

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

PERSONNEL COMMITTEE

Lesley Overman, Chair
Steve Whittaker, Vice Chair
Will Dennis, Secretary

Beverly Atwood
Shane Burton
Alan Carman

David Thomas
Cliff Sallee
Amy Yates, HR (NVM)

MARCH 4, 2025 | 5:00 PM | TC COMMUNITY CENTER

Agenda

1. Open Meeting
2. Review Minutes of January 21, 2025
3. Proposed Amendments to Personnel Policy
 - A. Section V.B – Holiday pay
 - B. Section IV.L – Timeclock System Policy
 - C. Section IV.J.2 – Overtime
4. Other discussion
 - A. Section V.O – Inclement Weather
 - B. Pending Changes
 - 1) Section IV.H – Payday Policy
 - C. MTAS/CTAS review of policy
 - D. Other
5. Public Comments
6. Adjourn

Hartsville/Trousdale County Government

PERSONNEL COMMITTEE

January 21, 2025 5:00PM TC Community Center

Minutes

Members Present: Lesley Overman, Shane Burton, David Thomas, Will Dennis, Amy Yates

Absent: Steve Whittaker

Others Present: Amy Thomas, Sheriff Ray Russell, Chief Wayland Cothron, Hon. Branden Bellar

Commissioner Overman opened the meeting at 5:00pm. A quorum was determined with 4 members present.

Minutes from the Dec. 9, 2024 meeting were read and approved. Motion Commissioner Thomas, second Commissioner Burton. No opposition, **Motion Carried**.

Proposed Amendments to Personnel Policy:

A. Section V.B.8d Holiday pay / Non-paid Leave of Absence:

Basis of this amendment was to clarify Holiday Pay eligibility when an employee is on Non-Pay Leave of Absence.

Motion to postpone Commissioner Thomas; second Commissioner Burton

No opposition, Motion Carried

B. Section IV.H Payday Policy:

Basis of this amendment is to update the stated payday process to reflect direct deposit instead of paper checks.

Motion to Accept with changes but to hold and present to the full Commission at one time

Commissioner Thomas; second Commissioner Dennis No opposition, Motion Carried

C. Section IV.L Timeclock System Policy:

Basis of this addition to policy is to have a stated policy for the upcoming time clock system implementation for those employees paid by general services (includes general services, urban services, solid waste, and ambulance)

Motion to postpone Commissioner Dennis, second Commissioner Thomas

No opposition, Motion Carried

Discussion Items: A letter was submitted to the committee by Sheriff Russell concerning inclement weather leave that was granted by some departments but not all. A review of this letter and the circumstances surrounding it and potential remedies will be considered at the next stated meeting.

Next meeting set for March 4th at 5pm in the Mayors Office.

Public Comment: NA

Meeting Adjourned at 5:45pm with a motion from Commissioner Thomas, second Commissioner Burton.

Will Dennis, Secretary

Agenda Item 3A. 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.

PP Item 8d. Non-paid Leave of Absence

Current: 8. Holiday pay will not be paid if:

- d. The employee is on a non-paid leave of absence when the holiday occurs.

Proposed: d. The employee is on a non-paid leave of absence:

- the day/shift before the holiday, and/or
- the day/shift of the holiday, and/or
- the day/shift after the holiday.

The purpose of this amendment is to clarify that Holiday day will not be paid if an employee is on a Non-Paid Leave of Absence surrounding the holiday or on the holiday.

