

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT
RESOLUTION # 2022-07-751

**RESOLUTION AMENDING THE HARTSVILLE/TROUSDALE COUNTY GOVERNMENT
PERSONNEL POLICY TO ADDRESS RETROACTIVE PAY**

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

WHEREAS, in accordance with the Hartsville/Trousdale County Charter Section 4.02, the Mayor wishes to cease the activity of retroactive payroll submissions unless required by the Fair Labor Standards Act, and/or other personnel and office policy approved by the County Commission.

NOW, THEREFORE, BE IT RESOLVED by the Hartsville/Trousdale County Commission meeting in regular session, that the Retroactive Pay be added to the Personnel Policy under Section VI Item H to be stated as:

SECTION IV - COMPENSATION

H. Retroactive Pay

It is the Elected Official/Department Head's responsibility to submit the paperwork to the Human Resource office in a timely manner. Any and all changes in employee rates of pay made during the fiscal year will be effective at the beginning of the pay period, or the beginning of the next pay period if the notice is provided during the pay period, and after receipt of the Employee Change Form by the Human Resources Director, not the change date on the Employee Change Form. An increase in the rate of pay will NOT be made retroactive.

Motion to approve: _____

Electronic Voting

Second motion: _____

YES _____ NO _____ ABSENT _____

APPROVED:

ATTEST:

Dwight Jewell
Commission Chair

Rita Crowder
County Clerk

No Action has been taken