TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

DATE: February 7, 2018

TO: Hamblen County Legislative Body

FROM : Cindy Dibb
Office of the Hamblen County Mayor

RE: **February Committee Meeting Information**

Monday, February 12, 2018 at 11:30 a.m. – **Hamblen County Health Department Conference Room**

- **Presentation by HC*Excell**
- **Audit Committee –** *Immediately following presentation by HC*Excell*
- **Jail Study Committee** – *Immediately following Audit Committee*
- **Finance Committee -** *Immediately following Jail Study Committee*
- **Personnel Committee** - *Immediately following Finance Committee*
- **Calendar and Rules Committee -** *Immediately following Personnel Committee*

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.586.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

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Hamblen County Government
AUDIT COMMITTEE

Monday, February 12, 2018
Immediately following the Presentation by HC*Excell
Hamblen County Health Department Conference Room

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

AUDIT COMMITTEE

Herbert Harville
Chairman

John Smyth
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Randy DeBord
Member

Hubert Davis
Member

Rick Eldridge
Member

Dana Wampler
Member

AGENDA

1. **Call to Order** – *Chairman Herbert Harville*

2. **Visitors Wishing to Address the Committee** – *Chairman Herbert Harville*
   (*Visitors will be allotted 5 minutes to speak)*

3. **Old Business** – *Chairman Herbert Harville*
   a. None

4. **New Business** – *Chairman Herbert Harville*
   a. Presentation of Hamblen County Government Audit for Fiscal Year Ending June 30, 2017 – *County Mayor Bill Brittain*

5. **Adjournment** – *Chairman Herbert Harville*

CLICK HERE AND YOU WILL BE DIRECTED TO THE STATE OF TN WEBISTE TO VIEW AUDIT

ANNUAL FINANCIAL REPORT

HAMBLEN COUNTY, TENNESSEE

FOR THE YEAR ENDED JUNE 30, 2017

TENNESSEE COMPTROLLER OF THE TREASURY

DIVISION OF LOCAL GOVERNMENT AUDIT

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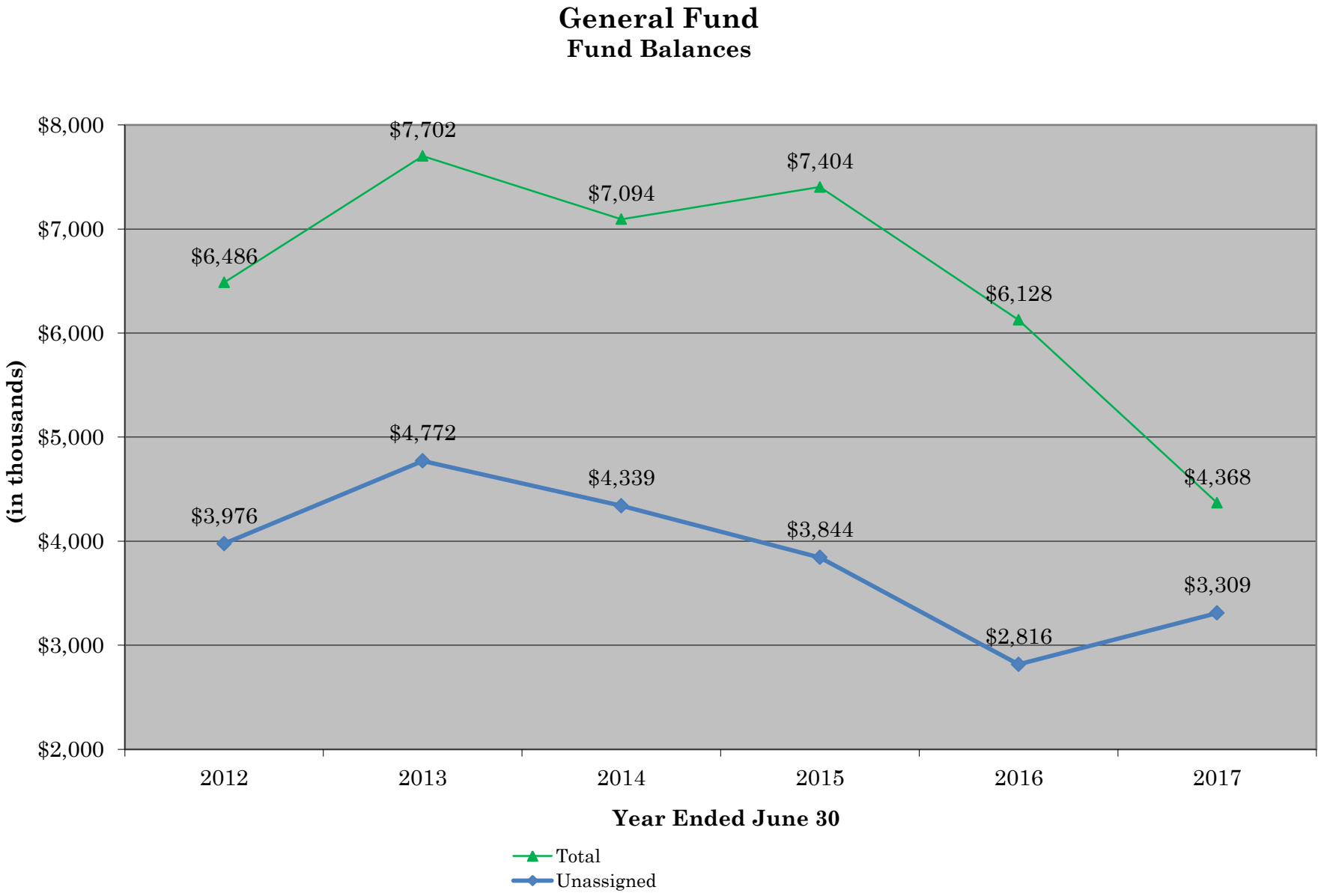

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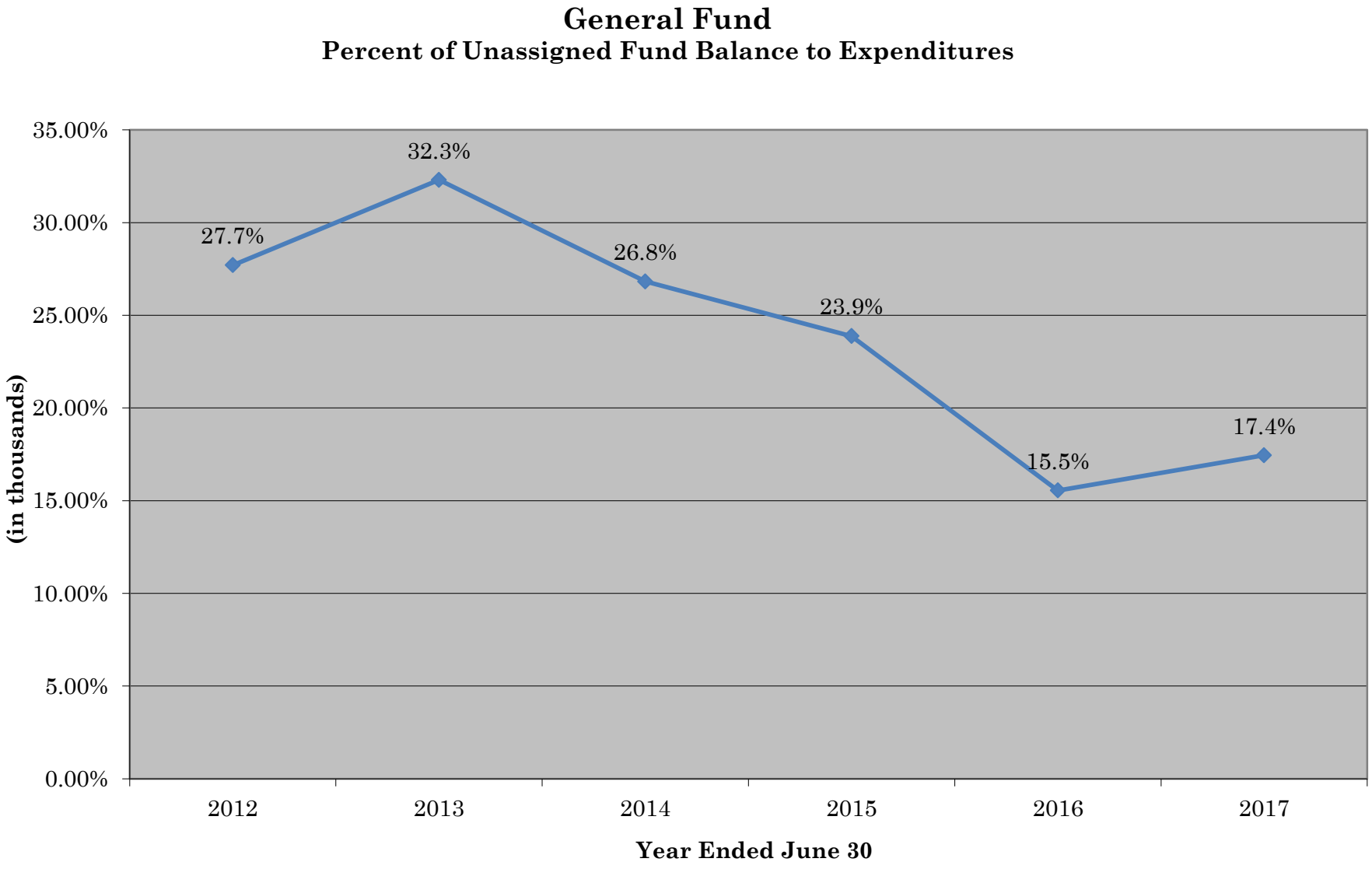

