

Hartsville/Trousdale Steering Committee Regular Meeting

Meeting Minutes

July 5, 2022 - 6:00 P.M. – Trousdale County Courthouse – 2nd Floor Courtroom

Present: Dwight Jewell, Jerry Ford, Beverly Atwood, Gary Claridy, Bill Fergusson, Richard Harsh, David Nollner, Lonnie Taylor, Stephen Chambers

Absent: Landon Gulley and Bubba Gregory

1. Meeting Called to order: By Dwight Jewell, Chair.

2. Approval of Minutes

Chairman Jewell asked for review of the June 7, 2022, minutes. Motion made by Harsh and seconded by Ford. All in favor.

MOTION CARRIED

3. Items to be Reviewed

A. Personnel Policy Updates

1.) Pay Scale Implementation

Mayor – handout with some language that came from the Consultant Firm that did the Wage Study of how to implement the Wage Study into the Personnel Policy. How to go over the steps and grades. Mayor read verbiage/language of the attached handout. Annual Increases pay increases 2.5% came out to be 2.35% in steps that will be presented to the county commission. I would recommend inserting language that this annual increase will be subject to appropriation by the county commission. I know that was discussed during the budget and finance meetings. Page 2 subsection 2 last sentence “Annual increases are subject to appropriation by the annual budget by the county commission or something like that.

Jewell - should we take 2.5% out of it and insert it. Something like based on funding by the County Commission. From my recollection it would not be an automatic amount it would be based on what the county can afford at every budget year after evaluation. 2.5% is a very minimal raise to go up on an annual basis. Believe it would be good to have an amount in there that would flex up or down. I’m not opposed either way. Don’t feel this has to go back to personnel committee.

Mayor – You can if you do not want to keep the recommended amount. 2.5% was to be based on performance. If commission wants to do more than they may do so. Feel this would be better for the Personnel Committee to establish this.

Fergusson – That was always a flexible amount to what is affordable per year by the budget and finance by the county commission. I feel we need a target amount but with flexibility.

Ford – Per my recollection it was 2.5% annually and would be reviewed but it was not a definite every year. It would be based on whether it could be afforded.

Mayor – Continues reading Page 2-4 of Study implementation see attachment. This completes the implementation of language for the wage step study.

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Fergusson – Is this something to move to the full body or to the Personnel Committee?

Mayor – This was moved down the schedule due to annual Budget & Finance.

Fergusson – This has not been seen by Personnel Committee.

Jewell – Mr. Fergusson can you schedule a meeting for this quickly?

Fergusson – yes

Jewell – Mayor does this have to be approved by 1 or 2 readings?

Mayor – Two.

Jewell – Mr. Fergusson can you get with Mrs. Thomas to get this scheduled so that we may be able to get this processed for the end of this commission's terms.

Claridy - If this is going to Personnel Committee, I would like for them to look at Promotional Increases page 3 item #1 Definition of Promotion. Seems to me it should be the Department Head instead of the Mayor and Human Resources to approve. They may not always know what is going on with them.

Atwood – I feel it may need to have something to the effect that it is a recommendation from the Department Head and then follow up with H.R. and the Mayor. Feel it needs the extra verbiage to make it clear as to where it is coming from.

Mayor – It comes from the Department Head as a recommendation although I can understand it could create some questions.

Jewell – Do feel it would be good to clarify and have that added. Mrs. Atwood if you could get with Bill regarding the verbiage. Be sure to review prior to the meeting and if you foresee anything please get with Mr. Fergusson to clarify the process to prevent any confusion.

Fergusson – Motion made to move this document to the Personnel Committee and seconded by Claridy. All in favor.

MOTION CARRIED

2.) Clean up

Mayor - Actual Inclement of Weather Policy, this is adding, deleting the red language. Items that it's the Department Heads call of when they will close and how the employees will be paid for inclement of weather. Please see the attachment.

Jewell – Was the language corrected when there is inclement of weather to how those hours or days are paid? Believe it effected the ambulance service and maybe even law enforcement. If you can check to see if that was corrected and if not send that forward.

Mayor – It is in a different section and do recall it being discussed. Believe it was changed, maybe included a definition at the beginning but I will go back to verify.

