

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

STEERING COMMITTEE

*Dwight Jewell, Chair
Jerry Ford, Vice Chair
Beverly Atwood, Secretary*

*Gary Claridy
Bill Fergusson
T Bubba Gregory
Landon Gulley*

*Richard Harsh
David Nollner
Lonnie Taylor
Stephen Chambers, Mayor*

AGENDA

TUESDAY, JULY 5, 2022 | 6:00 PM | TC COURTHOUSE

1. Open Meeting
2. Review Minutes from June 7, 2022
3. Items to be Reviewed
 - A. Personnel Policy updates
 - 1) Pay Scale Implementation
 - 2) Clean up
 - B. EMPG appropriation
 - C. Transfer of Power
 - D. EMS Training Program
 - E. Other
4. Other Discussion
5. Public Comment
6. Adjourn

Items in Front of the Commission

- Title 11*
- Sheriff Surplus Equipment*
- Piedmont Natural Gas Franchise Contract Renewal*

Steering Committee

June 07, 2022

Attendance:

The following attended: Dwight Jewell, Jerry Ford, Beverly Atwood, Gary Claridy, Terry Gregory, Landon Gulley, Richard Harsh, David Nollner, Stephen Chambers

Absent Bill Ferguson, Lonnie Taylor

1. Jewell opened the meeting at 6:00 pm in the Trousdale County Upstairs Courtroom.
 2. Review minutes from April 05, 2022. Motion to approve by R. Harsh 2nd by Ford. All in favor.
 3. Items to be reviewed:
 - A. Resolution 2022-01-745 Amendment – Wheel Tax Funding
\$115,000 remaining balance to move over to schools to pay for paving High School parking lot. Any remaining funds to be applied to the debt incurred by the JSMS Roof Project 2021. Schools received \$200,000 of grants and this will cover this with the additional \$115,000 to complete repairs & paving the parking lot.
 4. Other discussion:
 - A. Resale of land - how did this go?
Mayor - Got multiple bids except for one. Brought in money to pay off back taxes. Roughly total \$40,000 sales. Another resale of land - sale of property on Breezy Inn. Having to do research of how the deed is legally will no more at a later date.

All properties moved but didn't raise more than 10%. Other properties went more than one round. Each round must be more than 10% and readvertise for sale for the second round.
 - B. Park Grant - with TDEC did verbally agree to the \$600,000. Hoping to have contract by mid-August.
 - C. Insurance Committee met last night with the Health Insurance Broker. Looked good with cost of insurance with little cost to the county. Insurance committee did not approve although requested to have them to promote to the employees. Meeting set for June 15th 5pm and 6:15pm at the community center.
 - D. Issue at the pool today - Someone made the decision to go home, and no one was there due to no one being there. Not to be closed unless inclement weather.
 - E. - Ford: Mr. Woodard requested 2 people to be always at the Fire Station or at least through the week. Last Wednesday fire alarm at TCES went off and no one showed up. Luckily it was a false alarm. What are we going to do if it was real? We are setting on a time bomb!

Mayor: Took this out of the budget because we couldn't get a time frame. We have the attorney working through some legalities.
- Gulley: Not sure about your information but Mr. Buckmaster did show up. It was a ductwork alarm that went off. He did show and we had evacuated. He did ask to see if we needed assistance at that time as we did not, and therefore a truck was not sent. This has happened before at TCES.
- Jewell: Sure, the school board will be addressing this.

Gulley: About 3 months ago on Fort Blount contractor was doing some brush clean up. I received a call and 11 plus guys did respond very well in a short amount of time.

Ford: Seems to be a problem during daytime.

5. Items in Committee:

Mining ordinance sent to codes and zoning committee. We were unaware that planning had sent this to this committee. Mr. Gulley is trying to schedule this meeting. This is a timing issue that we were unaware of. Been in planning about 4 plus months.

Harsh: There is a banner put up on 231 and lots of citizens going door to door requesting attendance at this meeting.

Jewell: Want the public to be assured that this is not to push through. It's just to ensure the citizens responses.

Nollner: This has been being worked on for several months. Mixed up of property where junk yard wanted to go?

Jewell - It's adjacent with this.

Gulley: From looking back May 24th Tuesday was first that I had heard of this.

Mayor: May 16, 1st email was sent with 5 attachments, second one on June 2nd.

Jewell: Sorry I'm not seeing that email.

Gulley: I got one on June 2nd but the only one I have on May 16th on Park and Rec. I have checked both email accounts.

Jewell: Look over resolution in your packet. I'm sure Mr. Bellar has looked this over.

Mayor: Can't say Mr. Bellar has looked it over.

Ford: Mr. Nollner did you say planning had approved and requested to send on to full commission.

Jewell: Seemed to be complicated and felt it needs to be discussed by codes and Zoning.

Mayor: 2003 mining was removed from codes and zoning. Came back up in November of 2010 to try to put back in place.

Gulley: No zoning for mining in Trousdale County?

Jewell: M1 & M2 districts did not pass years ago.

Gulley: Mayor thank you for that information. We are in the process of scheduling a meeting. We will address these concerns in this meeting. Please understand we are not trying to push this in any form or fashion.

Mayor: I did a timeline and research about 60-page packet regarding this. I can email you my timeline.

Gulley: I did find back on the 16th page 68 the mining documentation. Apparently, I didn't make it further enough.

FY2023 Budget:

We will have Budget Meeting Thursday June 9 from 6-8pm. Look through the proposed and believe items will fall in place 2% will not incur a tax increase 5% will incur a tax increase.

Mayor: Mr. Potts believes the tax rate may be 1.93-1.96 although we don't have any definite figures.

Jewell: Schools we have approved their budget, with the additional \$115,000.

Claridy: Do we have wheel tax on this?

Jewell: No we don't

Claridy: From figuring it's about \$30,000 a month.

Jewell: Wheel tax is gone for what it was set forth. Any commissioner can write it. Feel we need a reason for it to explain to the public. I see the need for it and feel the public would understand it's the fairest. We all know it's a process not sure if \$40 will get it or if it needs to be more. Let it sunset, let the people know we can hold to our word. Let's find out what we need before we do another one.

Ford: Mayor do we have any idea of what this project of the jail will cost?

Mayor: With pricing increases and cost of land I can't give a figure.

Ford: Can't we put it where it will be attached to the justice center?

Mayor: There is a gas line there and it's a flood zone in which you can't do.

Jewell: Moving a gas line will cost a lot and still have to have parking.

Mayor: Document regarding mining, has been sent to all emails.

Harsh move to adjourn, 2nd by Gulley. All in favor.

Minutes by Secretary Atwood.

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.