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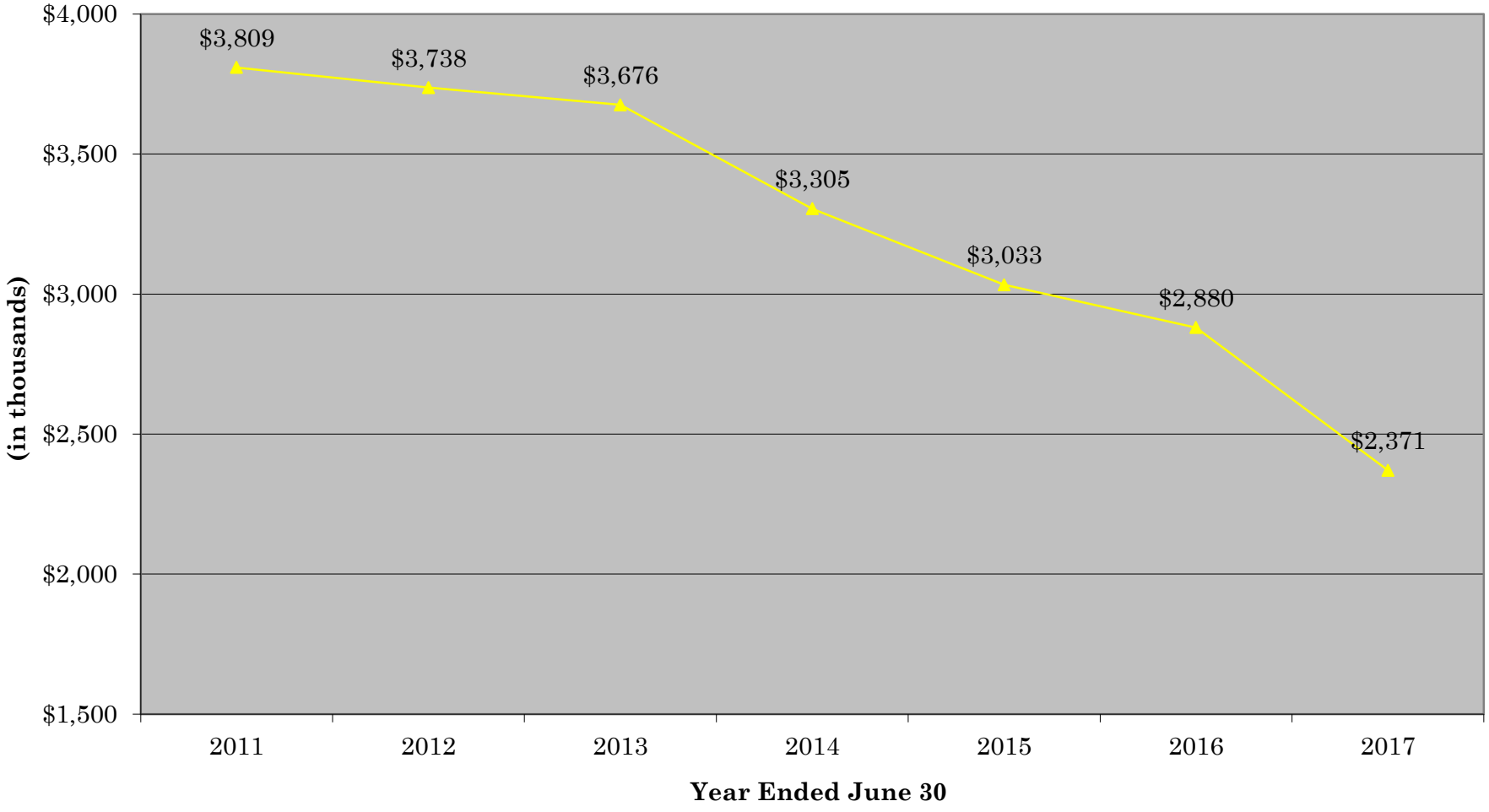
Solid Waste/Sanitation Fund
Total Fund Balance



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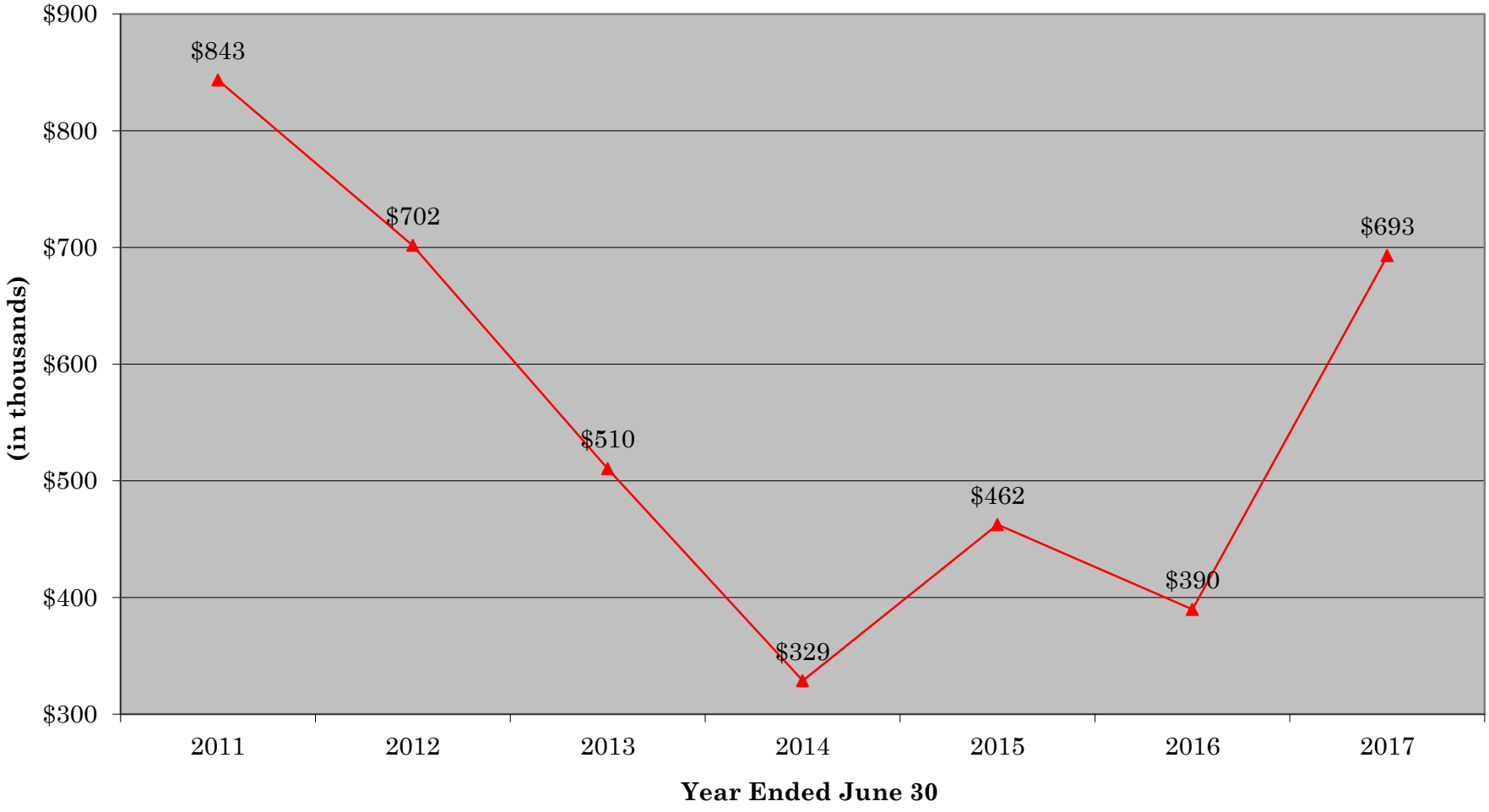
Highway/Public Works Fund
Total Fund Balance



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TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

Hamblen County Government
JAIL STUDY COMMITTEE

Monday, February 12, 2018
Immediately following the Adjournment of Audit Committee
Hamblen County Health Department Conference Room

JAIL STUDY COMMITTEE

Rick Eldridge
Chairman

Dana Wampler
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Larry Carter
Member

Hubert Davis
Member

Randy DeBord
Member

Stancil Ford
Member

Tim Goins
Member

Herbert Harville
Member

Joe Huntsman, Sr.
Member

Howard Shipley
Member

John Smyth
Member

Johnny Walker
Member

Taylor Ward
Member

AGENDA

1. **Call to Order** – *Chairman Rick Eldridge*

2. **Visitors Wishing to Address the Committee** – *Chairman Rick Eldridge*
   (*Visitors will be allotted 5 minutes to speak)*

3. **Old Business** – *Chairman Rick Eldridge*
   a. Jail Site Location

4. **New Business –** *Chairman Rick Eldridge*
   a. None

5. **Items of Interest (No Action Necessary)** – *Chairman Rick Eldridge*
   a. None

6. **Adjournment** – *Chairman Rick Eldridge*

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TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

FINANCE COMMITTEE

Randy DeBord
Chairman

Herbert Harville
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Hubert Davis
Member

Rick Eldridge
Member

Stancil Ford
Member

Joe Huntsman, Sr.
Member

Howard Shipley
Member

Dana Wampler
Member

Hamblen County Government
FINANCE COMMITTEE

Monday, February 12, 2018
Immeadiaelty Following the Adjournment of th Jail Study Committee
Hamblen County Health Department Conference Room

AGENDA

1. **Call to Order** – *Chairman Randy DeBord*

2. **Visitors Wishing to Address the Committee** – *Chairman Randy DeBord*
(*Visitors will be allotted 5 minutes to speak)*

3. **Recurring Business –** *Chairman Randy DeBord*
   a. Expenditure Reports – January 2018 (*Information Only-No Action Necessary*)
   b. Review/Acceptance of Monthly Checks January 2018 Submitted by the County Mayor's Office

4. **Old Business** – *Chairman Randy DeBord*
   a. None

5. **New Business** – *Chairman Randy DeBord*
   a. Bid for Security X-Ray Scanners for Hamblen County Jail – *Sergant Eddie Ingram*
   b. Resolution Authorizing Application for a Recovery Court Expansion Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) – *County Mayor Bill Brittain*
   c. MedBen Contract – *County Mayor Bill Brittain*
   d. Budget Amendments
      i. Fund #101 Property Assessor's Office $583

6. **Items of Interest (No Action Necessary)** – *Chairman Randy DeBord*
   a. Planning Commission Building Permit Report – January 2018
   b. County Attorney Invoices – January 2018
   c. Coroner's Monthly Report – January 2018
   d. ThreeStar Program Requirements Memo
   e. Budget Amendments Approved by County Mayor
      i. Fund #101 County Clerk $510
      ii. Fund #101 Planning $1,000
      iii. Fund #101 Sheriff's Dept. $3,000
      iv. Fund #101 Sheriff's Dept. $2,500
      v. Fund #101 Trustee $2,461

7. **Adjournment** – *Chairman Randy DeBord*

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 01/31/2018

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2017	101	50000	000	00	000	0000	000
Thru:	2017	101	99999	999	99	999	9999	999

