

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

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

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

MINUTES

Members Present: 5/6

Will Dennis, *Chair*

Alan Carman, *Secretary*

Grant Cothron

Steve Whittaker, *Vice Chair*

Shane Burton

Members Absent: Brian Crook, Mayor McCall

Others Present:

Guiselle Scott (HR), Branden Bellar, Amy Thomas

Chairman Will Dennis called the meeting to order at 6pm and opened with an invocation. A quorum was determined with five members present.

Minutes from the November 7, 2022 meeting were reviewed.

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

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. Attorney Bellar spoke with Tom Montgomery of TN Risk Management Trust to clarify the insurance policy language; policy allows coverage if the volunteer is within the scope of their duties and if they are a permissive user. The County's personnel policy only refers to employees when addressing operators for County owned vehicles. It was suggested to add "volunteers or authorized drivers" to the personnel policy language. It was further discussed to tie the definition of volunteer to Section II Item E.

The question was by Commissioner Cothron asked if the volunteers would fall under the Vanessa K Free Act and take EVOC (Emergency Vehicle Operator Course) training. CDLs are not a requirement for any of the EMS or volunteer positions; but it was unknown if any other driver training was provided.

This idea is not a daily mindset, but one that may arise in dire situations. Adding language to the effect of "volunteers should only be used in dire situations or as a secondary option when the primary driver is unavailable.

Committee was also reminded that any required training by the County would also need to be paid by the County. Cothron stated he does both virtual and physical training and will check into the costs associated with both. The trainings sessions would be treated as a call out / per diem for the volunteers so they would be paid for their time. Committee will also seek the answer to how often a volunteer is asked to drive the ambulance in emergency situations and who decides which volunteer personnel is chosen for the responsibility.

Cothron made the motion to postpone this discussion to the next Personnel Committee meeting; second by Whittaker.

MOTION APPROVED

Introduction of HR Coordinator Guiselle Scott has been hired as the new HR Coordinator in the Mayor's office.

Notary Bond for employee Commissioner Burton asked about reimbursement for an employee who paid for his notary bond out of pocket. Ms. Thomas asked if he applied for the notary due to responsibilities in the Sheriff's office. Burton acknowledged that it was. Sheriff will need to write a letter to request reimbursement and the accounting office will take care of it.

Part time employee benefits Commissioner Whittaker asked about benefits for part time employees. Due to most part time employees not having guaranteed hours in the court system, it makes their situation more unique than other departments. Suggestion was to assess the classification of the Grade/Step assignment for those positions or to implement a longevity bonus towards part time workers to show appreciation at certain marks of employment (i.e., 5 years, 10 years, etc.). The average courtroom security officer works 12 hours a week with a minimum 2-hour shift.

Online paystubs Commissioner Burton asked about online paystubs. Ms. Thomas said they are online now. Still learning the system before announcing to employees. Some have already found the feature when using MyBenefitsChannel.com. Currently the January pay stubs are available as well as the 2022 W2 forms.

Employee Retention Commissioner Carman asked how to improve employee retention, especially in the EMS department. Many believe that it is market driven, but we do need to implement exit interviews to learn the reasons why some move on to other entities. The County does have an education program for employees who wish to obtain their EMT certification; there is a clause to keep employment with HTC for 3 years. Two employees recently completed this and have been reassigned as EMTs in the EMS department.

Public Comment – none presented.

Meeting adjourned at 6:47pm 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. 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.