

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

PERSONNEL COMMITTEE

Mark Presley, Chair
Steve Whittaker, Vice Chair
Will Dennis, Secretary

Shane Burton
Grant Cothron
Brian Crook

Amy Yates
HR Coordinator (NVM)

JUNE 27, 2024 | 6:00 PM | TC COURTHOUSE

Agenda

1. Open Meeting
2. Review Minutes from November 6, 2023
3. Discussion Items
 - A. Holiday Pay
 - Personnel Policy Section V.B.6-7
 - Personnel Policy Section V.C.1
 - B. Sick Leave
 - Personnel Policy Section V.E.4
 - C. Other discussion
4. Public Comments
5. Adjourn

HARTSVILLE/TROUSDALE COUNTY METROPOLITAN GOVERNMENT

PERSONNEL COMMITTEE

NOVEMBER 6, 2023 | 6:00PM | MAYOR'S OFFICE

MINUTES

Members Present: 4/6

Steve Whittaker, *Vice Chair*

Will Dennis, *Secretary*

Shane Burton

Brian Crook

Grant Cothron

Dawn Dineen, *HR*

Absent: Mark Presley

Others Present:

Mayor Jack McCall, Amy Thomas *CCFO*, Hon. Branden Bellar, Rene Pridemore, Assessor Mike Potts

Commissioner Will Dennis opened the meeting at 6pm and Commissioner Steve Whitaker led the committee in a word of prayer. A quorum was determined with 6 members present.

Minutes from the July 20, 2023 meeting were reviewed. Motion to accept as presented made by Commissioner Cothron; second by Commissioner Burton. Motion Approved.

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

MOTION APPROVED

Election of Officers:

Commissioner Dennis opened the floor for nominations of Chairman: Commissioner Burton nominated Mark Presley to be Chairman. Being no other nominations, the committee moved to elect by acclamation.

MOTION APPROVED

Commissioner Dennis opened the floor for nominations of Vice Chairman: Commissioner Burton nominated Steve Whittaker to be Vice Chairman. Being no other nominations, the committee moved to elect by acclamation.

MOTION APPROVED

Commissioner Dennis turned the meeting over to Commissioner Whittaker.

Commissioner Whittaker opened the floor up for nominations of Secretary: Commissioner Burton nominated Will Dennis to be Secretary. Being no other nominations, the committee moved to elect by acclamation.

MOTION APPROVED

Having set the officers for the 2023-2024 Personnel Committee; Commissioner Whittaker opened the floor for Discussion Item A:

Discussion Items

A. **Review Personnel Policy Section VII.X Telecommuting / Work from Home**

After much discussion, the committee found the language in the policy to be sound and no action was necessary to modify or change the existing policy at this time.

Commission Whittaker opened the floor for Other Discussion Items: None Presented.

Commissioner Whittaker moved to Public Comment: None Presented.

Meeting Adjourned at 6:38pm with a motion from Commissioner Crook, second Commissioner Burton.

*Minutes submitted by
Will Dennis, Secretary*

Personnel Policy Section V.B.6-7

Concerns on the financial burden of Holiday Pay as it stands. Current policy pays Holiday pay based on an employee's "typical workday". For some Sheriff employees this could be an 8, 10, or 12 hour day. For EMS this would be a 24 hour day. Proposed solution to set Holiday Pay at a straight 8 hours for all.

B. HOLIDAYS

6. **A holiday is to be paid on the basis of** ~~the employees' typical workday~~ **8 (eight) hours.**
7. **All full-time employees will receive holiday pay** ~~not to exceed the employees' typical workday~~ **of 8 (eight) hours at their regular rate:**
 - a. provided they work a full shift on their last scheduled work shift prior to the paid holiday or have approved leave prior to two pay periods before the holiday,
 - b. provided they work a full shift on their first scheduled work shift following the holiday or have approved leave prior to two pay periods before the holiday, or
 - c. should they be unable to work either of those two days due to illness.
(see item B.9)
8. Holiday pay will **not** be paid if:
 - a. the employee is on layoff status,
 - b. the employee is a temporary or seasonal employee; part-time,
 - c. the employee's department is not in operation because of a temporary shutdown,
 - d. the employee is on a non-pay leave of absence when the holiday occurs,
 - e. the employee is requested to work during a paid holiday and the employee refuses to do so.
9. If an employee is on sick leave, a physician's certificate/note excusing the employee from working the day before, the day of, and/or the day after a holiday must be presented or the employee will not receive pay for the holiday.

C. SPECIAL PAY PROVISIONS

1. **Every effort will be made to allow all employees off on each designated holiday. If it is necessary, with department head approval, for an employee to work on a holiday, the employee will be paid** ~~the employee's typical workday~~ **8 (eight) hours holiday pay plus the hours worked at regular rate.**

Personnel Policy Section V.E.4 / V.G.1

Contradiction between policies.

Section V.E.4

4. Employees who have used all their sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered as on leave without pay status unless the employee has any accumulated vacation time remaining. The employee may request the use of vacation time.

Section V.G.1

1. After an employee has exhausted their accrued sick and vacation leave or has not completed the six (6) month probationary period, a leave of absence without pay may be granted at the discretion of the employer. No department head will grant a leave of absence without pay until an employee has exhausted their sick and vacation leave and has completed their six (6) months probationary period.

Proposed Wording:

Section V.E.4

4. Employees who have used all their sick leave will not receive financial compensation for additional days needed due to illness or injury. **For any additional time needed, the employee must exhaust any accumulated vacation leave before employer can consider leave without pay status.**