

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)

AUGUST 15, 2024 | 7:00 PM | TC COURTHOUSE

Agenda

1. Open Meeting
2. Review Minutes from July 25, 2024
3. Discussion Items (*continuation from July 25 meeting*)
 - 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

Personnel Policy Section IV.J.2

Concerns on the financial burden of Holiday Pay as it stands. Current policy calculates Holiday 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.

(moving holidays to list of not counted 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.**

(Employee would need to state any planned time off during their HR orientation and inform their Supervisor within 1 week of their hire date.)

**JAIL / GUARD EMPLOYEE
43HR WEEK / 86HR PAY PERIOD**

CURRENT POLICY

*HOLIDAY = REG DAY HOURS
HOLIDAY COUNTED AS TIME WORKED*

		HRS WRKD	HOLIDAY
13-Dec	RDO	-	-
14-Dec		12	-
15-Dec		12	-
16-Dec		12	-
17-Dec		12	-
18-Dec	RDO	-	-
19-Dec	RDO	-	-
TOTAL		48	-
20-Dec		12	-
21-Dec		12	-
22-Dec	RDO	-	-
23-Dec	RDO	-	-
24-Dec HOLIDAY		-	12
25-Dec HOLIDAY		12	12
26-Dec		12	-
TOTAL		48	24

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	62	18.63	1,155.06
OT	34	27.95	950.13
HOLIDAY	24	18.63	447.12
	120		2,552.31

OT: Any hours over 86.
Employee worked 120 hours - *Holiday Counted as time worked*
120hrs - 86hrs = **34hrs of OT**

PROPOSED CHANGE

*HOLIDAY = REG DAY HOURS
HOLIDAY NOT COUNTED AS TIME WORKED*

		HRS WRKD	HOLIDAY
13-Dec	RDO	-	-
14-Dec		12	-
15-Dec		12	-
16-Dec		12	-
17-Dec		12	-
18-Dec	RDO	-	-
19-Dec	RDO	-	-
TOTAL		48	-
20-Dec		12	-
21-Dec		12	-
22-Dec	RDO	-	-
23-Dec	RDO	-	-
24-Dec HOLIDAY		-	12
25-Dec HOLIDAY		12	12
26-Dec		12	-
TOTAL		48	24

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	86	18.63	1,602.18
OT	10	27.95	279.45
HOLIDAY	24	18.63	447.12
	120		2,328.75

OT: Any hours over 86.
Employee worked 96 hours - *Holiday not counted*
96hrs - 86hrs = **10hrs of OT**

**PATROL EMPLOYEE
43HR WEEK / 86HR PAY PERIOD**

CURRENT POLICY

*HOLIDAY = REG DAY HOURS
HOLIDAY COUNTED AS TIME WORKED*

		HRS WRKD	HOLIDAY
13-Dec	RDO	-	-
14-Dec	RDO	-	-
15-Dec		12.0	-
16-Dec		12.0	-
17-Dec		12.5	-
18-Dec		12.0	-
19-Dec	RDO	-	-
TOTAL		48.5	-
20-Dec		12.0	-
21-Dec		12.0	-
22-Dec	RDO	-	-
23-Dec	RDO	-	-
24-Dec	RDO	-	12.0
25-Dec		12.0	12.0
26-Dec		12.0	-
TOTAL		48.0	24.0

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	62.0	25.63	1,589.06
OT	34.5	38.45	1,326.35
HOLIDAY	24.0	25.63	615.12
	120.5		3,530.53

OT: Any hours over 86.

Employee worked 120.5 hours - *Holiday Counted as time worked*
120.5hrs - 86hrs = **34.5hrs of OT**

PROPOSED CHANGE

*HOLIDAY = REG DAY HOURS
HOLIDAY NOT COUNTED AS TIME WORKED*

		HRS WRKD	HOLIDAY
13-Dec	RDO	-	-
14-Dec		-	-
15-Dec		12.0	-
16-Dec		12.0	-
17-Dec		12.5	-
18-Dec	RDO	12.0	-
19-Dec	RDO	-	-
TOTAL		48.5	-
20-Dec		12.0	-
21-Dec		12.0	-
22-Dec	RDO	-	-
23-Dec	RDO	-	-
24-Dec	RDO	-	12.0
25-Dec		12.0	12.0
26-Dec		12.0	-
TOTAL		48.0	24.0

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	86.0	25.63	2,204.18
OT	10.5	38.45	403.67
HOLIDAY	24.0	25.63	615.12
	120.5		3,222.97

OT: Any hours over 86.

