

PERSONNEL POLICIES

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COUNTY OFFICIALS ORIENTATION PROGRAM 2024

REQUIRED PERSONNEL POLICIES



COUNTY OFFICIALS ORIENTATION PROGRAM 2024

CTAS-1097

REQUIREMENTS

Cover ALL employees



County-wide or Office-specific

COUNTY-WIDE POLICY



Developed by person or committee appointed by mayor

Reviewed by attorney

Approved by county commission

OFFICE-SPECIFIC POLICY



Compiled by the Official

Reviewed by Attorney

Presented to Commission



REQUIRED PERSONNEL POLICIES



Leave

Wage and Hour

Non-discrimination and Sexual
Harassment

Drug and Alcohol Testing



Leave: Required by law

- FMLA (Family Medical Leave Act)
- Tennessee Parental leave law
- Jury/court duty
- Voting leave
- Military leave
- Workers Compensation



Leave: Discretionary

- Sick Leave
- Vacation leave
- Personal leave
- Administrative leave
- Other leave (ex: bereavement)



Leave policies must state:

- Paid or Unpaid
- Accrues
- Carryover
 - Amount if yes
- Unused Leave
- Request procedures



Wage and Hour Policy

Must define the work week with regard to wage and hour

Commission cannot establish office hours nor the hours that employees are required to work



Wage and Hour Policy

- Must define the work week
- Overtime (OT) or Compensatory (Comp) Time
 - Advanced Approval
 - OT: cash or comp time
 - Procedure for requesting the use of comp time
 - Maximum number of hours of accrued comp time
 - Unused comp time should be paid



How is OT defined by FLSA?

Non-Exempt Employees

- Entitled to federal minimum wage for first 40 hours worked in a work week
- Entitled to 1½ times regular rate for hours worked in excess of 40 hours



Calculation

Do not include in the hours worked for OT:

- Vacation
- Sick
- Holiday
- Comp



Billy Bob

***** VACATION *****

***** SICK LEAVE *****

***** COMP TIME *****

<u>Date</u>	<u>Hours</u>	<u>Total</u>	<u>Date</u>	<u>Hours</u>	<u>Total</u>	<u>Date</u>	<u>Hours</u>	<u>Total</u>
7/7/2020		316.96	7/7/2020		761.98	7/7/2020		23.63
7/7/2020	5.19	322.15	7/7/2020	3.46	765.44	9/14-15/2020	3.00	26.63
6/26-7/6/2020	-45.00	277.15	7/21/2020	3.46	768.90	9/16-29/2020	17.00	43.63
7/21/2020	5.19	282.34	8/4/2020	3.46	772.36	9/30-10/13/2020	3.25	46.88
8/4/2020	5.19	287.53	8/18/2020	3.46	775.82	10/14-27/2020	8.25	55.13
7/27/2020	-7.50	280.03	9/1/2020	3.46	779.28	10/28-11/10/2020	-1.50	53.63
8/18/2020	5.19	285.22	9/15/2020	3.46	782.74	11/22-24/2020	-14.00	39.63
9/1/2020	5.19	290.41	9/29/2020	3.46	786.20	11/25-12/8/2020	3.50	43.13
9/15/2020	5.19	295.60	10/13/2020	3.46	789.66			43.13
9/29/2020	5.19	300.79	10/27/2020	3.46	793.12			43.13
10/13/2020	5.19	305.98	11/10/2020	3.46	796.58			43.13
10/27/2020	5.19	311.17	11/5/2020	-7.50	789.08			43.13
11/10/2020	5.19	316.36	11/24/2020	3.46	792.54			43.13
11/24/2020	5.19	321.55	11/17/2020	-7.50	785.04			43.13
12/8/2020	5.19	326.74	12/8/2020	3.46	788.50			43.13
		326.74	11/25/2020	-7.50	781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
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		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13



Non-discrimination and Sexual Harassment policies must include:

