

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**PERSONNEL COMMITTEE**

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

*Shane Burton*  
*Brian Crook*  
*Grant Cothron*

*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

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.**

## 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).