

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**PERSONNEL COMMITTEE**

*Will Dennis, Chair*  
*Steve Whittaker, Vice Chair*  
*Alan Carman, Secretary*

*Shane Burton*  
*Brian Crook*

*Grant Cothron*  
*HR Coordinator (NVM)*

FEBRUARY 2, 2023 | 6:00 PM | MAYOR'S OFFICE

**Agenda**

1. Open Meeting
2. Review Minutes from November 7, 2022
3. Discussion Items
  - A. Review Personnel Policy  
*Section VII.H Use Of Local Government Vehicles And Equipment*  
to potentially add language to include volunteer drivers in emergency situations
  - B. Other discussion
4. Public Comments
5. Adjourn



# HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

## PERSONNEL COMMITTEE

NOVEMBER 7, 2022 | 6:00PM | MAYOR'S OFFICE

### MINUTES

Members Present: 6/6

Shane Burton  
Alan Carman

Brian Crook  
Grant Cothron

Will Dennis  
Steve Whittaker

Others Present:

Ex-Officio Members: Mayor Jack McCall

Branden Bellar, Richard Johnson, Amy Thomas

As the designated member, Commissioner Will Dennis called the meeting to order at 6pm and led the invocation. A quorum was determined to be present with all members in attendance.

The first order of business was to elect officers.

#### **Chair – Will Dennis**

Motion to cease nominations and elect by acclamation made by Crook; seconded by Cothron

MOTION APPROVED

#### **Vice Chair – Steve Whittaker**

Motion to cease nominations and elect by acclamation made by Burton; seconded by Cothron

MOTION APPROVED

#### **Secretary – Alan Carman**

Motion to cease nominations and elect by acclamation made by Burton; seconded by Cothron

MOTION APPROVED

Minutes from the July 14, 2022 meeting were reviewed.

Motion to accept as presented by Burton; second by Whittaker.

MOTION APPROVED

Questions were raised by Commissioner Crook on the Inclement Weather policy and how Administration Days were handled if the administration offices closed. According to the new policy, Inclement Weather Administration Days are available to full time employees to cover any missed scheduled paid hours due to hazardous road conditions in the event of bad weather. If an employee is scheduled to work and is unable to come in due to weather or road conditions, the employee can be granted an administrative day. If an employee is not scheduled to work on those days, the administrative day will not apply to that employee.

County Attorney Bellar opined that one of the responsibilities of this Committee was to review the policy and research circumstances and come up with solutions moving forward. There are several questions raised from the Sheriff's department that will need to be researched and addressed.

Chairman Dennis read aloud the Purpose of the committee.

*"Monitors and revises the personnel policy/Employee Handbook. Mediates disputes between supervisors and their staff when necessary. Annual evaluation of the employee insurance benefits. Works with insurance broker to find the best solution for insurance benefits or options."*

Commissioner Crook questioned how the paid time off should work, especially for the Sheriff's office and other departments that do not have an 8 hour day. An answer could not be given at this meeting, but the issue would be taken to HR and Payroll.

Burton inquired on having paystubs available online. This is in the works and should be available in January. Accounting is also working on getting sick and vacation accessible online. We are working with My Benefits Channel to have several processes streamlined for the employees.

Meeting adjourned at 6:18pm with a motion from Steve Whittaker; second by Grant Cothron.

Next meeting January 11, 2023.

## **SECTION VII: MISCELLANEOUS POLICIES**

### **H. USE OF LOCAL GOVERNMENT VEHICLES AND EQUIPMENT**

1. Hartsville / Trousdale Metropolitan Government is committed to promoting safe and responsible driving for all of its employees. To ensure that this commitment is followed through, the County has adopted a vehicle and equipment policy that requires all employees who operate County owned vehicles or equipment during the performance of their jobs, to do so in a lawful and safe manner. An employee who, at the County's request and through the County's authorization, is asked to operate a County vehicle/equipment or rented vehicle/equipment will do so for County business use only and will not be considered available for personal use in any way. No unauthorized persons will be permitted to operate a County vehicle or equipment.
2. The County has the sole discretion in determining who may operate County or County-sponsored vehicles or equipment, therefore, the County has the right to review any appropriate documents including but not limited to driving records, proof of a valid license, and automobile insurance information.
3. Employees must be 18 years of age to operate a County vehicle or equipment.
4. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating County or County-sponsored vehicles or equipment on County business. To ensure this, employees authorized to operate County/County-sponsored vehicles or equipment are expected to ensure that all occupants wear safety belts when the vehicle or equipment is in operations and that the vehicle/equipment to which the employee is assigned is maintained in a safe driving/operating condition. Employees driving county owned or rented vehicles/equipment would comply with respective laws governing motor vehicle/equipment operations.
5. County employees will not use cellular telephones (unless they are equipped with hands-free operations) and from conducting any other activities which may impede the driver's ability to focus on safely operating the vehicle/equipment while it is in motion.
6. Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the County up to and including termination.