Agenda Item 3B. Section IV.L Timeclock System Policy

ADDING LANGUAGE

L. Timeclock System Policy

- 1) **Purpose** The purpose of the Timeclock System is to accurately track employee working hours, ensuring compliance with applicable labor laws, payroll accuracy, and the efficient operation of the organization. This policy governs the use of the timeclock system by all County General employees.
- 2) **Scope** This policy applies to all employees who are paid through the County General payroll system and are therefore required to use the County's timeclock system to record their work hours.
- 3) **Daily Schedules**
 - a. Department Heads/Supervisors are responsible for entering employee schedules into the timeclock system.
 - b. Schedules should be entered promptly and accurately, reflecting the expected hours and shifts for each employee.
 - c. Any changes or adjustments to schedules must also be updated in the system in a timely manner.
- 4) **Leave Requests**
 - a. All leave requests, including but not limited to vacation, bereavement, and sick leave, must be submitted and approved through the timeclock system.
 - b. Employees are required to submit leave requests as soon as possible, and Department Heads/Supervisors must approve or deny the requests based on availability and department needs.
 - c. The leave policy must be adhered to, including minimum notice periods for various types of leave, and any absence should be reflected in the system accordingly. Any documentation to support the leave must be noted in the timeclock system and a hard copy submitted to the Human Resources office.
 - d. Once approved, leave records must be entered into the timeclock system by the Department Head/Supervisor or designated personnel, ensuring accuracy in leave balances and proper recording of time taken off.
 - e. Failure to accurately input schedules or leave data in the timeclock system may result in disciplinary action, as it affects payroll processing, compliance, and operation efficiency.
- 5) **Clocking In and Out:**
 - a. Employees must clock in at the beginning of their shift and clock out at the end of their shift.
 - b. Employees should also clock in and out for lunch breaks, if applicable, and any other extended breaks.
 - c. Employees should ensure they are using their personal credentials when clocking in and out. Sharing credentials or using another employee's credentials is strictly prohibited.

6) Accuracy of Time Entries:

- a. Employees must ensure the time recorded is accurate. Any discrepancies should be reported to the supervisor immediately.
- b. Employees should not clock in or out for another employee, as this can result in payroll errors.

7) Breaks and Meals

- a. Employees must clock out when taking a break or meal period that exceeds 15 minutes and clock in when returning.
- b. Breaks or meal periods that are shorter than 15 minutes may not require clocking out depending on local labor laws and County guidelines.

8) Overtime

- a. Overtime must be pre-approved by the employee's supervisor.
- b. Employees should ensure they clock out at the end of their regular shifts. Any unapproved overtime will be addressed according to the County's overtime policy.

9) Absenteeism and Tardiness

- a. Employees must notify their supervisor as soon as possible if they are unable to report to work or will be late.
- b. Tardiness or failure to clock in and out appropriately will be addressed in accordance with the County's attendance policy.

10) Timeclock Adjustments

- a. Any discrepancies, such as missed clock-ins or outs, should be reported to the supervisor or HR for adjustment.
- b. Timecard adjustments will be reviewed and made by the designated supervisor or HR personnel as needed.
- c. Employees should not attempt to adjust their own timesheets without supervisor approval.

11) Timeclock Misuse

- a. Deliberate misuse of the timeclock system, such as "buddy punching" (clocking in or out for another employee), tampering with time records, or falsifying work hours, will result in disciplinary action, up to and including termination.

12) Remote or Off-Site Work (if applicable)

- a. Employees working remotely or at off-site locations must follow the County's policy for working remotely and logging work hours through the timeclock system.
- b. Supervisors may establish specific procedures for remote timeclock use. These procedures must be on file with the Human Resources office.

13) Payroll

- a. The timeclock system is used to generate payroll data. Any discrepancies in recorded work hours must be reported to the supervisor prior to the payroll processing period.

14) Confidentiality

- a. Employees must respect the confidentiality of the timeclock data, which is considered personal and sensitive. Only authorized personnel should have access to the data.

15) Compliance

- a. The County complies with all applicable labor laws regarding time tracking, wage and hour requirements, and overtime. Employees should consult with their supervisor or HR for any clarifications regarding timekeeping rules.

16) Training and Support

- a. All employees will receive training on how to use the timeclock system effectively.
- b. Support will be available from the HR department or designated personnel for any technical issues or questions related to the timeclock system.

17) Audits, Reviews, and Updates

- a. The timeclock system will be periodically audited to ensure compliance with the policy. Any discrepancies or errors discovered will be addressed by the respective supervisor or elected official.
- b. This policy will be reviewed periodically to ensure compliance with any legal changes or organizational needs.
- c. Employees will be notified of any updates or changes to this policy.

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

Current: 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: Regular employees must work 40 hours in 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.

Agenda Item 4.A Section V.N Administrative Leave with Pay and V.O Inclement Weather
Review the language and discuss options.

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 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.