Date: 2/1/2018
Time: 9:10 am

Fnd	Account/Description		Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	51100	County Commission	192,676.00	14,037.28	99,814.94	24,400.92	68,460.14	35.53%
101	51210	Board Of Equalizaton	4,800.00	0.00	0.00	0.00	4,800.00	100.00%
101	51300	County Mayor/Executive	211,238.00	15,640.63	107,592.93	4,132.41	99,512.66	47.11%
101	51400	County Attorney	31,293.00	1,124.66	6,642.62	0.00	24,650.38	78.77%
101	51500	Election Commission	272,927.00	28,222.17	123,147.54	1,167.52	148,611.94	54.45%
101	51600	Register Of Deeds	305,783.00	24,038.56	159,984.91	10,604.33	135,193.76	44.21%
101	51720	Planning	240,038.00	18,580.13	118,192.46	1,796.56	120,048.98	50.01%
101	51750	Codes Compliance	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
101	51760	Geographical Information Systems	107,638.00	5,704.96	52,109.73	0.00	55,528.27	51.59%
101	51810	Other Facilities	797,347.00	64,238.94	478,275.47	18,309.77	300,761.76	37.72%
101	51910	Preservation Of Records	20,806.00	1,346.79	10,347.41	782.09	9,676.50	46.51%
101	52100	Accounting And Budgeting	351,928.00	44,808.74	202,035.21	7,896.51	141,996.28	40.35%
101	52200	Purchasing	39,983.00	3,093.72	21,244.32	0.00	18,738.68	46.87%
101	52300	Property Assessor's Office	356,463.00	45,083.02	183,051.80	1,647.65	171,763.55	48.19%
101	52310	Reappraisal Program	144,085.00	4,495.64	30,886.37	6,142.90	107,055.73	74.30%
101	52400	County Trustee's Office	363,395.00	29,165.17	197,218.53	1,956.41	164,220.06	45.19%
101	52500	County Clerk's Office	687,144.00	49,576.29	341,935.28	1,937.58	343,271.14	49.96%
101	52600	Data Processing	125,228.00	6,389.32	58,992.38	11,137.56	55,098.06	44.00%
101	52900	Other Finance	313,256.00	25,125.32	174,565.45	9,207.82	129,482.73	41.33%
101	53100	Circuit Court	892,231.00	59,228.29	444,472.82	11,835.60	435,922.58	48.86%
101	53300	General Sessions Court	430,398.00	35,073.90	228,702.94	1,186.46	200,508.60	46.59%
101	53330	Drug Court	156,450.00	12,801.57	86,764.51	2,985.59	66,699.90	42.63%
101	53400	Chancery Court	384,447.00	28,365.04	211,610.57	3,826.06	169,010.37	43.96%
101	53500	Juvenile Court	297,823.00	19,974.13	160,767.17	1,703.01	135,352.82	45.45%
101	53920	Courtroom Security	796,974.00	65,395.22	513,163.63	5,619.24	278,191.13	34.91%
101	54110	Sheriff's Department	2,986,499.00	235,637.91	1,586,780.52	76,638.98	1,323,079.50	44.30%
101	54160	Administration Of The Sexual Offender Registry	3,768.00	34.00	1,075.72	151.68	2,540.60	67.43%
101	54210	Jail	4,230,607.00	333,053.89	2,293,104.14	315,452.14	1,622,050.72	38.34%
101	54220	Workhouse	94,822.00	7,371.41	51,096.12	0.00	43,725.88	46.11%
101	54250	Work Release Program	280,761.00	16,348.59	145,417.25	31,053.09	104,290.66	37.15%
101	54310	Fire Prevention And Control	200,000.00	0.00	95,000.00	0.00	105,000.00	52.50%
101	54410	Civil Defense	97,449.00	6,614.30	48,523.15	2,759.13	46,166.72	47.38%
101	54490	Other Emergency Management	182,147.00	45,536.75	136,610.25	0.00	45,536.75	25.00%
101	54510	Inspection And Regulation	6,377.00	322.95	2,632.65	2,128.00	1,616.35	25.35%
101	54610	County Coroner/Medical Examiner	131,186.00	7,930.33	61,434.98	17,000.02	52,751.00	40.21%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 01/31/2018

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2017	101	50000	000	00	000	0000	000
Thru:	2017	101	99999	999	99	999	9999	999

Date: 2/1/2018
Time: 9:10 am

Fnd	Account/Description		Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
101	54900	Other Public Safety	17,000.00	4,968.73	14,251.34	378.42	2,370.24	13.94%
101	55110	Local Health Center	915,388.00	52,146.37	315,902.92	27,246.11	572,238.97	62.51%
101	55120	Rabies And Animal Control	133,500.00	11,125.00	77,875.00	0.00	55,625.00	41.67%
101	55140	Nursing Home	2,000.00	0.00	2,000.00	0.00	0.00	0.00%
101	55170	Alcohol And Drug Programs	5,000.00	0.00	595.00	0.00	4,405.00	88.10%
101	55180	Crippled Children Services	6,000.00	0.00	6,000.00	0.00	0.00	0.00%
101	55390	Appropriation To State	109,233.00	0.00	0.00	0.00	109,233.00	100.00%
101	55520	Aid To Dependent Children	8,000.00	0.00	8,000.00	0.00	0.00	0.00%
101	55530	Child Support	0.00	0.00	0.00	0.00	0.00	0.00%
101	55590	Other Local Welfare Services	40,000.00	85.00	14,200.00	0.00	25,800.00	64.50%
101	55710	Sanitation Management	0.00	0.00	0.00	0.00	0.00	0.00%
101	55900	Other Public Health And Welfare	0.00	0.00	0.00	0.00	0.00	0.00%
101	56100	Adult Activities	11,600.00	0.00	5,800.00	0.00	5,800.00	50.00%
101	56300	Senior Citizens Assistance	6,500.00	0.00	6,500.00	0.00	0.00	0.00%
101	56500	Libraries	272,250.00	68,062.50	204,187.50	0.00	68,062.50	25.00%
101	56700	Parks And Fair Boards	269,959.00	25,110.39	141,752.47	11,375.01	116,831.52	43.28%
101	56900	Other Social, Cultural And Recreational	315,900.00	28,187.06	171,230.94	0.00	144,669.06	45.80%
101	57100	Agricultural Extension Service	152,416.00	36,624.72	73,853.44	73,159.44	5,403.12	3.54%
101	57300	Forest Service	1,000.00	0.00	1,000.00	0.00	0.00	0.00%
101	57500	Soil Conservation	47,558.00	3,926.20	25,589.93	0.00	21,968.07	46.19%
101	57800	Storm Water Management	27,500.00	0.00	3,305.90	4,090.00	20,104.10	73.11%
101	58110	Tourism	54,700.00	0.00	11,250.00	0.00	43,450.00	79.43%
101	58120	Industrial Development	465,000.00	0.00	41,250.00	0.00	423,750.00	91.13%
101	58210	Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300	Veterans' Services	20,314.00	1,518.39	10,803.15	0.00	9,510.85	46.82%
101	58600	Employee Benefits	685,437.00	1,168.28	453,775.35	78,465.84	153,195.81	22.35%
101	58900	Miscellaneous	225,404.00	52,396.76	109,360.15	0.00	116,043.85	51.48%
101	73300	Community Services	5,500.00	0.00	5,000.00	0.00	500.00	9.09%
101	91110	General Administration Projects	36,188.00	0.00	28,187.50	0.00	8,000.50	22.11%
101	91120	Administration Of Justice Projects	15,000.00	11,837.66	11,837.66	675.00	2,487.34	16.58%
101	91130	Public Safety Projects	271,060.00	80,072.00	194,447.84	64,925.14	11,687.02	4.31%
101	91140	Public Health And Welfare Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91150	Social, Cultural And Recreation Projects	0.00	0.00	0.00	0.00	0.00	0.00%
101	91190	Other General Government Proje	35,000.00	0.00	0.00	0.00	35,000.00	100.00%
101	99100	Transfers Out	26,227.00	-94.88	76,573.13	0.00	-50,346.13	-191.96%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 01/31/2018

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2017	101	50000	000	00	000	0000	000
Thru:	2017	101	99999	999	99	999	9999	999

Date: 2/1/2018
Time: 9:10 am

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
		$ 19,943,601.00	$ 1,631,493.80	$ 10,447,722.99	$ 833,773.99	$ 8,662,104.02	43.43%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
SOLID WASTE/SANITATION (116)
EXPENDITURE REPORT
REPORT DATE: 01/31/2018

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2017	116	50000	000	00	000	0000	000
Thru:	2017	116	99999	999	99	999	9999	999

Page: 1
Date: 2/1/2018
Time: 9:12 am

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
116	55710 Sanitation Management	2,246,938.00	168,587.26	1,102,902.74	62,963.64	1,081,071.62	48.11%
		$ 2,246,938.00	**$ 168,587.26**	**$ 1,102,902.74**	**$ 62,963.64**	**$ 1,081,071.62**	**48.11%**

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
HIGHWAY FUND (131)
EXPENDITURE REPORT
REPORT DATE: 01/31/2018

Sel:	Year	Fnd	Accnt	Obj	Gp	Sub	Loc	Pgm
From:	2017	131	50000	000	00	000	0000	000
Thru:	2017	131	99999	999	99	999	9999	999