Fergusson – Believe the issue was with vacation pay as some work more than 8 hours a day and it was costing them more to go vacation due to loosing money.

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B. EMPG appropriation

Mayor – EMS/EMA Director Batey has asked if the commission would consider using the \$5,000 Emergency Management Performance grant, we received as an addition or bonus to salary. Want to bring this before the committee as this would be a budget amendment and believe this would have to be approved by the state due to the budget already being submitted. If you wanted to change it this was not for a salary it was for administrative fee or equipment, nothing in the salary line. Wanted to see if you wanted to send this to Emergency Services or not. I will follow up with the state to clarify.

Jewell – Where did this grant come from, the state? Did he receive the ARPA bonus?

Mayor - Tennessee Emergency Management Agency. Unsure if he did, I will have to verify with him.

Atwood – What was the Grant originally given to them for?

Mayor – Believe the last grant he submitted for was for equipment.

Atwood – So are they not in need of equipment now? Is this just excess money – just trying to get clarification.

Mayor – I understand he wanted to be here tonight but was unable to be. I think he felt he would have discussion in Emergency Services if you wanted to send it there or even Budget and Finance.

Claridy – He states he's having trouble keeping employees I feel it needs to go to them not to the m. He just got a big raise in this pay study.

Harsh – made a motion to move to EMS and Budget and Finance Committee for further review and seconded by Taylor. All in favor.

MOTION CARRIED

C. Transfer of Power

Jewell – The Mayor and I have had some conversations on this.

Mayor – Spoke with Mayor from another county and I've spoke with Mr. Bellar regarding training for the new ones coming on that would assist with reviewing the charter, committees, officers, government, etc.. Mr. Bellar is willing to go over this with the new commission and electees.

Jewell – Hope to have this in August after the election and prior to them being sworn in and taking office. The Mayor and I are both willing to assist with this. August meeting will be early this year so the 2nd or 3rd week. Current commission will conduct business through August and newly elected will start September 1st. August meeting would be joint meeting with current and newly elected. September will a very busy meeting for them due to electing new chair, vice chair and committee members. We plan to have the committee surveys ready for them by August meeting. We want to try and help the ones who are in these positions.

D. EMS Training Program

Mayor – Resolution 2013-26-329 handout, this program was put in place in 2013 for the county to pay for training for paramedics. This has been dormant, with discussion with Mr. Batey, other counties, and Mr. Kirby former state EMS employee. We would like to expand this from not just paramedics with adding EMT and AMT's. We have spoken with Vol State, and they have this program in place and are willing to come and do these trainings here. We have spoken with Smith and Macon County to see if they had anyone in **their**

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county who would like to participate in this training. The second page is the MOU and adding EMT and AMT. No changes just this addition. Figures of tuition, books, training, uniforms, and insurance \$2,928.00 per student. There is the 3-year contract to work for Trousdale County and or subject to buy contract out if they choose to transfer. The thinking of this was to try and help to increase the workforce due to having shortages in this area.

Jewell – This is in effect now? Can you have wording ready for this for the full commission?

Mayor – This was initially for one individual that did not complete the program. I'm being told we may have anywhere from 3-5 interested, the only issue is we don't have any spaces available at this time. Spaces have been filled recently. Should be able to use American Rescue funds for the cost. This is just for EMT's and AMT's. Paramedics must take the course at Vol State. Yes, the wording can be added.

Nollner – You must work a whole year as an EMT before you can do the Paramedic training.

Fergusson – Made a motion to move this to the full body and seconded by Ford. All in favor.

MOTION CARRIED

4. Other Discussion - None

5. Public Comment - None

6. Adjourn

Motion made by Taylor and seconded by Atwood. All in Favor.

MOTION CARRIED

Items in Front of the Commission

***Title 11**

*** Sheriff Surplus Equipment**

***Piedmont Natural Gas Franchise Contract Renewal**

PAY STRUCTURE: PAY GRADES AND PAY STEPS

1. Pay Structure

The Hartsville/Trousdale County Metropolitan Government Pay Structure is comprised of Pay Grades and Pay Steps (see Attachment II). Jobs are assigned to one of 15 Pay Grades. Each Pay Grade has been assigned 16 steps.

