

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)

MARCH 16, 2023 | 6:00 PM | MAYOR'S OFFICE

Agenda

1. Open Meeting
2. Review Minutes from February 2, 2023
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. Review Personnel Policy Section V.F *CVOD-19 Sick Leave Policy* that will continue until 2024 unless the Commission feels otherwise.
 - C. Other discussion
4. Public Comments
5. Adjourn

Section VII – Miscellaneous Personnel 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.

Section V - Benefits

F. COVID-19 Sick Leave Policy

1. **Eligibility.** All current full and part-time employees scheduled but unable to work (or telework) between the dates of January 1, 2021 and December 31, 2024 due to one of the following reasons are eligible for COVID-19 sick leave:
 - a. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. A copy of the federal, state, or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order must be submitted to support the employee's COVID-19 sick leave request.
 - b. The employee has been advised by a licensed health care provider to quarantine or self-isolate due to concerns related to COVID-19. Written documentation by a health care provider advising the employee to quarantine or self-isolate due to concerns related to COVID-19 or the name of the provider who advised the employee must be submitted to support the employee's COVID-19 sick leave request.
2. **Amount of COVID-19 Sick Leave:** Eligible employees have up to ten (10) working days of COVID-19 sick leave available to use for qualifying reasons. For employees with varying hours, one of two methods for computing the number of hours paid will be used:
 - a. If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
 - b. If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.
3. **Consecutive COVID-19 Sick Leave.** Because all other reasons for COVID-19 sick leave could potentially expose an employee or others in the workplace to the virus, once an employee begins taking leave for reasons 1-2 above, the employee must use the permitted days of leave consecutively until the employee no longer has a qualifying reason to take COVID-19 sick leave.
4. **Rate of Pay:** COVID-19 sick leave will be paid at the employee's regular rate of pay without consideration of overtime pay.
5. **Interaction with Other Paid Leave:** The employee may use COVID-19 sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.
6. **Procedure for Requesting COVID-19 Sick Leave:** Employees must notify their **DEPARTMENT HEAD OR ELECTED OFFICIAL** of the need and specific reason for leave under this policy as soon as possible on the first day of their COVID-19 sick leave absence. A COVID-19 Sick Leave Request Form will be provided to all employees. Verbal notification will be accepted until practicable to provide written notice.
 - a. COVID-19 sick leave must be approved by the employee's **DEPARTMENT HEAD OR ELECTED OFFICIAL** in the same manner as all approved leave requests using the approved COVID-19 Sick Leave Request Form
 - b. Once COVID-19 sick leave has begun, the employee and their supervisor must determine reasonable procedures for the employee to report every three (3) working days on the employee's status and intent to continue to receive COVID-19 sick leave.
 - c. During a period of COVID-19 sick leave, 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.
7. **Documentation required for COVID-19 sick leave to be paid.** The employee must submit to their **DEPARTMENT HEAD OR ELECTED OFFICIAL** the following documents (if applicable):
 - a. Any quarantine order, self-isolation order, doctor note, or test results should be submitted via email, text or fax to the employee's **DEPARTMENT HEAD OR ELECTED OFFICIAL** as soon as possible after receipt, but no later than 24 hours after the documentation is received.
 - b. signed leave request form; and
 - c. return to work form.
 - d. All required documentation must be stapled to the employee's timesheet and submitted to the Mayor's Office along with the employee's timesheet.

IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED AT THE SAME TIME AS THE EMPLOYEE'S TIMESHEET, THE EMPLOYER WILL EXHAUST REGULAR SICK AND VACATION LEAVE OR THE EMPLOYEE WILL BE GIVEN LEAVE WITHOUT PAY.