Date: 2/1/2018
Time: 9:13 am

Fnd	Account/Description		Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
131	61000	Administration	413,427.00	22,436.26	208,188.03	19,158.67	186,080.30	45.01%
131	62000	Highway And Bridge Maintenance	1,270,338.00	88,815.16	577,569.10	39,424.85	653,344.05	51.43%
131	63100	Operation And Maintenance Of Equipment	333,210.00	20,363.67	154,378.33	25,455.41	153,376.26	46.03%
131	66000	Employee Benefits	45,381.00	0.00	19,342.94	0.00	26,038.06	57.38%
131	68000	Capital Outlay	488,278.00	163,344.01	320,192.82	102,000.00	66,085.18	13.53%
			$ 2,550,634.00	**$ 294,959.10**	**$ 1,279,671.22**	**$ 186,038.93**	**$ 1,084,923.85**	**42.54%**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51100	312	Contracts With Private Agencies	2018-01-04	1010259564	Smith, Jerry Allen			100.00
51100	312	Contracts With Private Agencies	2018-01-25	1010259702	Smith, Jerry Allen			100.00
51100	599	Other Charges	2018-01-04	1010259580	Verizon Wireless			49.84
51100	599	Other Charges	2018-01-25	1010259678	Citizen Tribune			351.36
51100	.....	**County Commission**				**Total:**	**4**	**601.20**
51300	307	Communication	2018-01-04	1010259526	Century Link/Business Services			25.71
51300	307	Communication	2018-01-04	1010259580	Verizon Wireless			74.80
51300	307	Communication	2018-01-11	1010259585	AT&T			90.00
51300	351	Rentals	2018-01-25	1010259676	Canon Solutions America, Inc			227.87
51300	355	Travel	2018-01-11	1010259589	Brittain, William H			99.17
51300	355	Travel	2018-01-25	1010259705	Suntrust Bankcard, NA			512.95
51300	599	Other Charges	2018-01-11	1010259605	English Mountain Spring Water			20.00
51300	599	Other Charges	2018-01-25	1010259678	Citizen Tribune			25.00
51300	599	Other Charges	2018-01-25	1010259705	Suntrust Bankcard, NA			183.79
51300	.....	**County Mayor/Executive**				**Total:**	**9**	**1,259.29**
51400	331	Legal Services	2018-01-11	1010259591	Capps, Cantwell, Capps & Byrd			765.00
51400	331	Legal Services	2018-01-11	1010259637	Taylor Law Firm			252.00
51400	.....	**County Attorney**				**Total:**	**2**	**1,017.00**
51500	307	Communication	2018-01-04	1010259526	Century Link/Business Services			1.80
51500	307	Communication	2018-01-11	1010259585	AT&T			18.86
51500	320	Dues And Memberships	2018-01-11	1010259642	TN Assoc of Co Election Officials			200.00
51500	332	Legal Notices, Recording And Court Costs	2018-01-11	1010259596	Citizen Tribune			379.34
51500	334	Maintenance Agreements	2018-01-11	1010259621	Microvote Corporation			10,500.00
51500	348	Postal Charges	2018-01-04	1010259577	United States Postal Service			100.00
51500	349	Printing, Stationery And Forms	2018-01-11	1010259582	Acme Printing Company, Inc			445.00
51500	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc			117.42
51500	355	Travel	2018-01-11	1010259608	Fuelman			7.57
51500	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co			832.42
51500	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water			10.00
51500	.....	**Election Commission**				**Total:**	**11**	**12,612.41**
51600	307	Communication	2018-01-04	1010259526	Century Link/Business Services			0.91
51600	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co			112.96
51600	709	Data Processing Equipment	2018-01-04	1010259523	Business Information Systems			2,601.60
51600	.....	**Register Of Deeds**				**Total:**	**3**	**2,715.47**
51720	307	Communication	2018-01-04	1010259526	Century Link/Business Services			2.68
51720	307	Communication	2018-01-04	1010259580	Verizon Wireless			109.68
51720	309	Contracts With Government Agencies	2018-01-11	1010259645	TN Dept Of Environment & Consv			3,460.00
51720	312	Contracts With Private Agencies	2018-01-04	1010259534	Ellison, Greg			80.00

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
51720	312	Contracts With Private Agencies	2018-01-04	1010259546	Johns, Mark E	1,050.00
51720	312	Contracts With Private Agencies	2018-01-04	1010259553	Montgomery, Robert	480.00
51720	331	Legal Services	2018-01-11	1010259591	Capps, Cantwell, Capps & Byrd	431.36
51720	332	Legal Notices, Recording And Court Costs	2018-01-25	1010259678	Citizen Tribune	76.82
51720	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259648	Ultimate Shine 3 Minute Express Car Wash	15.00
51720	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc	98.75
51720	509	Refunds	2018-01-04	1010259552	May, Chris	923.75
51720	509	Refunds	2018-01-04	1010259579	Vaughn, Duane	60.00
51720	.....	**Planning**			**Total: 12**	**6,788.04**
51810	307	Communication	2018-01-04	1010259580	Verizon Wireless	234.95
51810	307	Communication	2018-01-11	1010259585	AT&T	797.04
51810	307	Communication	2018-01-11	1010259586	AT&T	653.36
51810	334	Maintenance Agreements	2018-01-04	1010259576	United Elevator Services LLC	1,742.77
51810	335	Maintenance And Repair Service - Buildings	2018-01-04	1010259529	City Electric Supply	756.55
51810	335	Maintenance And Repair Service - Buildings	2018-01-04	1010259536	Fenco Supply Co	65.80
51810	335	Maintenance And Repair Service - Buildings	2018-01-11	1010259619	Lowe's	167.59
51810	335	Maintenance And Repair Service - Buildings	2018-01-25	1010259710	Town & Country Lock & Key	5.00
51810	336	Maintenance And Repair Services - Equipment	2018-01-11	1010259627	NAPA Auto Parts Of Morristown	38.43
51810	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259648	Ultimate Shine 3 Minute Express Car Wash	60.00
51810	347	Pest Control	2018-01-18	1010259653	Adrian Hale Pest Control Inc	20.00
51810	399	Other Contracted Services	2018-01-11	1010259605	English Mountain Spring Water	23.00
51810	410	Custodial Supplies	2018-01-11	1010259595	Cintas Corp., Loc. 207	175.32
51810	415	Electricity	2018-01-25	1010259693	Morristown Utilities	27,699.00
51810	425	Gasoline	2018-01-11	1010259608	Fuelman	311.46
51810	434	Natural Gas	2018-01-18	1010259656	Atmos Energy	4,117.46
51810	451	Uniforms	2018-01-11	1010259595	Cintas Corp., Loc. 207	355.72
51810	.....	**Other Facilities**			**Total: 17**	**37,223.45**
51910	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc	117.42
51910	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co	99.75
51910	.....	**Preservation Of Records**			**Total: 2**	**217.17**
52100	320	Dues And Memberships	2018-01-25	1010259705	Suntrust Bankcard, NA	50.00
52100	349	Printing, Stationery And Forms	2018-01-04	1010259535	Evans Office Supply Co	213.33
52100	349	Printing, Stationery And Forms	2018-01-11	1010259582	Acme Printing Company, Inc	258.00
52100	355	Travel	2018-01-18	1010259660	Hale, Amanda D	46.30
52100	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co	372.19
52100	435	Office Supplies	2018-01-25	1010259695	NELCO	1,260.00
52100	524	In Service/Staff Development	2018-01-18	1010259672	Woods, Crystal Michelle	250.00
52100	.....	**Accounting And Budgeting**			**Total: 7**	**2,449.82**
52300	307	Communication	2018-01-04	1010259526	Century Link/Business Services	2.84

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52300	309	Contracts With Government Agencies	2018-01-25	1010259709	TN, State of			17,583.00
52300	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259648	Ultimate Shine 3 Minute Express Car Wash			30.00
52300	338	Maintenance And Repair Services - Vehicles	2018-01-18	1010259663	Morristown Chevrolet			56.01
52300	355	Travel	2018-01-25	1010259686	Greene, Amy S			30.27
52300	425	Gasoline	2018-01-11	1010259608	Fuelman			156.01
52300	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water			15.00
52300	.....	**Property Assessor's Office**				**Total:**	**7**	**17,873.13**
52310	351	Rentals	2018-01-25	1010259676	Canon Solutions America, Inc			108.58
52310	399	Other Contracted Services	2018-01-04	1010259561	Rix Copies			209.32
52310	.....	**Reappraisal Program**				**Total:**	**2**	**317.90**
52400	307	Communication	2018-01-04	1010259526	Century Link/Business Services			0.47
52400	334	Maintenance Agreements	2018-01-04	1010259566	Sturgis Web Services			900.00
52400	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc			117.42
52400	.....	**County Trustee's Office**				**Total:**	**3**	**1,017.89**
52500	307	Communication	2018-01-04	1010259526	Century Link/Business Services			6.82
52500	307	Communication	2018-01-04	1010259580	Verizon Wireless			95.49
52500	307	Communication	2018-01-11	1010259585	AT&T			37.72
52500	320	Dues And Memberships	2018-01-04	1010259570	TN Association County Clerks			200.00
52500	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc			147.75
52500	355	Travel	2018-01-04	1010259530	Conway, Sharon L			84.84
52500	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co			289.47
52500	435	Office Supplies	2018-01-04	1010259541	Government Forms and Supplies LLC			471.00
52500	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water			20.00
52500	435	Office Supplies	2018-01-18	1010259654	American Paper & Twine Co			247.00
52500	435	Office Supplies	2018-01-25	1010259685	Government Forms and Supplies LLC			270.00
52500	.....	**County Clerk's Office**				**Total:**	**11**	**1,870.09**
52600	307	Communication	2018-01-04	1010259580	Verizon Wireless			24.45
52600	312	Contracts With Private Agencies	2018-01-25	1010259694	MUS Fibernet			279.90
52600	317	Data Processing Services	2018-01-04	1010259574	Tucker, Robert			209.97
52600	317	Data Processing Services	2018-01-25	1010259694	MUS Fibernet			404.60
52600	355	Travel	2018-01-11	1010259608	Fuelman			2.93
52600	411	Data Processing Supplies	2018-01-04	1010259525	CDW Government, Inc			227.05
52600	411	Data Processing Supplies	2018-01-04	1010259580	Verizon Wireless			74.98
52600	411	Data Processing Supplies	2018-01-11	1010259619	Lowe's			33.17
52600	411	Data Processing Supplies	2018-01-18	1010259657	CDW Government, Inc			90.45
52600	709	Data Processing Equipment	2018-01-18	1010259657	CDW Government, Inc			42.34
52600	.....	**Data Processing**				**Total:**	**10**	**1,389.84**
52900	307	Communication	2018-01-04	1010259526	Century Link/Business Services			1.72