The Pay Structure is designed so that Step 8 for each Pay Grade approximates the Market Rates of jobs assigned to that Pay Grade.

There is a 11.65% progression from the steps of a pay grade to those of the next pay grade in the pay structure and the progression between steps is 2.35%. Assignment of Jobs

A Market Rate is determined for each job based on salary survey data. The County targets the 50th percentile of the market pay rates for each job. Salary survey data from two sources – other similar municipalities/counties and general businesses in the Hartsville/Trousdale area – are identified for each job. A job's Market Rate is determined by calculating the average of the 50th percentile municipal pay rate and the 50th percentile general business pay rate from the survey data for the job.

Each job is to be assigned to the Pay Grade for which Step 8 best matches the Market Rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs (not employees) should be classified differently than suggested by their Market Rate. Such exceptions must be approved by the Mayor (County Commission if the position is a direct report of the Mayor).

2. Adjustment of Pay Structure

The Pay Structure is subject to review periodically (typically every one to three years) by the Human Resources Coordinator and Mayor and will be adjusted, if necessary, to ensure that the County's pay practices remain competitive with changes in labor market conditions. As appropriate, this review will consist of:

- a) Gathering comparative salary data for benchmark jobs from published sources or direct contacts with competing employers,
- b) Comparing market salary data obtained for each benchmark job with the corresponding Hartsville/Trousdale County Metropolitan Government Pay Grade and Pay Steps, and
- c) If necessary, adjusting the County pay steps so that the Pay Grade Step 8 of each Pay Grade will more accurately approximate the Market Rates for jobs in each Pay Grade. Normally, this is accomplished by increasing the Pay Steps by some common percentage.

The Human Resources Coordinator will recommend the adjustment of the Pay Structure for approval by the Mayor and County Commission.

NEW HIRE RATES OF PAY

The Pay Grade Step 0 for a job classification is the normal hiring rate, except in those cases in which a job candidate has credentials and experience that exceed the minimum requirements for the job or unusual circumstances (such as inability to fill the position at the hiring rate) warrant employment of an individual at a higher pay rate for that classification. Such exceptions must be approved by the Human Resources Coordinator and the Mayor. Additionally, a department head desiring to employ an applicant to start at a pay rate above Step 0 for that position must submit a written justification to the Human Resources Coordinator for consideration and final approval by the Mayor.

The current pay rates, qualifications, and skill levels of existing job incumbents should be carefully considered before a new employee is hired above the Pay Grade Step 0.

PAY ADJUSTMENTS

1. Eligibility

All regular full-time and part-time employees employed before January 1st of the current calendar year, provided their performance evaluation is in the "acceptable" range or higher, are eligible for a possible pay increase effective July 1st each year.

2. Annual Increase Budget

- **Annual Increases**

Each year, the Human Resources Coordinator and Mayor will calculate the recommended Salary Increase Budget based on all employees' pay increasing to the next step in their current Salary Grade (a 2.50% increase) to present to the County Commission. Annual increases reward employees for continued service and reflect employees' increasing job knowledge and skill levels. Employees with unsatisfactory job performance will not receive a step increase (*see Performance Evaluations below*).

- **Structure Adjustment**

If deemed appropriate by the County Commission as described in E.3. above, the Pay Increase Budget may also include an amount required by a structure adjustment (normally this would be the amount needed to move employee pay rates to the "new" Pay Grade Steps for their jobs, if needed, and, if appropriate, an additional amount to mitigate any resulting pay compression).

- **"Top Out" Lump Sum**

Employees' pay rates are not to exceed the maximum for their job. Once an employee reaches Step 16, any additional increases, other than pay structure adjustments, would be paid in the form of a lump sum "bonus."

3. Performance Evaluations

All employees eligible for an increase each July 1 must have received a written, performance evaluation. Performance evaluations are completed at the end of each calendar year and are to be submitted to the Human Resources Coordinator by March 15. This annual evaluation is to be completed by the supervisor using prescribed forms and is

to be discussed with the employee after approval. (Note: New hires are to receive a performance evaluation after completion of their probationary period. For recent new hires, if less than three months have elapsed since a probationary review was completed, completion of a new annual performance evaluation at the end of the calendar year is optional.) Human Resource will also contribute a score dependent on the employee's attendance data. Employees receiving an overall "Marginal" or "Unacceptable" rating are not eligible to receive an increase July 1st. Such employees will be reevaluated after 60 days but will not be eligible for an increase until the *next* July 1st, provided their performance has improved to "Acceptable."