Employee worked 96.5 hours - *Holiday not counted*
96.5hrs - 86hrs = **10.5hrs of OT**

**EMS EMPLOYEE
40HR WEEK / 80HR PAY PERIOD**

CURRENT POLICY

*HOLIDAY = REG DAY HOURS
HOLIDAY COUNTED AS TIME WORKED*

	HRS WRKD	HOLIDAY
16-Nov	24	-
17-Nov	24	-
18-Nov RDO	-	-
19-Nov RDO	-	-
20-Nov	24	-
21-Nov RDO	-	-
22-Nov RDO	-	-
TOTAL	72	-
23-Nov	24	24
24-Nov	24	24
25-Nov RDO	-	-
26-Nov	24	-
27-Nov RDO	-	-
28-Nov RDO	-	-
29-Nov	24	-
TOTAL	96	48

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	32	13.38	428.16
OT	136	20.07	2,729.52
HOLIDAY	48	13.38	642.24
	<u>216</u>		3,799.92

OT: Any hours over 80.

Employee worked 216 hours - *Holiday Counted as time worked*
216hrs - 80hrs = **136hrs of OT**

PROPOSED CHANGE

*HOLIDAY = REG DAY HOURS
HOLIDAY NOT COUNTED AS TIME WORKED*

	HRS WRKD	HOLIDAY
16-Nov RDO	24	-
17-Nov	24	-
18-Nov	-	-
19-Nov	-	-
20-Nov	24	-
21-Nov RDO	-	-
22-Nov RDO	-	-
TOTAL	72	-
23-Nov	24	24
24-Nov	24	24
25-Nov RDO	-	-
26-Nov RDO	24	-
27-Nov RDO	-	-
28-Nov	-	-
29-Nov	24	-
TOTAL	96	48

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	80	13.38	1,070.40
OT	88	20.07	1,766.16
HOLIDAY	48	13.38	642.24
	<u>216</u>		3,478.80

OT: Any hours over 80.

Employee worked 168 hours - *Holiday not counted*
168hrs - 80hrs = **88hrs of OT**

**ADMINISTRATIVE EMPLOYEE
40HR WEEK / 80HR PAY PERIOD**

CURRENT POLICY

*HOLIDAY = REG DAY HOURS
HOLIDAY COUNTED AS TIME WORKED*

	HRS WRKD	HOLIDAY
16-Nov	10	-
17-Nov	8	-
18-Nov RDO	-	-
19-Nov RDO	-	-
20-Nov	12	-
21-Nov	8	-
22-Nov	8	-
TOTAL	46	-
23-Nov HOLIDAY	-	8
24-Nov HOLIDAY	-	8
25-Nov RDO	-	-
26-Nov RDO	-	-
27-Nov	8	-
28-Nov	10	-
29-Nov	8	-
TOTAL	26	16

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	64	13.38	856.32
OT	8	20.07	160.56
Non OT	-	13.38	-
HOLIDAY	16	13.38	214.08
	<u>88</u>		<u>1,230.96</u>

OT: Any hours over 80.
Employee worked 88 hours - *Holiday Counted as time worked*
88hrs - 80hrs = **8hrs of OT**

PROPOSED CHANGE

*HOLIDAY = REG DAY HOURS
HOLIDAY NOT COUNTED AS TIME WORKED*

	HRS WRKD	HOLIDAY
16-Nov	10	-
17-Nov	8	-
18-Nov RDO	-	-
19-Nov RDO	-	-
20-Nov	12	-
21-Nov	8	-
22-Nov	8	-
TOTAL	46	-
23-Nov HOLIDAY	-	8
24-Nov HOLIDAY	-	8
25-Nov RDO	-	-
26-Nov RDO	-	-
27-Nov	8	-
28-Nov	10	-
29-Nov	8	-
TOTAL	26	16

PAY PERIOD BREAKDOWN

		Pay Rate	GROSS PAY
REG HRS	64	13.38	856.32
OT	6	20.07	120.42
Non OT	2	13.38	26.76
HOLIDAY	16	13.38	214.08
	<u>88</u>		<u>1,217.58</u>

OT: Any hours over 80.
Employee worked 72 hours - Holiday not counted
6 hours first week, 0 hours second week = 6hrs
OT
2 hours of Overtime that are at regular pay due
to Holiday not counted as time worked. You
must have 40 worked hours before OT kicks in