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COMMISSION APPROVAL LISTING
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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
52900	307	Communication	2018-01-11	1010259585	AT&T	360.83
52900	317	Data Processing Services	2018-01-11	1010259626	MUS Fibernet	139.19
52900	330	Operating Lease Payments	2018-01-25	1010259700	Sawyer, Mark	1,850.00
52900	335	Maintenance And Repair Service - Buildings	2018-01-25	1010259683	Fish Window Cleaning	23.00
52900	351	Rentals	2018-01-04	1010259567	Thermocopy Of Tennessee	40.00
52900	351	Rentals	2018-01-11	1010259640	Thermocopy Of Tennessee	18.00
52900	351	Rentals	2018-01-11	1010259652	Waste Industries/102 Tidiwaste	45.53
52900	415	Electricity	2018-01-11	1010259624	Morristown Utilities	924.00
52900	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co	70.85
52900	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water	13.00
52900	.....	**Other Finance**			**Total: 11**	**3,486.12**
53100	307	Communication	2018-01-04	1010259526	Century Link/Business Services	15.01
53100	307	Communication	2018-01-04	1010259580	Verizon Wireless	59.84
53100	307	Communication	2018-01-11	1010259585	AT&T	37.72
53100	332	Legal Notices, Recording And Court Costs	2018-01-25	1010259678	Citizen Tribune	63.14
53100	349	Printing, Stationery And Forms	2018-01-11	1010259630	R Chatfield Co, Inc	620.00
53100	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc	457.95
53100	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co	144.80
53100	435	Office Supplies	2018-01-11	1010259638	Tennessee Legal Directory	8.75
53100	719	Office Equipment	2018-01-04	1010259535	Evans Office Supply Co	578.00
53100	.....	**Circuit Court**			**Total: 9**	**1,985.21**
53300	307	Communication	2018-01-04	1010259526	Century Link/Business Services	5.59
53300	307	Communication	2018-01-11	1010259585	AT&T	18.86
53300	320	Dues And Memberships	2018-01-18	1010259668	TN Council Of Juvenile And Family Court Judges	125.00
53300	351	Rentals	2018-01-25	1010259676	Canon Solutions America, Inc	84.70
53300	355	Travel	2018-01-18	1010259669	TN General Sessions Judges Conference	75.00
53300	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water	31.00
53300	524	In Service/Staff Development	2018-01-18	1010259667	TN Council Of Juvenile And Family Court Judges	30.00
53300	524	In Service/Staff Development	2018-01-18	1010259669	TN General Sessions Judges Conference	75.00
53300	.....	**General Sessions Court**			**Total: 8**	**445.15**
53330	307	Communication	2018-01-04	1010259580	Verizon Wireless	199.36
53330	307	Communication	2018-01-11	1010259585	AT&T	37.72
53330	322	Evaluation And Testing	2018-01-18	1010259662	Medtox Laboratories Inc	76.61
53330	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc	117.42
53330	355	Travel	2018-01-25	1010259690	McCarter, Lori	70.00
53330	355	Travel	2018-01-25	1010259705	Suntrust Bankcard, NA	1,199.76
53330	425	Gasoline	2018-01-11	1010259608	Fuelman	48.84
53330	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water	13.00
53330	435	Office Supplies	2018-01-25	1010259712	Walmart Community BRC	92.09
53330	499	Other Supplies And Materials	2018-01-11	1010259607	Food City	213.90

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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
53330	499	Other Supplies And Materials	2018-01-25	1010259712	Walmart Community BRC			397.34
53330	.....	**Drug Court**				**Total:**	**11**	**2,466.04**
53400	307	Communication	2018-01-04	1010259526	Century Link/Business Services			5.84
53400	307	Communication	2018-01-11	1010259585	AT&T			18.86
53400	334	Maintenance Agreements	2018-01-11	1010259635	Sturgis Web Services			1,050.00
53400	335	Maintenance And Repair Service - Buildings	2018-01-25	1010259710	Town & Country Lock & Key			470.00
53400	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc			147.75
53400	435	Office Supplies	2018-01-11	1010259605	English Mountain Spring Water			13.00
53400	524	In Service/Staff Development	2018-01-18	1010259661	Local Government Corporation			235.00
53400	.....	**Chancery Court**				**Total:**	**7**	**1,940.45**
53500	307	Communication	2018-01-04	1010259526	Century Link/Business Services			2.94
53500	307	Communication	2018-01-04	1010259580	Verizon Wireless			41.65
53500	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc			117.42
53500	355	Travel	2018-01-25	1010259705	Suntrust Bankcard, NA			399.92
53500	422	Food Supplies	2018-01-11	1010259605	English Mountain Spring Water			30.00
53500	422	Food Supplies	2018-01-25	1010259712	Walmart Community BRC			51.67
53500	425	Gasoline	2018-01-11	1010259608	Fuelman			15.79
53500	435	Office Supplies	2018-01-11	1010259618	Lowe's			94.05
53500	.....	**Juvenile Court**				**Total:**	**8**	**753.44**
53920	322	Evaluation And Testing	2018-01-04	1010259527	Charlton S. Stanley			125.00
53920	322	Evaluation And Testing	2018-01-04	1010259560	Primary Care Associates			320.00
53920	322	Evaluation And Testing	2018-01-25	1010259696	Primary Care Associates			160.00
53920	716	Law Enforcement Equipment	2018-01-11	1010259619	Lowe's			28.46
53920	716	Law Enforcement Equipment	2018-01-18	1010259670	TruBlu Tactical Police Supply			84.95
53920	716	Law Enforcement Equipment	2018-01-25	1010259705	Suntrust Bankcard, NA			-207.99
53920	.....	**Courtroom Security**				**Total:**	**6**	**510.42**
54110	307	Communication	2018-01-04	1010259526	Century Link/Business Services			54.03
54110	307	Communication	2018-01-04	1010259580	Verizon Wireless			1,360.00
54110	307	Communication	2018-01-11	1010259585	AT&T			94.30
54110	307	Communication	2018-01-18	1010259671	Verizon Wireless			1,891.30
54110	338	Maintenance And Repair Services - Vehicles	2018-01-04	1010259532	Drinnon, Kenny			86.29
54110	338	Maintenance And Repair Services - Vehicles	2018-01-04	1010259554	Morristown Ford			276.59
54110	338	Maintenance And Repair Services - Vehicles	2018-01-04	1010259562	Rogersville Marine			991.00
54110	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259587	Ayers, Matthew			155.00
54110	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259603	Drinnon, Kenny			62.48
54110	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259631	Rogersville Marine			649.00
54110	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259632	Royston Chrysler Dodge Jeep			5,247.82
54110	338	Maintenance And Repair Services - Vehicles	2018-01-11	1010259648	Ultimate Shine 3 Minute Express Car Wash			210.00
54110	338	Maintenance And Repair Services - Vehicles	2018-01-25	1010259682	Drinnon, Kenny			164.97

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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54110	338	Maintenance And Repair Services - Vehicles	2018-01-25	1010259706	Synergy Auto Wash	292.95
54110	348	Postal Charges	2018-01-11	1010259606	Federal Express	23.69
54110	349	Printing, Stationery And Forms	2018-01-25	1010259698	R Chatfield Co, Inc	1,242.00
54110	349	Printing, Stationery And Forms	2018-01-25	1010259701	Shamrock Scientific	323.61
54110	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc	173.21
54110	351	Rentals	2018-01-25	1010259707	T.E.G. Enterprises	65.00
54110	353	Towing Services	2018-01-11	1010259641	Tipton, Ronald	25.00
54110	353	Towing Services	2018-01-25	1010259708	Tipton, Ronald	25.00
54110	355	Travel	2018-01-25	1010259705	Suntrust Bankcard, NA	827.12
54110	399	Other Contracted Services	2018-01-11	1010259616	Leads Online, LLC	2,578.00
54110	399	Other Contracted Services	2018-01-11	1010259647	Transunion Risk & Alternative	25.00
54110	425	Gasoline	2018-01-11	1010259608	Fuelman	7,355.05
54110	431	Law Enforcement Supplies	2018-01-18	1010259666	Sirchie Finger Print Labs	377.00
54110	431	Law Enforcement Supplies	2018-01-25	1010259689	Max Interactive, Inc.	165.00
54110	431	Law Enforcement Supplies	2018-01-25	1010259705	Suntrust Bankcard, NA	596.25
54110	433	Lubricants	2018-01-04	1010259554	Morristown Ford	44.54
54110	433	Lubricants	2018-01-11	1010259632	Royston Chrysler Dodge Jeep	310.82
54110	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co	982.44
54110	435	Office Supplies	2018-01-25	1010259705	Suntrust Bankcard, NA	53.78
54110	450	Tires And Tubes	2018-01-11	1010259632	Royston Chrysler Dodge Jeep	46.00
54110	451	Uniforms	2018-01-04	1010259539	Gall's Inc	194.00
54110	451	Uniforms	2018-01-18	1010259670	TruBlu Tactical Police Supply	200.00
54110	451	Uniforms	2018-01-25	1010259684	Gall's Inc	820.00
54110	524	In Service/Staff Development	2018-01-25	1010259697	Public Agency Training Council	1,725.00
54110	524	In Service/Staff Development	2018-01-25	1010259705	Suntrust Bankcard, NA	265.00
54110	599	Other Charges	2018-01-04	1010259542	Hamblen County Boat Dock, Inc	100.00
54110	599	Other Charges	2018-01-04	1010259563	Shred-It	20.34
54110	599	Other Charges	2018-01-11	1010259605	English Mountain Spring Water	30.00
54110	599	Other Charges	2018-01-11	1010259623	Morristown Signs, Inc	60.00
54110	599	Other Charges	2018-01-11	1010259625	Morristown-Hamblen Hospital	41.00
54110	599	Other Charges	2018-01-25	1010259684	Gall's Inc	1,158.00
54110	599	Other Charges	2018-01-25	1010259712	Walmart Community BRC	51.53
54110	716	Law Enforcement Equipment	2018-01-25	1010259684	Gall's Inc	954.34
54110	.....	**Sheriff's Department**			**Total: 46**	**32,393.45**
54160	317	Data Processing Services	2018-01-04	1010259580	Verizon Wireless	34.00
54160	.....	**Administration Of The Sexual Offender Registry**			**Total: 1**	**34.00**
54210	334	Maintenance Agreements	2018-01-25	1010259703	South Western Comm, Inc	9,560.00
54210	335	Maintenance And Repair Service - Buildings	2018-01-04	1010259529	City Electric Supply	265.10
54210	335	Maintenance And Repair Service - Buildings	2018-01-04	1010259536	Fenco Supply Co	55.72
54210	335	Maintenance And Repair Service - Buildings	2018-01-04	1010259581	Wholesale Supply Group	40.00
54210	335	Maintenance And Repair Service - Buildings	2018-01-11	1010259619	Lowe's	616.50

