

Trousdale County Sheriff's Office

Hartsville, Tennessee

Ray Russell, Sheriff

January 10, 2025

Mayor Jack McCall
Trousdale County Commission

RE: Leave with pay for inclement weather

Mayor McCall and Commission Members,

A situation has developed that requires remediation by the County Commission.

On Friday January 10, 2025, Mayor McCall ordered the closing of County Offices due to impending winter weather, as evidenced by the attached email.

The County Employee Handbook, adopted August 2022 states, in part:

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.

Sheriff's employees cannot be absent with pay due to inclement weather. We are required to be at our work stations, patrolling, answering phone calls, providing housing, food and supervision of inmates, when other county employees are absent with pay.

On January 22, 2024, a written request was made to Mayor McCall for consideration of compensation to Sheriff's employees for four periods of paid leave to other county employees. A copy is attached.

My request was denied.

I ask the County Commission to study and amend county policy to allow fair compensation to Sheriff's employees, as all county employees, retroactively and in the future.

Sincerely,

Ray Russell
Sheriff





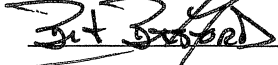




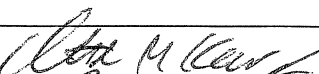

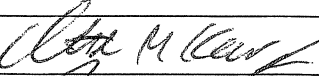
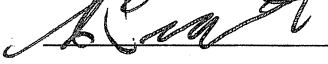
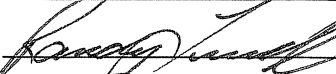



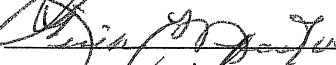

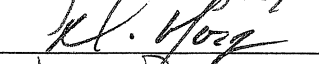
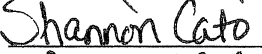
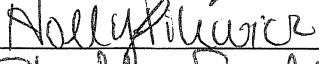

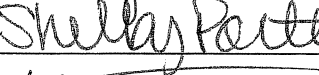




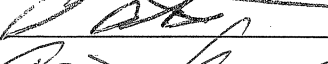

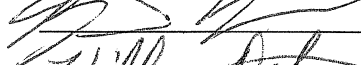
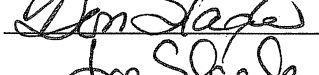
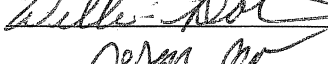

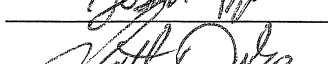





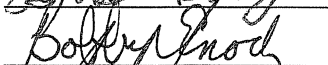

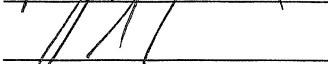
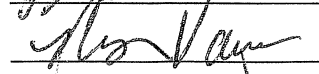

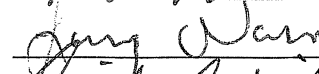



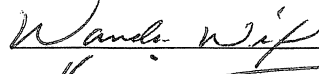
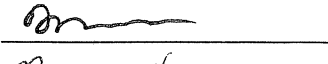

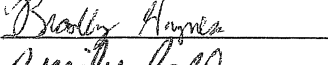



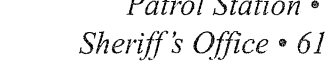
Sheriff's employees below co-Sign and petition the County Commission

Patrol Station • 615-374-3994 • 210 Broadway • Hartsville, Tennessee 37074
Sheriff's Office • 615-374-2114 • 315 East Main Street • Hartsville, Tennessee 37074

Trousdale County Sheriff's Office

Hartsville, Tennessee

Ray Russell, Sheriff

	Brad Basford		Sherrie Huffines
	Brent Basford		Denise Jackson
	Travis Blair		Marcella Jones
	Joseph Buehler		Mary Jones
	Jeremy Burgess		Clint Keen
	Shane Burton		Randy Linville
	Robert Butcher		Jalen McDonald
	Troy Calkoun		Keith Meador
	Dustin Cato		David Morgan
	Shannon Cato		Holly Pilewicz
	William Chaney		Shelby Porter
	Don Coker		Kayle Radke
	David Colburn		Katie Rivers
	Wayland Cothron		Josh Scruggs
	Brian Crook		Donnie Slagle
	Willie Dotson		Joseph Slagle
	Jessie Duke		Michael Stafford
	Matthew Duke		Pam Stafford
	Samuel Dunn		Joe Sullins
	Brent Early		Tammy Sullivan
	Bobby Enoch		Logan Tomlinson
	Jesse Gentry		Nycole Vaughn
	Brandon Gooch		Larry Warner
	Darren Gregory		Alisha Willis
	Phil Harper		Wanda Wix
	David Harris		Kevin Woodard
	Bradley Haynes		Chaney Wright
	Emily Hill		



