one of the employees exercises supervisory control over the other employee. The County also strongly discourages married couples from working in the same department especially if one of the employees exercises supervisory control over the spouse. If such a situation should arise, the County reserves the right to transfer one or both employees and take any additional action that the County deems appropriate.

Couples married prior to the effective date of this policy will be encouraged to transfer but will not be required.