

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

PERSONNEL COMMITTEE

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Guiselle Quiel de Scott
HR Coordinator (NVM)

JUNE 29, 2023 | 6:00 PM | MAYOR'S OFFICE

Agenda

1. Open Meeting
2. Review Minutes from March 16, 2023
3. Discussion Items
 - A. Personnel Policy Section VII.T – Nepotism
 - B. Personnel Policy Section V.N – Administrative Leave
 - C. Personnel Policy Section V.O – Inclement Weather Policy
 - D. Other discussion
4. Public Comments
5. Adjourn

SECTION VII

T. NEPOTISM

1. The County's nepotism policy prevents immediate relatives from being in a direct supervisory line with respect to each other. In order to guard against these practices, the County prohibits employees who are relatives from being placed within the same line of [DIRECT] supervision where one relative is responsible for supervising the job performance of work activities of another relative, including participation in a performance evaluation and excluding emergency situations which affect the health, safety or welfare of the public.
2. For purposes of this policy, "immediate relatives" shall include a spouse, parent, child, sibling, stepchild, stepparent, grandchild, brother, sister, foster brother, foster sister, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, other family members who resides in the same household, significant others, and significant others who reside in the same household.
3. This policy does not apply to individuals hired prior to December 31, 2011 and will not be retroactively applied. However, a transfer of position of an employee hired prior to December 31, 2011 will be governed by this policy to the extent that such an employee will not be transferred to a position where it would constitute a violation of this policy.

Moreover, to avoid the appearance of favoritism or bias, the County strongly discourages dating, romantic or intimate relationships between employees if one of the employees exercises supervisory control over the other employee. The County also strongly discourages married couples from working in the same department especially if one of the employees exercises supervisory control over the spouse. If such a situation should arise, the County reserves the right to transfer one or both employees and take any additional action that the County deems appropriate.

Couples married prior to the effective date of this policy will be encouraged to transfer but will not be required.

SECTION V

N. ADMINISTRATIVE LEAVE WITH PAY

- ~~1. Absence with pay for administrative purposes may be granted to full time employees by the Elected Official over the department as long as funding is available for such leave. Such leave is available only for days an employee is scheduled to work. Leave must be for a good cause as determined by the employer.~~
- ~~2. This leave shall not exceed three (3) working days per fiscal year unless exceptional circumstances exist and cannot be carried forward to the next fiscal year.~~
- ~~3. All administrative leave with pay must have supporting documentation with employee's timesheet.~~
- ~~4. Administrative Leave cannot be carried forward as a leave to be used at the employee's discretion.~~

SECTION V

O. INCLEMENT WEATHER CONDITIONS

1. It is Hartsville/Trousdale County's policy to continue operations despite weather conditions unless an emergency threatens to make employee transportation to or from work impossible or dangerous. Employees are expected to show up for work regularly and on time except when transportation is impossible.
2. The Mayor and/or Constitutional Officers will determine whether the Hartsville/Trousdale County Government's offices are closed due to inclement weather, and if the Mayor or constitutional officer chooses to close, full time employees should be granted administrative leave by their department head/constitutional officer.
3. In case of severe weather, employees must look out for their own safety. However, this does not mean a free day off. Unless management has closed the County facility, employees are expected to come to work; otherwise, the employee will be charged vacation time.
4. If the County facility opens and is forced to close early because of the weather, all employees who reported to work will be paid for time worked. Full-time employees who reported to work will be paid for the time worked, and the remainder of their scheduled shift will be paid as administrative leave. Employees who made no effort to come in will not be paid. All employees are urged to make every possible effort to get to work if the facility remains open.
5. If the facility remains open and employees do not come to work, they may use a vacation day instead of losing pay.
6. No wage/salary decisions will transgress the requirements of federal and state regulations. When weather conditions make it hazardous for employees to report for work, they should:
 - a. call the department head or designated contact; or
 - b. listen to local radio and television stations for closure announcements.
7. The following payroll guidelines have been established for hourly employees reporting to work when the County opening is delayed due to bad weather conditions.
 - a. Employees who do not report to work will not be paid for the day. With supervisory approval, they may take the day as a vacation day.
 - b. Overtime pay will apply to only those employees who have worked over 40 hours that week (unless state regulations dictate otherwise).