

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**PERSONNEL COMMITTEE**

JANUARY 7, 2021 | 7:00PM | ZOOM | TC COURTHOUSE

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**Agenda**

1. Open Meeting
2. Attendance
3. Review Minutes from July 9, 2020
4. Discussion Items
  - a. Personnel Policy Amendment – COVID19 Sick Leave
  - b. Wage Study
  - c. Direct Deposit
  - d. Other
5. Public Comment
6. Adjourn

*Note: All votes must be done by roll call.*

# **Employee/Personnel Committee**

## **Meeting Minutes**

July 9, 2020 at 6:00 P.M.  
Trousdale County Court House

**Members Present:** Bill Fergusson, Mary Ann Baker, Shane Burton, Vickie Howard, and Richard Johnson.

**Members Absent:** Dewayne Byrd, Coy Dickey, Amber Russell, and Gary Walsh.

**Others Present:** Commissioner Dwight Jewell and Water Superintendent Tommy McFarland.

Chairman Bill Fergusson called the meeting to order at 6:00 P.M. and asked Members to review minutes from the March 12, 2020 Meeting. Richard Johnson made a motion to approve the minutes, Seconded by Shane Burton.

**MOTION CARRIED**

### **Old Business**

- 1. Personnel Policy** – An email from Mayor Chambers advised that work is still being done on the policy before it can be submitted to the committee.
- 2. Logos on Vehicles** – An email from Mayor Chambers advised that most Department Heads wanted to stay with their current design except for EMS/EMS. Director Batey had submitted a design and said the county seal could be added. After some discussion, it was agreed that a prototype would be brought to the next meeting for review, Noting that the logos would also be used on letterhead, business cards and anything to do with county business.
- 3. Pay Schedule** – Job descriptions need to update across the entire county government, some are typewritten and out of date. After they are updated we can then use them to compare our pay to similar situated cities with raises being at the discretion of department head and merit based after a performance review, not based on seniority with the help of MTAS (John Grubbs). Although the current policy stated that performance reviews would be done however, they are they are not. Human Resource Director Vickie Howard would get in touch with Mr. Grubbs and bring more information to this committee.

### **New Business**

- 1. Direct Deposit for County Employees** – Chairman Fergusson asked if and how this could be done? Vickie Howard advised that the issue is that Hartsville/Trousdale County Employees are paid current, pay period ends on Tuesday for the Sheriff's Department and Wednesday for all other Departments. Rene Pridemore must check time sheets, input that data, and print checks on Thursday and print checks. For Direct Deposit to be done the employees would miss a paycheck or perhaps a bonus could be paid to offset that pay period. After some discussion Shane Burton made a motion to move the county payroll to Direct Deposit and employee pay periods uniform Monday thru Friday to by January 1, 2021. Seconded by Richard Johnson

**MOTION CARRIED**

**Next meeting Date: To be determined**

**Adjourn** - Richard Johnson made a motion to adjourn at 7:06 P.M.

Minutes submitted by:  
Mary Ann Baker  
July 14, 2020