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ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
54210	335	Maintenance And Repair Service - Buildings	2018-01-25	1010259699	Ramsey's Farm Market	188.75
54210	335	Maintenance And Repair Service - Buildings	2018-01-25	1010259707	T.E.G. Enterprises	178.50
54210	335	Maintenance And Repair Service - Buildings	2018-01-25	1010259710	Town & Country Lock & Key	376.25
54210	336	Maintenance And Repair Services - Equipment	2018-01-04	1010259517	American Detention	946.52
54210	336	Maintenance And Repair Services - Equipment	2018-01-04	1010259549	Large Equipment Inc	430.46
54210	336	Maintenance And Repair Services - Equipment	2018-01-11	1010259651	Valley Proteins, Inc	225.00
54210	336	Maintenance And Repair Services - Equipment	2018-01-25	1010259681	Cummins Crosspoint Inc.	1,530.44
54210	340	Medical And Dental Services	2018-01-04	1010259556	Morristown-Hamblen Hospital	2,056.85
54210	340	Medical And Dental Services	2018-01-11	1010259584	American Esoteric Laboratories	706.65
54210	340	Medical And Dental Services	2018-01-11	1010259598	Correcthealth, LLC	792.92
54210	340	Medical And Dental Services	2018-01-11	1010259599	Correctional Risk Services Inc	35.00
54210	340	Medical And Dental Services	2018-01-11	1010259622	Mobile Images Acquisition LLC	1,610.00
54210	340	Medical And Dental Services	2018-01-25	1010259679	Correcthealth, LLC	43,280.93
54210	340	Medical And Dental Services	2018-01-25	1010259680	Correctional Risk Services Inc	7,005.19
54210	351	Rentals	2018-01-11	1010259590	Canon Solutions America, Inc	147.75
54210	410	Custodial Supplies	2018-01-04	1010259528	Chem Clean Systems LLC	554.91
54210	410	Custodial Supplies	2018-01-04	1010259548	Kelsan Inc	2,160.25
54210	410	Custodial Supplies	2018-01-11	1010259594	Chem Clean Systems LLC	369.94
54210	410	Custodial Supplies	2018-01-11	1010259652	Waste Industries/102 Tidiwaste	556.38
54210	410	Custodial Supplies	2018-01-25	1010259677	Chem Clean Systems LLC	129.98
54210	413	Drugs And Medical Supplies	2018-01-11	1010259601	Diamond Drugs, Inc	4,470.32
54210	422	Food Supplies	2018-01-04	1010259522	Borden Dairy Of Ky / Flavorich	1,712.95
54210	422	Food Supplies	2018-01-04	1010259537	Flowers Baking Company	3,179.85
54210	422	Food Supplies	2018-01-11	1010259629	Pfg Hale , Inc	36,719.62
54210	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co	1,296.89
54210	441	Prisoners Clothing	2018-01-11	1010259588	Bob Barker Company, Inc	2,676.72
54210	441	Prisoners Clothing	2018-01-25	1010259675	Bob Barker Company, Inc	695.64
54210	451	Uniforms	2018-01-04	1010259573	TruBlu Tactical Police Supply	299.93
54210	524	In Service/Staff Development	2018-01-25	1010259697	Public Agency Training Council	975.00
54210	599	Other Charges	2018-01-11	1010259588	Bob Barker Company, Inc	1,266.07
54210	599	Other Charges	2018-01-11	1010259604	East TN Diamond	26.50
54210	599	Other Charges	2018-01-11	1010259633	Shred-It	13.56
54210	599	Other Charges	2018-01-25	1010259691	Med Express, Inc	824.00
54210	716	Law Enforcement Equipment	2018-01-04	1010259550	Less Lethal Llc	2,982.50
54210	716	Law Enforcement Equipment	2018-01-11	1010259583	Advanced Communications, Inc	293.95
54210	716	Law Enforcement Equipment	2018-01-11	1010259588	Bob Barker Company, Inc	78.20
54210	716	Law Enforcement Equipment	2018-01-11	1010259609	Gall's Inc	483.55
54210	716	Law Enforcement Equipment	2018-01-25	1010259684	Gall's Inc	89.92
54210	716	Law Enforcement Equipment	2018-01-25	1010259705	Suntrust Bankcard, NA	381.62
54210	790	Other Equipment	2018-01-11	1010259588	Bob Barker Company, Inc	1,209.50
54210	**.....**	**Jail**			**Total: 45**	**133,496.28**
54250	307	Communication	2018-01-04	1010259526	Century Link/Business Services	8.79

Fund: 101 General Fund #(101)

COMMISSION APPROVAL LISTING
MONTHLY CHECKS

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54250	307	Communication	2018-01-04	1010259580	Verizon Wireless			102.85
54250	425	Gasoline	2018-01-11	1010259608	Fuelman			79.91
54250	435	Office Supplies	2018-01-25	1010259712	Walmart Community BRC			25.00
54250	463	Testing	2018-01-25	1010259705	Suntrust Bankcard, NA			225.00
54250	.....	**Work Release Program**				**Total:**	**5**	**441.55**
54410	307	Communication	2018-01-04	1010259520	Bell, Chris E			56.00
54410	338	Maintenance And Repair Services - Vehicles	2018-01-25	1010259706	Synergy Auto Wash			16.00
54410	425	Gasoline	2018-01-11	1010259608	Fuelman			257.03
54410	451	Uniforms	2018-01-25	1010259705	Suntrust Bankcard, NA			158.89
54410	599	Other Charges	2018-01-04	1010259580	Verizon Wireless			34.00
54410	599	Other Charges	2018-01-11	1010259619	Lowe's			29.42
54410	599	Other Charges	2018-01-25	1010259705	Suntrust Bankcard, NA			317.57
54410	.....	**Civil Defense**				**Total:**	**7**	**868.91**
54490	316	Contributions	2018-01-04	1010259543	Hamblen County E.C.D. / 911			45,536.75
54490	.....	**Other Emergency Management**				**Total:**	**1**	**45,536.75**
54610	312	Contracts With Private Agencies	2018-01-04	1010259540	Giles, Todd E			200.00
54610	312	Contracts With Private Agencies	2018-01-04	1010259545	Holt, Jeffrey E.			120.00
54610	312	Contracts With Private Agencies	2018-01-04	1010259559	Peoples, Jimmy W			160.00
54610	312	Contracts With Private Agencies	2018-01-04	1010259568	Thompson, Claude, JR			400.00
54610	312	Contracts With Private Agencies	2018-01-04	1010259569	Thompson, Tom C, MD			2,083.33
54610	312	Contracts With Private Agencies	2018-01-11	1010259602	Dockery Funeral Home Inc			500.00
54610	312	Contracts With Private Agencies	2018-01-11	1010259615	Knox County Medical Examiner			3,430.00
54610	399	Other Contracted Services	2018-01-04	1010259531	Davis, Eddie			750.00
54610	435	Office Supplies	2018-01-04	1010259535	Evans Office Supply Co			287.00
54610	.....	**County Coroner/Medical Examiner**				**Total:**	**9**	**7,930.33**
54900	790	Other Equipment	2018-01-11	1010259600	Craig's Firearm Supply			4,968.73
54900	.....	**Other Public Safety**				**Total:**	**1**	**4,968.73**
55110	207	Medical Insurance	2018-01-11	1010259643	TN Bureau Of Investigation			87.00
55110	309	Contracts With Government Agencies	2018-01-04	1010259526	Century Link/Business Services			44.95
55110	309	Contracts With Government Agencies	2018-01-04	1010259533	Ellison Sanitary Supply Co			126.43
55110	309	Contracts With Government Agencies	2018-01-04	1010259535	Evans Office Supply Co			553.81
55110	309	Contracts With Government Agencies	2018-01-04	1010259538	Gallaher & Associates Inc			309.50
55110	309	Contracts With Government Agencies	2018-01-11	1010259585	AT&T			211.13
55110	309	Contracts With Government Agencies	2018-01-11	1010259590	Canon Solutions America, Inc			20.22
55110	309	Contracts With Government Agencies	2018-01-18	1010259659	English Mountain Coffee			195.70
55110	309	Contracts With Government Agencies	2018-01-18	1010259665	Roberts Cleaning Company			1,950.00
55110	309	Contracts With Government Agencies	2018-01-25	1010259674	Atmos Energy			281.17
55110	309	Contracts With Government Agencies	2018-01-25	1010259693	Morristown Utilities			1,908.00

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
55110	309	Contracts With Government Agencies	2018-01-25	1010259712	Walmart Community BRC			276.93
55110	355	Travel	2018-01-04	1010259519	Becerra, Michele L			173.90
55110	355	Travel	2018-01-04	1010259521	Bolyard, Rosmari J			44.18
55110	355	Travel	2018-01-04	1010259524	Castro, Yulma C			38.54
55110	355	Travel	2018-01-04	1010259551	Mathes, Aliana A.			38.54
55110	355	Travel	2018-01-04	1010259565	Smith, Kim			101.29
55110	399	Other Contracted Services	2018-01-25	1010259678	Citizen Tribune			2,518.00
55110	399	Other Contracted Services	2018-01-25	1010259692	Media Directions Advertising Inc.			1,905.90
55110	.....	**Local Health Center**				**Total:**	**19**	**10,785.19**
55120	316	Contributions	2018-01-04	1010259557	Morristown-Hamblen Humane Soc			11,125.00
55120	.....	**Rabies And Animal Control**				**Total:**	**1**	**11,125.00**
55590	316	Contributions	2018-01-04	1010259544	Helen Ross McNabb Center			85.00
55590	.....	**Other Local Welfare Services**				**Total:**	**1**	**85.00**
56500	316	Contributions	2018-01-04	1010259558	Morristown-Hamblen Library			68,062.50
56500	.....	**Libraries**				**Total:**	**1**	**68,062.50**
56700	307	Communication	2018-01-04	1010259580	Verizon Wireless			49.84
56700	307	Communication	2018-01-11	1010259626	MUS Fibernet			127.06
56700	399	Other Contracted Services	2018-01-25	1010259713	Williams, Cindy			400.00
56700	410	Custodial Supplies	2018-01-11	1010259652	Waste Industries/102 Tidiwaste			287.30
56700	412	Diesel Fuel	2018-01-25	1010259711	Voyager Fleet Systems Inc			23.91
56700	415	Electricity	2018-01-04	1010259555	Morristown Utilities			167.00
56700	415	Electricity	2018-01-18	1010259655	Appalachian Electric Co-Op			22.59
56700	415	Electricity	2018-01-18	1010259664	Morristown Utilities			4,224.00
56700	425	Gasoline	2018-01-25	1010259711	Voyager Fleet Systems Inc			185.58
56700	435	Office Supplies	2018-01-25	1010259673	Acme Printing Company, Inc			195.00
56700	454	Water And Sewer	2018-01-04	1010259555	Morristown Utilities			1,699.00
56700	499	Other Supplies And Materials	2018-01-11	1010259619	Lowe's			102.58
56700	509	Refunds	2018-01-18	1010259658	Dubish, Bobbi			250.00
56700	599	Other Charges	2018-01-04	1010259571	TN Dept Of Transportation			100.00
56700	599	Other Charges	2018-01-11	1010259605	English Mountain Spring Water			16.00
56700	791	Other Construction	2018-01-25	1010259688	Harless, Clyde			6,525.00
56700	.....	**Parks And Fair Boards**				**Total:**	**16**	**14,374.86**
56900	309	Contracts With Government Agencies	2018-01-04	1010259547	Keep M'town Hamblen Beautiful			328.76
56900	309	Contracts With Government Agencies	2018-01-11	1010259613	Hamblen County-Morristown Solid Waste			27,858.30
56900	.....	**Other Social, Cultural And Recreational**				**Total:**	**2**	**28,187.06**
57100	140	Salary Supplements	2018-01-11	1010259639	The University Of TN Extension			36,562.78
57100	307	Communication	2018-01-04	1010259526	Century Link/Business Services			4.13