4. Pay Increase Recommendation

All eligible employees who receive an "Acceptable" rating or better will be recommended to receive a salary increase based on the approved Salary Increase Budget, to be effective July 1 each year.

5. Pay Increases – Employees on Leave of Absence

Employees on approved medical or personal leave of absence on July 1st will receive the approved salary increase, provided their performance evaluation was in the "Acceptable" range or higher. For employees on approved medical or personal leave of absence for whom a performance evaluation was not completed at the end of the calendar year, completion of the performance evaluation and eligibility for salary increase will be postponed until their return to active employment.

PROMOTIONAL INCREASES

1. Definition of Promotion

Placement of an individual in a job which is in a Pay Grade that is higher than the individual's current Pay Grade will be considered a promotion. (Temporary job reassignments of less than six months will not normally be considered a promotion.) All promotions must be approved by the Human Resources Coordinator and the Mayor.

2. Increase Amount

At the time of the promotion, the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position. Normally, the employee's pay will be adjusted to the Pay Step that represents a 5% to 8% increase (or more if needed to move the employee's salary to the new job Pay Grade Step 1). Salaries of other incumbents (if any) already in the new position and the promoted individual's credentials will be considered in determining the amount.

TEMPORARY REASSIGNMENT

Adjustments to pay rates of employees assigned temporarily (for less than six consecutive months) to perform work of higher-level jobs will be made at the discretion of management.

LATERAL JOB REASSIGNMENTS

Reassignment from one job to another in the same Pay Grade will be considered a lateral move. No immediate adjustment to pay will be made. Lateral moves that serve to broaden employees' skills and knowledge and improve County efficiency and results will be encouraged.

DEMOTIONS OR REASSIGNMENT TO LOWER PAY GRADE

Demotions occur when an employee is returned or transferred to a position in a lower Pay Grade. Additionally, employees may voluntarily ask to move to a job in a lower Pay Grade, perhaps through the job posting/bidding process. Whether or not a reduction in pay should occur in these situations depends on consideration of the following:

1. Where will the employee's pay rate fall in the new (lower) Pay Grade's Step schedule? Normally, the employee's pay rate will be reduced to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure. (This consideration is usually more important than #2, 3, or 4 below.) Pay adjustments must be approved by the Human Resources Coordinator and Mayor.
2. How long has the employee been in the former job or employed by the County overall?
3. Was the reassignment related to the employee's performance?
4. Was the reassignment related to a reduction in force or organizational change? Though a reduction in pay may still be appropriate to maintain internal equity even if the change is outside the control of the employee, such circumstances may be considered.

RECLASSIFICATION OF POSITION

A job may be reclassified if warranted by significant changes in job responsibilities. To request a reclassification, department heads must submit a revised job description to the Human Resources Coordinator. The Market Rate of the job will be determined based on comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Market Rate for the job. Reclassification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the Human Resources Coordinator and Mayor. Section K above would apply to reclassification of a job to a lower Pay Grade.

EQUITY ADJUSTMENTS

Adjustments to correct pay inconsistencies or inequitable situations related to pay may occasionally be necessary. Department heads may recommend equity adjustments of up to 8% of salary and must submit a written justification for the pay adjustment. All such adjustments must be approved by the Human Resources Coordinator and Mayor and must be submitted with the annual budget for approval by the County Commission.

Inclement of Weather Policy.

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 doesn't 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 administrative leave. Employees who made no effort to come in will not be paid. If the facility is closed prior to the start of the shift, employees will not be paid if they report to work. 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. Employees who report to work and are later sent home because of weather problems will be paid for the hours worked.
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:
 - i. call the department head or designated contact; or
 - ii. 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:
 - i. 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.
 - ii. Overtime pay will apply to only those employees who have worked over 40 hours that week (unless state regulations dictate otherwise).¹

¹ Wilson County Employee Handbook, page 23. Alternate inclement weather policy language to the previous paragraph. The Personnel Committee chose the second option's language.