

# Hartsville/Trousdale Personnel Committee Regular Meeting

## Meeting Minutes

March 4, 2025 - 5:00 P.M. – Trousdale County Community Center

**Present:** Beverly Atwood, Shane Burton, Alan Carman, Steve Whittaker, Lesley Overman, David Thomas, Amy Thomas, Amy Yates, Cliff Sallee

**Absent:** Will Dennis

1. Open Meeting by Lesley Overman at 5pm. Quorum was determined with 7 members in attendance.
2. Review Minutes of January 21, 2025. Motion to approve by Burton and 2<sup>nd</sup> by Carman.
3. Proposed Amendments to Personnel Policy

### **A. Section V.B – Holiday pay**

PP Item 7. Provisions to receive Holiday Pay

Proposed:

#### **Add items**

- d. Written approval of non-paid leave from the department's elected official with explanation of special circumstances.
- e. Administrative Leave given by the department's Elected Official per Section V.N of the Personnel Policy.

*The purpose of these additions is to cover unforeseen events surrounding holidays. Documentation is required for either item. It is suggested a committee of Constitutional Officers review/approve the documentation for either of these two items before pay is granted. These two items can be abused if not monitored.*

The above red proposed provision brought before per the sheriff. A situation was approved within a 6-month probation period that raised a question as there was no PTO time to use and the individual did not receive Holiday Pay. Additional questions were asked about who the committee of Constitutional Officers would be? Would this be the Mayor or Personnel Committee? Bellar thought it may operate on a Grievance or Appeal procedure process. May have a good cross section of individuals, such as elected officials-department heads and some hourly employees. Discussion regarding adding in the 6-month probationary period. Unsure where to place the wording. This would not pertain to the Line of Duty clause. Some may try to abuse this. May need a glossary of definitions that need to be identified.

**Motion made to postpone to the next meeting by D. Thomas and seconded by Atwood with all in favor.**

**B. Section IV.L – Timeclock System Policy**

Per request of Mrs. Amy Thomas, we need to postpone to a later meeting due to working out some kinks.

**Motion to postpone until HR Staff brings it back by Carman and seconded by Burton. All in favor.**

**C. Section IV.J.2 – Overtime**

Agenda Item 3.C – Section IV.J.2 Overtime

Current Language: Employees must work 40 hours before overtime takes effect. Vacation, Sick, 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 Language: Regular employees must work 40 hours a week before overtime takes effect. Law Enforcement employees must work 86 hours in a pay period before overtime takes effect. Vacation, Sick Leave, Administrative Leave, or Holidays will not count as time worked for overtime calculations. Only Military Leave will count as time worked.

Proposed language removes Holiday and Administrative Leave from being counted as time worked in the OT calculations.

The above proposed in red would eliminate Holiday pay being counted as time worked in the Overtime calculations. Law enforcement employees are calculated on an 86-hour pay period that is state mandated for overtime; regular employees are calculated on a 40-hour week.

**Atwood made a motion to approve the proposed amendment as written and seconded by Sallee. All in favor with one opposed by Burton. So, moved.**

4. Other discussion

**A. Section V.O – Inclement Weather**

Also requested by the Sheriff at the last meeting as Admin days getting paid for inclement weather. Attached to your packet is States Inclement of Weather Policy. (If state offices in a county are closed, employees other than (1) those who work in 24 four facilities. Those who may be required by their appointing authority to work shall be excused from work and granted discretionary leave with pay.

Discussions: The sheriff is requesting approx. \$11,000 per day for every time the county offices are closed for inclement weather.

It seems to be that we need to identify essential and non-essential employees. Mount Juliet recently identified essential and non-essential due to something of the same nature and put that in the employee's job description. The mayor let the decision be made by the Elected Official after the first couple of Admin Days. You can see it both ways. If the office closes, they are allowed to take PTO or use a sick day? You want the safety of the employees but try not to penalize them.

Bellar asks does this body want to identify the essential or non-essential employee or was there something when the wage study was done.

**Motion made by Atwood to look at the wage study and identify the essential and non-essential employees as well as try to develop a glossary to assist with these items for clarity and seconded by Burton. All in favor.**

**B. Pending Changes**

1) Section IV.H – Payday Policy

This was approved at the last meeting but has not been moved to the full committee yet.

Was added to the agenda so the new committee members were aware.

**C. MTAS/CTAS review of policy**

Overman and Bellar are awaiting response from MTAS. MTAS is geared more to municipalities. We know that there are lots of gray areas that need to be reviewed in order to avoid piecemeal policies.

5. Public Comments - None

6. Adjourn Motion by D Thomas and seconded by Burton. All In favor

*Minutes Submitted by Committee Member Beverly Atwood*