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.
3. In case of severe weather, employees must look out for their own safety. However, this does not mean a free day off. Unless management has closed the County facility, employees are expected to come to work; otherwise, the employee will be charged vacation time.
4. If the County facility opens and is forced to close early because of the weather, all employees who reported to work will be paid for time worked. Full-time employees who reported to work will be paid for the time worked, and the remainder of their scheduled shift will be paid as administrative leave. **Employees who made no effort to come in will not be paid.** All employees are urged to make every possible effort to get to work if the facility remains open.
5. If the facility remains open and employees do not come to work, they may use a vacation day instead of losing pay.
6. No wage/salary decisions will transgress the requirements of federal and state regulations. When weather conditions make it hazardous for employees to report for work, they should:
 - a. call the department head or designated contact; or
 - b. listen to local radio and television stations for closure announcements.
7. The following payroll guidelines have been established for hourly employees reporting to work when the County opening is delayed due to bad weather conditions.
 - a. Employees who do not report to work will not be paid for the day. With supervisory approval, they may take the day as a vacation day.
 - b. Overtime pay will apply to only those employees who have worked over 40 hours that week (unless state regulations dictate otherwise).

TN State Dept of Human Resources – Inclement Weather Policy:

The State of Tennessee recognizes there will be instances when inclement weather causes concerns for employees. In general, however, inclement weather does not warrant the closing of state offices, and it shall be the policy of the State to make every effort to maintain normal working hours during periods of inclement weather in order to continue providing necessary services to the citizens.

Conditions caused by ordinary inclement weather require each employee to make a personal decision regarding safety in traveling to and from the workplace. As with any unexpected absence, employees who do not feel it is safe to travel should contact their supervisor using approved methods. Employees who do not report to work during periods of inclement weather may use accumulated annual or compensatory time for their absence. If the employee has no annual or compensatory time, then the time absent is charged as leave without pay. Employees who make the effort and report to work within a reasonable period after their regularly scheduled arrival time should not be required to take leave for that absence. To be eligible, the employee must leave for work at his or her normal departure time in anticipation of regular arrival time.

Occasionally, emergency conditions caused by extreme inclement weather may warrant the closing of some State offices. When such conditions are thought to exist, the Governor or his/her designee may seek input from designated officials in the departments of Human Resources, Transportation, Safety, the Tennessee Emergency Management Agency, and any other departments which may have necessary information, to determine whether state offices should be closed. State office closures due to extreme inclement weather will be made on a county-by-county basis and will include all offices in each designated county. The decision to close state offices due to extreme inclement weather shall only be made by the Governor or his/her designee. Timely notice will be provided to the local media for broadcast to the general public, forwarded to all appointing authorities, and communicated by other electronic media as appropriate. If state offices in a county are closed, employees other than: (1) those who work in 24-hour facilities, (2) those who participate in the Alternative Workplace Solutions (AWS) Work from Home arrangement and were scheduled to work from home on that particular day, or (3) those who may be required by their Appointing Authority to work, shall be excused from work and granted discretionary leave with pay. However, if an employee is participating in the Mobile Work AWS arrangement on the day State offices are closed, the Appointing Authority will have the discretion to either allow the employee to be excused from work and granted discretionary leave with pay or require the employee to work remotely.

Decisions regarding the declaration of single office locations as uninhabitable buildings are made by the Commissioner of the Department Human Resources pursuant to DOHR Policy 12-038. Employees who work in office locations shared with county offices which have been closed by order of local government will not be required to report to work and will be granted discretionary leave with pay. The Appointing Authority for those employees should notify the Commissioner of the Department of Human Resources in writing, with a copy of official correspondence from the local government which authorized the closure, as soon as possible after an occurrence of this type.

Employees who are required to work when State offices have been otherwise closed may be granted compensatory time for hours actually worked during the period of closing up to their regularly scheduled hours for the workday. Hours worked in excess of regularly scheduled hours are compensated as overtime based each employee's status under the Fair Labor Standards Act. Part-time employees are paid for hours worked and are not eligible for discretionary leave with pay or compensatory time. Employees on previously approved leave during the affected period must continue to charge the appropriate leave and will not be eligible for discretionary leave under this policy.

Questions regarding this policy may be directed to the Assistant Commissioner of the Agency Resource Center (ARC).