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# Human Resources

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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# Human Resources

## Private Acts of 2004 Chapter 91

**SECTION 1.** This act shall be known and may be cited as the "2003 Human Resources Law".

**SECTION 2.** There is hereby created a human resources department under the oversight of the county legislative body. The department shall perform the duties and responsibilities set out herein for all departments of Maury County government except for the board of education.

**SECTION 3.** The human resources department will operate for the purposes of oversight under the direction of the administrative committee of the Maury County legislative body, unless another committee is designated by rules of the county legislative body adopted by vote of the membership. All policies and procedures otherwise adopted for county departments will apply to the human resources department unless specific exclusion is made by the county legislative body.

**SECTION 4.** The designated oversight committee is hereby authorized to establish and approve policies, procedures, and regulations in addition to the specific provisions of this act, for implementing a sound and proficient system for administering matters related to human resources of the county.

**SECTION 5.** Upon adoption of this act, there shall be one (1) department established for human resources management of all departments of the county general operations and highway department, except as the public laws or other private acts of Maury County provide otherwise or are in conflict herewith. This department shall be known as the human resources department.

All employees performing functions related to human resources shall be under the supervision of the human resources director and such salaries, benefits, and expenses related to said personnel shall be budgeted under the human resources department.

**SECTION 6.** The designated oversight committee shall have authority to appoint or dismiss upon thirty (30) days' notice, subject to the approval of the county legislative body, a human resources director. The director shall be responsible to the oversight committee in all matters relative to the director's position. The person hired for this position shall be qualified by training and experience in the field of human resources to perform the duties in a proficient manner and in accordance with recognized industry standards. The person holding the position of human resources director at the date of adoption of this act shall continue such employment under the provisions of this act. The compensation of the human resources director shall be included in the annual budget recommendations by the budget, finance and investment committee subject to the approval of the county legislative body's budget appropriation.

**SECTION 7.** The human resources director shall install and maintain a human resources management system in accordance with applicable law and regulations, restrictions of this private act and other acts of Maury County, and such policies and regulations of the county legislative body. The director shall be responsible for policies and assist other county officials and department heads in matters related to human resources and benefits. More specific responsibilities shall be outlined in the job description approved by the oversight committee and the county legislative body. The director shall assist other county officials and department heads in matters related to human resources and benefits. The director shall approve and advise the budget office of payroll and benefit changes.

As amended by: Private Acts of 2007, Chapter 48

**SECTION 8.** This act shall have no effect unless it is approved by a two-thirds (2/3) vote of the legislative body of Maury County. Its approval or nonapproval shall be proclaimed by the presiding officer of the legislative body and certified to the secretary of state.

**SECTION 9.** For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 8.

Passed: March 11, 2004.

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