Wayland Cothron <wayland.cothron@trousdalecountytn.gov>

Inclement Weather | NE Administrative Offices Closed January 10

1 message

Jack McCall <jmccall@trousdalecountytn.gov>

Thu, Jan 9, 2025 at 2:43 PM

To: Amy Thomas <amy.thomas@trousdalecountytn.gov>, Candice Hall <chall@vcourthouse.com>, Cliff Sallee <cliff.sallee@trousdalecountytn.gov>, Ginny Gregory <ginny.gregory@trousdalecountytn.gov>, hope.l.dotson@tn.gov, Jason Evitts <jevitts@utk.edu>, "Kimberly Taylor (Kimberly.Taylor@tncourts.gov)" <Kimberly.Taylor@tncourts.gov>, Matthew Batey <matthew.batey@trousdalecountytn.gov>, Megan Lee <megan.lee@trousdalecountytn.gov>, Mike Potts <mike.potts@cot.tn.gov>, Rita Crowder <rita.crowder@trousdalecountytn.gov>, Shelly Brawner <shelly.brawner@tncourts.gov>, Steve Paxton <tclpvote@yahoo.com>, Cindy Gregory <cindy.gregory@trousdalecountytn.gov>, Tony Crook <tony.crook@trousdalecountytn.gov>, Ray Russell <sheriff@trousdalecountytn.gov>, Wayland Cothron <wayland.cothron@trousdalecountytn.gov>

Cc: Misty Lytle Public Works Office <mlytle@trousdalecountytn.gov>, Peggy Carver <peggy.carver@trousdalecountytn.gov>, Rosalie Myhan <rosalie.myhan@trousdalecountytn.gov>, Rene Pridemore <Rene.Pridemore@trousdalecountytn.gov>, Amy Yates <amy.yates@trousdalecountytn.gov>, Adalberto Valdez <Adalberto.Valdez@tn.gov>, Branden Bellar <branden@brandenbellar.com>, Alan Carman <alan.carman@trousdalecountytn.gov>, Amber Russell <Amber.Russell@trousdalecountytn.gov>, Beverly Atwood <atwo5262@icloud.com>, Beverly Atwood <beverly.atwood@trousdalecountytn.gov>, Brian Crook <brian.crook@trousdalecountytn.gov>, Chris Gregory <chris.gregory@trousdalecountytn.gov>, David Nollner <david.nollner@trousdalecountytn.gov>, yahoo <eod_nollner@yahoo.com>, David Thomas <david.thomas@trousdalecountytn.gov>, Grant Cothron <grant.cothron@trousdalecountytn.gov>, Jack McCall <jmccall@trousdalecountytn.gov>, Jeff Gregory <jgregory@trousdalecountytn.gov>, Jerry Ford <jerry.ford@trousdalecountytn.gov>, Jerry Ford <jerryford1943@gmail.com>, Judy Kerr <judy.kerr@trousdalecountytn.gov>, Landon Gulley <landongulley@tcschools.org>, Landon Gulley <landon.gulley@trousdalecountytn.gov>, Lesley Overman <lesley.overman@trousdalecountytn.gov>, Lonnie Taylor <lonnie.taylor@trousdalecountytn.gov>, Lonnie Taylor <tourbiz@comcast.net>, Mark Presley <mark.presley@trousdalecountytn.gov>, Shane Burton <shane.burton@trousdalecountytn.gov>, T Bubba Gregory <terry.gregory@trousdalecountytn.gov>, comcast <terry.gregory@comcast.net>, Tommy Belcher <tommy.belcher@trousdalecountytn.gov>, Will Dennis <will.dennis@trousdalecountytn.gov>

From the Office of the Hartsville/Trousdale County Mayor:

The Hartsville/Trousdale County Government non-essential administrative offices including the offices of the Administration Building, Courthouse, Courts, Senior Citizens Center, Health Department, and Library will be **closed on Friday, January 10th** due to the impending winter weather. The County Clerk and Library will also be closed on Saturday, January 11th.

This is shaping up to be a bad storm that will significantly impact our County. Remember that our law enforcement, first responders, road department, and public works crews will be working hard to protect our community. We can help them by staying off the roads unless it is absolutely necessary.

HTCG Personnel Policy

IV.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.

IV.N Administrative Leave with Pay

1. Absence with pay for administrative purposes may be granted to full time employees by the employer 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.

Jack McCall

Mayor

Hartsville/Trousdale County
328 Broadway
Hartsville, TN 37074
615-374-2461

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Sheriff's Department
Metropolitan Hartsville / Trousdale County, Tennessee
Ray Russell, Sheriff

Date: January 22, 2024
To: Mayor Jack McCall
From: Sheriff Ray Russell
Subject: Administrative Leave with Pay

Mayor McCall,

Four days of inclement weather, Tuesday, January 16, 2024, Wednesday, January 17, 2024, Thursday, January 18, 2024, Friday, January 19, 2024, was recognized by the County Constitutional Offices and Departments as Administrative Leave with pay, upon your order.

These employees received two (2) full shifts and two half ($\frac{1}{2}, \frac{1}{2}$) shifts of time off with pay.

County policy states, in part:

ADMINISTRATIVE LEAVE WITH PAY

1. Absence with pay for administrative purposes may be granted to full time employees by the employer as long as funding is available for such leave. Such leave is available only for days an employee is schedule 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.

Sheriff's Office employees cannot be absent with pay due to inclement weather. We are required to be at our work stations, patrolling, answering phone calls, providing housing, food and supervision of inmates, when other county employees were absent with pay.

I hereby request pay for the Sheriff's Office full time employees, as documented on their time sheets, for the two (2) full and two half ($\frac{1}{2}, \frac{1}{2}$) shifts of regular pay for the Administrative Leave, as noted above, in order to maintain consistency and fairness of compensation.

I request that any future awarded Administrative Leave with pay be paid, similarly.

Signed, 

Ray Russell

Sheriff

Patrol Station • 615-374-3994 • 210 Broadway • Hartsville, Tennessee 37074
Sheriff's Office • 615-374-2114 • 315 East Main Street • Hartsville, Tennessee 37074