

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**RESOLUTION # 2020-11-686**

**RESOLUTION AMENDING THE HARTSVILLE/TROUSDALE COUNTY GOVERNMENT PERSONNEL POLICY TO INCLUDE PROVISIONS FOR PART TIME EMPLOYEE ADMINISTRATIVE LEAVE AND EMERGENCY TELECOMMUTING FOR ALL EMPLOYEES**

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

**WHEREAS**, our current Personnel Policies were passed by this body in 2000, and those policies should be periodically reviewed, updated, and changed where necessary; and

**WHEREAS**, it is the desire of the County Commission to present an updated version of Personnel Policies for all employees of Hartsville/Trousdale County Government excluding those employees working in the School System which has their own personnel policies.

**NOW, THEREFORE, BE IT RESOLVED** by the Hartsville/Trousdale County Commission that the amendment and addition to the Personnel Policies for Hartsville/Trousdale County Metropolitan Government as listed in this resolution are hereby approved and effective as of March 13, 2020 and expire on December 31, 2020.

**Amendment to Section V-Benefits, Subsection A-Eligibility**

Regular full-time employees are eligible for all benefits provided by the Hartsville/Trousdale County Metropolitan Government. Seasonal, temporary and volunteer employees receive no benefits. Volunteer firefighters and emergency management personnel receive no other benefits except coverage under the local government’s workers compensation plan. Part-time employees will receive no benefits, other than administrative leave for specified reasons related to COVID-19.

**Addition to Section V-Benefits, Subsection K-Administrative Leave with Pay**

During a period of administrative leave granted to part-time employees for specified reasons related to COVID-19 from April 7, 2020 to December 31, 2020, the employee must certify that the employee will not work for another employer during what would have been the employee’s normal work hours for the Hartsville/Trousdale County Government. An employee who falsely certifies they will not work for another employer during those normal work hours and does in fact work for another employer, will be subject to discipline under Section VI.

**Addition to Section VII-Miscellaneous Personnel Policies**

See attached Document titled “***Emergency Telecommuting/Work from Home***” to be inserted as Item X under Section VII.

Motion to approve: Ken Buckmaster

**Roll Call Vote / Virtual Meeting**

Second motion: Mary Ann


YES 20 NO 0 ABSENT 0

**APPROVED AND ENACTED ON APRIL 7, 2020**

**APPROVED:**

**ATTEST:**

  
**Dwight Jewell**  
Commission Chair

  
**Rita Crowder**  
County Clerk

## **Section VII. X. Emergency Telecommuting/Work from Home**

### **Objective**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek during Emergency Situations or when approved. Hartsville/Trousdale County Government considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Hartsville/Trousdale County Government.

### **Procedures**

Telecommuting can be informal, such as working from home for a short-term emergency situation or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

### **Eligibility**

Telecommuting must be approved by the Department Head. Department Heads will evaluate the need for telecommuting for certain employees. If deemed necessary for a period of time employee will be responsible for recording hours worked and turning in a timesheet to immediate supervisor. Once signed by Department Head/Supervisor, it will be forwarded to Human Resources for payroll purposes.

### **Equipment**

On a case-by-case basis, Hartsville/Trousdale County Government will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs such as access to software. The employee would need to have internet access and a computer in order to be considered for telecommuting. Equipment may be supplied by the County, and if so, will be maintained by the County. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Hartsville/Trousdale County Government accepts no responsibility for damage or repairs to employee-owned equipment. Hartsville/Trousdale County Government reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the County is to be used for business purposes only. The telecommuter must sign an inventory of all Hartsville/Trousdale County Government property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. Hartsville/Trousdale County Government will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## **Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps could include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

## **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Hartsville/Trousdale County Governments current time keeping practices (timesheets). Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor.

## **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, business travel or emergencies. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the County.