

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

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

MINUTES

Members Present: 6/6

Will Dennis, *Chair*

Alan Carman, *Secretary*

Shane Burton

Steve Whittaker, *Vice Chair*

Brian Crook

Grant Cothron

Others Present:

Mayor Jack McCall, Guiselle Quiel Scott (HR), Branden Bellar, Amy Thomas *CCFO*

Chairman Will Dennis called the meeting to order at 6pm; Steve Whittaker led the committee in prayer. A quorum was determined with all members present.

Minutes from the February 2, 2023 meeting were reviewed.

Motion to accept as presented by Crook; second by Cothron.

MOTION APPROVED

Discussion Items

Review Personnel Policy Section VII, Item H Use of Government Vehicles and Equipment

to potentially add language to allow volunteers as drivers for the ambulance service and require training for drivers of all emergency vehicles, including volunteer fire and rescue members. Chairman Dennis proposed adding the language of "and volunteer(s)" where "employee" is referenced in the policy section VII.H. He also suggested adding Item 7 to state "County Employees are to be the primary drivers of County owned emergency vehicles; however volunteers can be used as a secondary option in unforeseen events at the authority of the on scene chief(s)."

Crook made the motion to send the two amendments to the Commission; second by Carman.

MOTION APPROVED

See attachment of added language to Section VII.H

Review Personnel Policy Section V, Item F COVID-19 Sick Leave Policy to correspond the ending date with the possible ending of the federal declarations on May 11, 2023.

Cothron made the motion to move the expiration date to match federal regulations; second by Whittaker.

MOTION APPROVED

See attachment of added language to Section V.F

Next meeting date Committee set the next meeting for April 20, 2023 at 6pm in the Mayor's office. At this time there are no items to be discussed.

Public Comment – none presented.

Meeting adjourned at 6:15pm with a motion from Grant Cothron; second by Alan Carman.

*Minutes submitted by
Amy Thomas, CCFO*

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 **and volunteers**. To ensure that this commitment is followed through, the County has adopted a vehicle and equipment policy that requires all employees **and volunteers** who operate County owned vehicles or equipment during the performance of their duties, to do so in a lawful and safe manner. An employee **or volunteer** 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 **and volunteers** must be 18 years of age to operate a County vehicle or equipment.
4. Employees **and volunteers** 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 **and volunteers** 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 **or volunteer** is assigned is maintained in a safe driving/operating condition. Employees **or volunteers** driving county owned or rented vehicles/equipment would comply with respective laws governing motor vehicle/equipment operations.
5. Employees **and volunteers** will not use cellular telephones (unless they are equipped with hands-free operations) while operating county vehicles or equipment and refrain 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.
7. **County Employees are to be the primary drivers of County owned emergency vehicles; however, volunteers may be used as a secondary option in unforeseen events at the authority of the chief(s) on scene.**

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 **May 11, 2023** 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.