

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

**PERSONNEL COMMITTEE**

*Shane Burton  
Rick Davis  
Coy Dickey*

*Bill Fergusson  
Amber Russell  
Gary Walsh*

*Vickie Howard, HR  
Dwight Jewell, Comm Chair  
Stephen Chambers, Mayor*

NOVEMBER 18, 2021 | 6:00 PM | TC COURTHOUSE

**Agenda**

1. Open Meeting
2. Review Minutes from October 19, 2021
3. Elect Officers
4. Discussion
  - A. Proposed Changes to Personnel Policy (*continued*)
  - B. Other
5. Public Comments
6. Adjourn



# Employee/Personnel Committee

## Meeting Minutes

**October 19, 2021 – 6:00 P.M. – Trousdale County Courthouse – 2<sup>nd</sup> Floor**

**Present:** Bill Fergusson, Mary Ann Baker, Shane Burton, Rick Davis, Coy Dickey, Dwight Jewell, Vickie Howard.

**Absent:** Richard Johnson, Amber Russell and Gary Walsh.

**Others Present:** Mayor Stephen Chambers, Candice Hall, Rita Crowder, Kim Taylor, Branden Bellar, Chris Gregory and others from EMS

Chairman Fergusson called the meeting to order at 6:06 P.M.

### **Approval of Minutes**

Shane Burton made a motion to approve the minutes of the September 21, 2021 meeting. Seconded by Rick Davis.

**MOTION CARRIED**

### **Discussion Items**

- A. Compensation Study / Merit Increases – Chairman Fergusson advised that Mr. Thompson had recommended in the compensation study covered last month employee pay rate increases to be done using a step process instead of merit increases and the purpose of this meeting was to discuss possibly using both and how to do so. Commissioner's Davis, Burton, Baker and Jewell advised they would like to use the step and incorporate the merit increases along with it as the employee handbook states pay will be based on merit as well as Federal and State laws. Commissioner Dickey felt that merit would not work and recommended the step program only. Mayor Chambers then advised the committee that his vision was to incorporate the pay step scale and any increases would be based on merit and employee evaluations as stated in the employee handbook. Employees would know what the step scale is and what their potential raise would be therefore encouraging them to perform their best and not to reward those who don't. Commissioner Jewell brought to the committee's attention that (COLA) Cost of Living Adjustment had not been brought up and felt that was a key issue to address, Chairman Fergusson agreed and asked Mayor Chambers. Mayor Chambers advised that he had discussed this issue with Mr. Thompson and their solution was to adjust all the numbers in the pay scale by the (COLA) for that year. After some discussion Commissioner Jewell suggested that every employee get (COLA) possibly based on the increase that Social Security gives in addition to merit increase if applicable. Chairman Fergusson asked the committee how they felt about the school system not being included in this study and if they should as they are county employees as well. Mayor Chambers advised that Dr. Satterfield had said the school was going to do their own wage study. Commissioner Jewell mentioned that this body (County Commission) allocates money to the school but how it is spent is up to the School Board. Commissioner Davis agreed that no one should be left out, Commissioner Baker advised that the schools were no different than the Highway Department and that we can't tell them how to spend their money. Following more discussion Commissioner Shane Burton made a motion for the merit/step pay scale and the (COLA) increases to move to Budget and Finance as discussed. Seconded by Mary Ann Baker.

**MOTION CARRIED**

- B. Proposed Changes to the Personnel Policy - The committee then resumed discussing the changes in Section V – Benefits. Under Holidays, Special Pay Provisions and Sick Leave members requested that anywhere eight (8) hours is printed it be changed to typical work day as not all county employees work an 8-hour day, Some work 10, 12 or 24 hours.

Vacation Leave – Proposed changes are time will be kept Fiscal Year verses calendar year; Committee members discussed how that will be implemented. Would you give employees an extra 6 months to use their Vacation time or allow them to roll over what they have and add additional time at the current rate. Mr. Bellar was asked how

Smith County handled this issue? He advised that he will research the topic and let the committee know. Members agreed to table this issue until the next meeting.

Members then reviewed the COVID-19 and asked that the form be changed at the bottom to contact HR personnel.

Leave of Absence Without Pay was reviewed and asked staff to make sure it complies with ADA laws.

Family and Medical Leave policy was reviewed.

Bereavement Leave was reviewed and asked for (24) hours be changed to (3) typical working days.

Voting Leave was reviewed.

Jury and Court Duty was reviewed.

Maternity Leave was reviewed and asked staff to see if male needed to be included.

At that time Chairman Fergusson advised it was 7:55 PM and this would be a good place to stop discussions for tonight.

**Public Comments**

None

**Next Meeting:**

November 18, 2021 @ 6:00 P.M.

**Adjourn**

Dwight Jewell made a motion to adjourn, seconded by Mary Ann Baker and the meeting was adjourned.