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
57100	355	Travel	2018-01-11	1010259617	Long, Debra			57.81
57100	.....	**Agricultural Extension Service**				**Total:**	**3**	**36,624.72**
58300	307	Communication	2018-01-04	1010259526	Century Link/Business Services			2.31
58300	.....	**Veterans' Services**				**Total:**	**1**	**2.31**
58600	202	Handling Charges & Administrative Costs	2018-01-11	1010259636	TASC - Client Invoices			345.00
58600	210	Unemployment Compensation	2018-01-11	1010259646	TN Dept Of Labor & Workforce Development			265.78
58600	299	Other Fringe Benefits	2018-01-25	1010259687	Hamblen County Government			212.50
58600	515	Liability Claims	2018-01-04	1010259572	Travelers			345.00
58600	.....	**Employee Benefits**				**Total:**	**4**	**1,168.28**
91110	709	Data Processing Equipment	2018-01-25	1010259704	Sturgis Web Services			0.00
91110	.....	**General Administration Projects**				**Total:**	**1**	**0.00**
91120	709	Data Processing Equipment	2018-01-11	1010259614	Justice AV Solutions Inc.			11,837.66
91120	.....	**Administration Of Justice Projects**				**Total:**	**1**	**11,837.66**
91130	709	Data Processing Equipment	2018-01-11	1010259634	South Western Comm, Inc			80,072.00
91130	.....	**Public Safety Projects**				**Total:**	**1**	**80,072.00**
					Total of checks for General Fund #(101)			**586,934.11**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 116 Solid Waste/Sanitation Fund #(116)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
55710	299	Other Fringe Benefits	2018-01-25	1160023243	Hamblen County Government	37.50
55710	302	Advertising	2018-01-25	1160023242	Citizen Tribune	769.67
55710	312	Contracts With Private Agencies	2018-01-25	1160023245	Quality Waste - S & B Recycling	4,233.83
55710	336	Maintenance And Repair Services - Equipment	2018-01-04	1160023218	Bayne Machine Works	3,295.50
55710	336	Maintenance And Repair Services - Equipment	2018-01-11	1160023223	Clarke Power Services, Inc	1,420.83
55710	336	Maintenance And Repair Services - Equipment	2018-01-11	1160023224	D&J Hydraulic Service, Inc.	823.26
55710	336	Maintenance And Repair Services - Equipment	2018-01-11	1160023232	Moore's Tractor & Trailer	660.08
55710	336	Maintenance And Repair Services - Equipment	2018-01-11	1160023233	NAPA Auto Parts Of Morristown	1,444.27
55710	336	Maintenance And Repair Services - Equipment	2018-01-11	1160023235	Premier Truck Group	282.24
55710	336	Maintenance And Repair Services - Equipment	2018-01-11	1160023237	Triad Freightliner	85.76
55710	336	Maintenance And Repair Services - Equipment	2018-01-18	1160023240	Mid-State Equip Co,Inc	1,376.00
55710	336	Maintenance And Repair Services - Equipment	2018-01-25	1160023244	Lawson Products, Inc	171.66
55710	359	Disposal Fees	2018-01-04	1160023221	Hamblen County-Morristown Solid Waste	55,349.50
55710	412	Diesel Fuel	2018-01-11	1160023226	Fuelman	9,252.05
55710	425	Gasoline	2018-01-11	1160023226	Fuelman	307.90
55710	433	Lubricants	2018-01-11	1160023230	Lubricorp, dba Petrochoice	4,877.03
55710	435	Office Supplies	2018-01-04	1160023220	Evans Office Supply Co	111.51
55710	451	Uniforms	2018-01-25	1160023241	Cintas Corp., Loc. 207	632.25
55710	499	Other Supplies And Materials	2018-01-04	1160023216	American Continental Techlab	211.00
55710	499	Other Supplies And Materials	2018-01-04	1160023219	Cocke Farmers Co-Op	100.00
55710	499	Other Supplies And Materials	2018-01-11	1160023225	Elliott Boots	100.00
55710	499	Other Supplies And Materials	2018-01-11	1160023229	Kennedy, Thomas A.	147.10
55710	499	Other Supplies And Materials	2018-01-11	1160023236	Ramsey, James T.	84.65
55710	499	Other Supplies And Materials	2018-01-18	1160023239	Big M Janitorial	935.04
55710	**.....**	**Sanitation Management**			**Total: 24**	**86,708.63**
					Total of checks for Solid Waste/Sanitation Fund #(116)	**86,708.63**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 131 Highway/Public Works Fund (#131)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
61000	307	Communication	2018-01-04	1313041574	Comcast Cable			66.00
61000	307	Communication	2018-01-04	1313041580	Verizon Wireless			152.33
61000	307	Communication	2018-01-11	1313041583	AT&T			77.54
61000	415	Electricity	2018-01-04	1313041577	Morristown Utilities			30.00
61000	415	Electricity	2018-01-25	1313041608	Holston Electric Cooperative			1,191.59
61000	415	Electricity	2018-01-25	1313041610	Morristown Utilities			30.00
61000	442	Propane Gas	2018-01-04	1313041575	Heritage Propane			548.83
61000	442	Propane Gas	2018-01-18	1313041602	Heritage Propane			1,026.92
61000	454	Water and Sewer	2018-01-25	1313041610	Morristown Utilities			64.00
61000	599	Other Charges	2018-01-11	1313041587	Elliott Boots			100.00
61000	599	Other Charges	2018-01-11	1313041591	Lowe's			134.97
61000	599	Other Charges	2018-01-25	1313041603	Cintas Corp., Loc. 207			33.98
61000	599	Other Charges	2018-01-25	1313041606	Gravity Networks			135.00
61000	599	Other Charges	2018-01-25	1313041611	Suntrust Bankcard, NA			132.60
61000	**.....**	**Administration**				**Total:**	**14**	**3,723.76**
62000	312	Contracts With Private Agencies	2018-01-25	1313041607	Highway Markings, Inc			1,393.44
62000	351	Rentals	2018-01-11	1313041581	A-1 Equipment Rental			1,200.00
62000	403	Asphalt - Cold Mix	2018-01-11	1313041591	Lowe's			2,729.00
62000	404	Asphalt - Hot Mix	2018-01-11	1313041596	Newport Paving & Ready Mix			966.63
62000	409	Crushed Stone	2018-01-11	1313041600	Vulcan Materials Company			6,463.26
62000	443	Road Signs	2018-01-25	1313041605	G & C Supply Co			497.72
62000	444	Salt	2018-01-25	1313041604	Compass Minerals America, Inc.			17,407.90
62000	451	Uniforms	2018-01-25	1313041603	Cintas Corp., Loc. 207			276.15
62000	**.....**	**Highway And Bridge Maintenance**				**Total:**	**8**	**30,934.10**
63100	412	Diesel Fuel	2018-01-04	1313041573	Cocke Farmers Co-Op			768.61
63100	412	Diesel Fuel	2018-01-11	1313041588	Fuelman			1,701.79
63100	416	Equipment Parts - Heavy	2018-01-04	1313041576	Morristown Tire & Auto			165.32
63100	416	Equipment Parts - Heavy	2018-01-11	1313041586	D&J Hydraulic Service, Inc.			416.07
63100	416	Equipment Parts - Heavy	2018-01-11	1313041592	Meade Tractor			900.71
63100	416	Equipment Parts - Heavy	2018-01-11	1313041594	NAPA Auto Parts Of Morristown			78.63
63100	416	Equipment Parts - Heavy	2018-01-11	1313041601	Worldwide Equip/Volunteervolvo			124.53
63100	424	Garage Supplies	2018-01-11	1313041597	Scott-Gross Co Inc			371.15
63100	425	Gasoline	2018-01-11	1313041584	BP			119.47
63100	425	Gasoline	2018-01-11	1313041588	Fuelman			673.55
63100	433	Lubricants	2018-01-25	1313041609	Lubricorp, dba Petrochoice			3,141.91
63100	450	Tires And Tubes	2018-01-11	1313041589	Goforth Tire & Auto, Inc			1,162.80
63100	**.....**	**Operation And Maintenance Of Equipment**				**Total:**	**12**	**9,624.54**
68000	726	State Aid Projects	2018-01-11	1313041582	Apac Atlantic, Inc			163,344.01
68000	**.....**	**Capital Outlay**				**Total:**	**1**	**163,344.01**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 131 Highway/Public Works Fund (#131)

ACCT	OBJ	NAME	DATE	Check Nbr	Description	Amount Paid
					Total of checks for Highway/Public Works Fund (#131)	207,626.41

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Hamblen County, Tennessee Bid Tabulation

Bid Name:	**Security X-Ray Scanners for Hamblen County Jail (2018-01)**	**Bid Advertisement:**	**Citizen Tribune Newspaper - Public Notice**
Department:	**Hamblen County Sheriff's Dept**		**Citizen Tribune Newspaper (online) - Public Notice**
Date Bids Opened:	**01/29/2018 @ 2:00p.m.**		**Hamblen County Government Website**
Finance Committee Review:	**2/12/2018**		**Emailed 13 Approved Vendors**
Co. Commission Review:	**2/22/2018**		

