

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)*

JULY 25, 2024 | 6:00 PM | TC COURTHOUSE

**Agenda**

1. Open Meeting
2. Review Minutes from June 27, 2024
3. Discussion Items
  - A. Holiday as Time Worked
    - Personnel Policy Section IV.J.2
  - B. Employees in Probation Period – Holiday
    - Personnel Policy Section V.B
  - C. Other discussion
4. Public Comments
5. Adjourn

# Hartsville/Trousdale County Government

## Personnel Committee

June 27, 2024 6:00PM TC Courthouse

### Minutes

Members Present: 7/7

Will Dennis, Secretary

Shane Burton

Brian Crook

Mark Presley, Chair

Steve Whittaker, Vice Chair

Grant Cothron

Amy Yates HR Coordinator (NVM)

Absent: N/A

Others Present: Amy Thomas CCFO, Hon. Branden Bellar,

Commissioner Mark Presley opened the meeting at 6pm. A quorum was determined with 7 members present.

Minutes from the Nov. 6, 2023 meeting were reviewed. Motion to accept as presented made by Commissioner Crook; second by Commissioner Burton.

**Motion Approved.**

#### Discussion Items:

Commissioner Presley opened the floor for review of **Personnel Policy Section V.B.6-7**. It was requested to consider changing the Holiday Pay to a straight 8 hours for all employees to help with the financial burden. Motion Commissioner Burton, second Commissioner Crook to keep the wording of "typical workday" in the policy as is.

**Motion Carried.**

Further discussion on whether the Holiday Pay would continue to qualify for overtime or calculated as time worked. Thomas referenced **Section IV.J.2 Overtime Calculation**. It was decided to revisit that portion of the personnel policy at the next meeting.

Commissioner Presley opened the floor for review of **Personnel Policy Section V.E.4/V.G.1**. Proposed language would make it policy for employees to exhaust any accrued leave before requesting leave without pay. Motion Commissioner Crook, second Commissioner Burton to accept proposed change.

**Motion carried.**

**Other Discussion:** Next meeting tentatively set for July 11<sup>th</sup> at 6:00 in the courthouse.

**Public Comment:** NA

Meeting Adjourned at 6:28pm with a motion from Commissioner Cothron, second Commissioner Burton.

Will Dennis, Secretary

## **Personnel Policy Section IV.J.2**

*Concerns on the financial burden of Holiday Pay as it stands. Current policy calculates Overtime as time worked. Proposed language is to edit the language to exclude Holiday as time worked for overtime calculations*

### **J. OVERTIME**

1. Employees required to work overtime shall be compensated in accordance with the Fair Labor Standards Act (FLSA) at a rate of one and one-half (1½) times the employee's regular pay rate. Salaried personnel and officers of the Hartsville/Trousdale County Metropolitan Government are exempt from the overtime provisions.
2. Employees must work 40 hours before overtime takes effect. Vacation, Sick Leave and Personal time off will not count as time worked for overtime. Only Holiday, Administrative Leave, and Military Leave will count as time worked.

#### **PROPOSED EDIT:**

Employees must work 40 hours before overtime takes effect. Vacation, Sick Leave, **Holidays**, and Personal time off will not count as time worked for overtime. Only Administrative Leave and Military Leave will count as time worked.

3. EXEMPT EMPLOYEES WILL NOT RECEIVE OVERTIME PAY

THESE POSITIONS ARE: Elected Officials, and other Officials having a statutory salary established by the State of Tennessee or have been designated as a salaried position.

## **Personnel Policy Section V.B Holiday Pay**

*Concern for those employees within their six month probation period requesting time off around a Holiday.*

*Due to being in the probation period, when a newly hired employee requests vacation, it would be considered a "Non-pay Leave of Absence" because there is no vacation pay available to the employee. If the employee requests well ahead of time to be off around a holiday due to a scheduled vacation before hire, or any other non-illness related reason, can the employee be eligible for Holiday Pay?*

*Policy states in section B.8:*

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.

However, the employee is not eligible for paid leave, but needs to take the time off.

Proposed language: **Add Item 10 to Section V**

10. Employees within their six month probation period and on leave without pay status around a holiday are eligible for Holiday Pay if any time off before or after the holiday is requested during their first week of employment and on record with the Human Resource/Payroll Coordinator.