- Complaint procedure
- Fair hiring requirements
- Statement advising procedure

Recommended: General Statement & All Forms



Drug and Alcohol Testing Policies

- Yes, if CDL (Commercial Drivers License)
- No, if no CDL



ADDITIONAL NOTES



COUNTY OFFICIALS ORIENTATION PROGRAM 2024

Each official can adopt policies in addition to those that are required by law

Cover day-to-day operation of the office

No approval or filing required

Check with your county attorney to make sure nothing will cause you problems

Recommended to hire expert

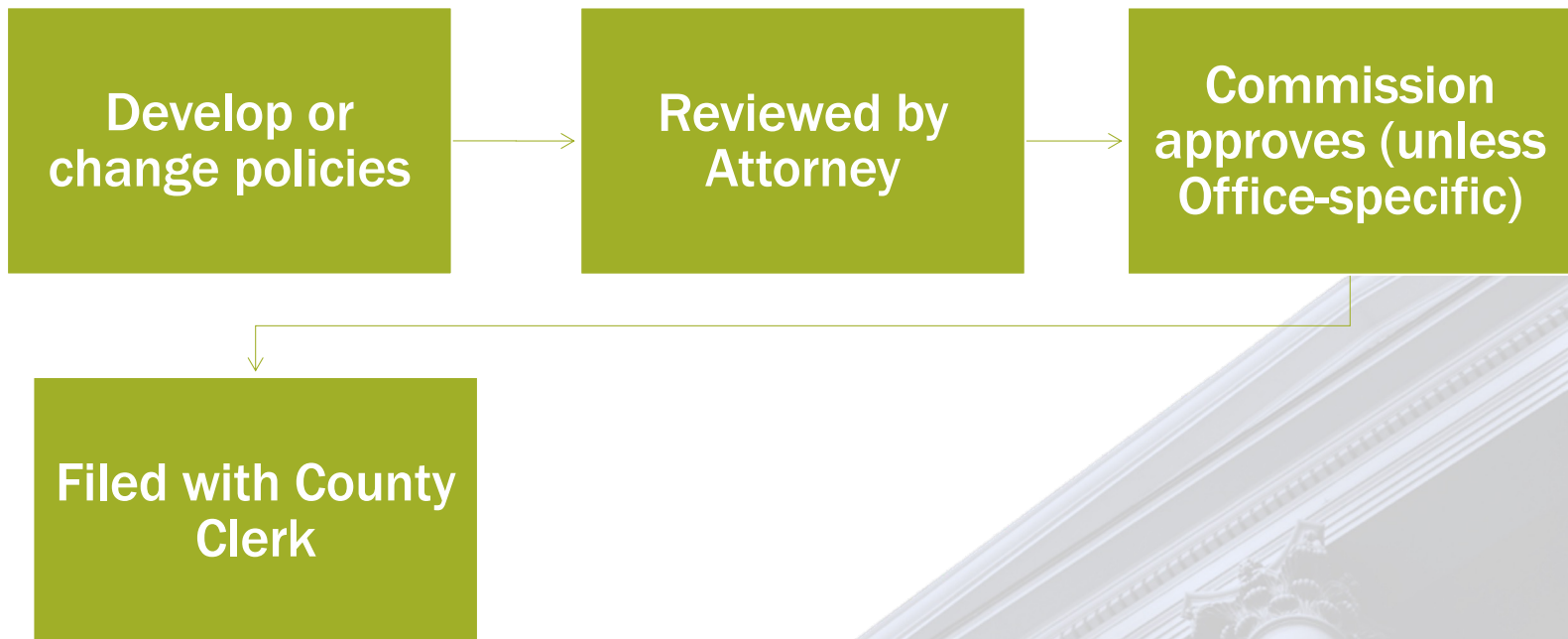
POLICY CHANGES? DEPENDS ON ADOPTION

County-wide policies



Office-specific policies

Timeline for County-wide & Office-specific



Timeline for Office-specific



REQUIRED BY OFFICIAL OR DEPARTMENT HEAD

- Provide each employee a copy of the personnel policies
- Provide each employee with the penalty for falsifying, destroying or tampering with governmental records
- Maintain personnel records unless central payroll office
- Post all federal and state posters and notices



KEY TAKE-AWAYS

Comply with the Laws

Avoid Micro-managing offices/departments

Have attorney review

Review policies once a year

Allow for input from all



QUESTIONS?

Good luck to each of you!