Vendors Bidding	**Total Cost** (including installation & equipment training LESS extended warranty)	**Delivery Time**	**Response Time to Service Calls**	**Warranty Included**	***Standard Features:***	***X-Ray Generator:***	***Inspection Capabilities:***	***Detectors:***
					AutoSoft Operating System, Full-size operator control, Panel (OCP) with touchpad navigation, AutoTracking guided conveyor belt system, Tunnel extensions, Reversible conveyor direction, High/low density stripping, Organic/inorganic stripping, Color – reverse B/W imaging, Interactive help screens, 128x Smart Zoom, Adjustable zoom preview window, D-Scan, Dark and light enhance, RealClear, AutoDensAlert, AutoOutline, AutoSensing, AutoScale, AutoCal, AutoImage recall (10 images), Z-Scan, Save screen to USB, Item counter	Self-contained X-ray Tube Head; High voltage rating of 100kV operating at 90kV; Diagonal Beam Orientation (80° beam divergence)	Material penetration 10-11mm steel w/ 100kV, 28-29mm steel w/ 160 kV; *Contrast Sensitivity* over 2 million color tones; *Resolution* 40AWG wire; *Processing* 32-bit adaptive image processing with minimum 1 Gbytes + memory, 2.2GHz+ dual core processor, video processing using next generation graphical processing unit architecture with 550MHz+ GPU clock, 512Mbyte+ video memory and 32+ stream processing cores; *Conveyor Speed* 24.0cm per second, 14.6m per minute; *Pulling weight* 150kg	L-shaped detector, surface-mounted, multilayer, fully integrated, high frequency solid state detectors using high speed processors and Pentium 4 image processing
SCI USA Chattanooga, TN	$ 38,195.00	32 Days	2 Days	Included no specifics given	Does not feature autoscale, autotracking or 128X zoom	Complies	Complies	Complies
Adani Systems Conroe, TX	$ 24,300.00	60-75 Days	No response given	12-Months	Complies	Complies	Material Penetration: 10-11mm steel w/ 100kV	Complies
Adani Systems Conroe, TX	$ 28,450.00	60-75 Days	2 Days	12-Months	Complies	Complies	Material Penetration: 28-29mm steel w/ 160kV	Complies
Autoclear Fairfield, NJ	$ 21,800.00	14-21 Days	2 Days	2-Year incl parts, labor & travel	Complies	Complies	Complies	Complies
PTI Eagle Mountain, UT	$ 36,740.00	36 Days	72 Days	12-Months incl parts & labor	Complies	Complies	Complies	Complies
Astrophysics City of Industry, CA	$ 26,100.00	35 Days	3 Days	2-Years incl parts & labor	Complies	Complies	Complies	Complies
Point Security Lexington, NC	$ 40,400.00	1 Day	1 Day	Labor, travel & expenses covered w/Annual PMI & Radiation Leak	Complies	Complies	Complies	Complies

Vendor requested to remove this bid per email on 1/23/18

Recommendation from Eddie Ingram for Award: AutoClear - A) Lowest bid received B) Meets all specifications requested

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Resolution 18 - ____

A RESOLUTION OF THE COUNTY COMMISSION OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING APPLICATION FOR A RECOVERY COURT EXPANSION GRANT FROM THE SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)

WHEREAS, the President of the United States and the Governor of Tennessee have declared the opioid epidemic a public health crisis in the United States and the State of Tennessee;

WHEREAS, Recovery Courts established throughout the country have proven to be effective programs to help people involved in the Criminal Justice System overcome their addictions and return to productive lives within their communities;

WHEREAS, Hamblen County has operated a Recovery Court for misdemeanor offenders for nearly 15 years that has proven effective in helping transform the lives of persons who had been in and out of jail for many years;

WHEREAS, the SAMHSA is making available annual federal grant awards of up to $400,000 for five years to expand Recovery Courts nationwide with no local match;

WHEREAS, Hamblen County wishes to expand its Recovery Court Program to help manage its jail population by offering mental health and substance abuse treatment through proven programming to more offenders;

NOW, THEREFORE, BE IT RESOLVED:

The Hamblen County Legislative Body authorizes the County Mayor to apply for and accept a SAMHSA Recover Court Expansion Grant not to exceed $400,000 a year for the next five years to expand the County's Recovery Court Program.

Approved at the regular meeting held on the 22nd day of February, 2018.

_____ _____

COUNTY MAYOR COUNTY COMMISSION CHAIRMAN

ATTEST:

_____

COUNTY CLERK

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

Hamblen County Commission

Month JANUARY Year 2018

Fund #101 *DEPT:* PROPERTY ASSESSOR'S OFFICE

Account Number	Description	Increase	Decrease
	INCREASE APPROPRIATIONS:		
	PROPERTY ASSESSOR'S OFFICE		
52300.309	Contracts with Government Agencies	583	
	DECREASE APPROPRIATIONS:		
	REAPPRAISAL PROGRAM		
52310.399	Other Contracted Services		583

Brief Descriptions of issue:
To increase appropriations in the Property Assessor's Office to cover FY 2017-2018 Tax Billing invoice from the TN Comptroller of the Treasury.

Signature: J Keith Ely
Title : Assessor of Property
Date: 1-16-18

For Finance Department Only:
Reviewed by: _____
Budget Amendment: _____
Date: _____

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January	2018													
Permit	Date	Applicant	Type	Address	Construction	Permit	SW	Plumbing	Mech.	Gas	Total	Tax Map	Group	Parcel
14-986	1/2/18	Hemminger	pool/deck	1109 Wentworth Square	$23,000.00	$75.00					$75.00	035C	C	012.00
14-987	1/10/18	Morgan	SWMH	2784 N Coffey Rd	$26,482.00	$100.00					$100.00	049L	A	011.00
14-988	1/16/18	Keels	**House 2576 sq ft**	2544 Kidwell Church Rd	$145,000.00	$1,494.80	$100.00	$75.00	$15.00	$20.00	$1,704.80	022		003.05
14-989	1/18/18	Carlyle	**House 2200 sq ft**	1143 Charleston Court	$200,000.00	$1,320.00	$100.00	$105.00	$20.00		$1,545.00	035C	C	017.00
14-990	1/12/18	Chase	accessory bldg	980 Claudette Dr	$2,800.00	$50.00					$50.00	054B	A	026.00
14-991	1/18/18	Clounce	garage-detached	5639 Byrd Road	$10,000.00	$324.00					$324.00	018		043.12
14-992	1/18/18	Synamon	accessory bldg	361 Cambridge Circle	$4,500.00	$120.00					$120.00	018N	B	013.00
14-993	1/22/18	Collingsworth	garage-detached	5825 Sussex Lane	$4,000.00	$78.00					$78.00	039M	D	009.00
14-994	1/24/18	Dyer/Cenicer	deck-rear	3660 Sublett Road	$1,500.00	$25.00					$25.00	056E	A	009.00
14-995	1/24/18	Dyer/Cenicer	deck/cover-front	3660 Sublett Road	$3,000.00	$175.00					$175.00	056E	A	009.00
14-996	1/24/18	Boatright	accessory bldg	3081 Valley Home Rd	$3,000.00	$60.00					$60.00	056		010.04
14-997	1/25/18	Tobin	addition access bldg	3111 Springvale Rd	$1,800.00	$72.00					$72.00	043		073.02
14-998	1/29/18	Panther Cr pk	storage shed	2010 Panther Creek Rd	$2,562.80	$0.00					$0.00	031		003.00
14-999	1/30/18	Hoover	house addition	3543 Brights Pike	$65,000.00	$365.00					$365.00	017		033.03
	Total	**13**		**Total:**	**$492,644.80**	**$4,258.80**	**$200.00**	**$180.00**	**$35.00**	**$20.00**	**$4,693.80**			
Running	**Total**	**172**			**$9,179,150.57**	**$48,320.15**	**$1,900.00**	**$2,135.00**	**$170.00**	**$20.00**	**$63,305.10**			

												ETHRA	**Monthly**	**YTD**
					Total No.	**Amount**		**Total**				**HOMES**		
				Copies and Miscellaneous		$0.00		**$0.00**	**January**					
				Re-Zoning Request		$75.00		**$75.00**	**Grand**					
				Variance Request		$50.00		**$0.00**	**Total:**		**$5,268.80**			
				Plat Approval		$150.00		**$300.00**						
			3 lots or more	**Land Disturbance/Development**		$100.00		**$0.00**	**2017-2018**					
				Use on Review		$50.00		**$200.00**	**Running**					
				Refunds				**$0.00**						
				Total Collected				**$575.00**	**Total:**		**$65,780.10**			
				Running Total Collected				**$2,425.00**						

Return to Committee Cover Page

LAW OFFICES
CAPPS, CANTWELL, CAPPS & BYRD
P.O. Box 1897
1004 WEST FIRST NORTH STREET
MORRISTOWN, TENNESSEE 37816-1897

PAUL R. CAPPS (1922-2003)

CHRISTOPHER P. CAPPS
DAVID S. BYRD

ELIANA LEAL, ASSOCIATE

TELEPHONE: (423) 586-3083
FACSIMILE: (423) 586-0513
WEBSITE: cappsbyrdlaw.com
E-MAIL: info@cccblaw.com

January 31, 2018

Mr. Bill Brittain, County Mayor
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

RE: INVOICES FOR LEGAL SERVICES RENDERED ON BEHALF OF HAMBLEN COUNTY, TENNESSEE - JANUARY, 2018

Dear Bill:

Please find enclosed three (3) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of January, 2018.

As usual, one invoice covers our General/Miscellaneous File and two (2) invoices cover separate county departments.

Please review these invoices, and if you have any questions, please do not hesitate to contact me.

With best regards, I remain,

Very truly yours,

Christopher P. Capps/alg

Christopher P. Capps

CPC/alg

Enclosures

C:\USERS\AMY GREER\DOCUMENTS\PUBLIC FOLDERS\DOCUMENTS\HAMBLEN COUNTY\LETTERS\2018\BRITTAIN,BILL(INVOICE)-01-31-18.DOCX

Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897
Morristown, TN 37816-1897

INVOICE

Invoice # 280
Date: 02/01/2018
Due On: 03/03/2018

Hamblen County Government
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

00027-Hamblen County Government

General Account

Type	Date	Description	Quantity	Rate	Total
Service	01/04/2018	Call from Bill Brittain re: Johnson property; call to Paul LeBel; call to Eric Harrison; e-mails to and from Aaron Chapman re: Johnson property	0.20	$150.00	$30.00
Service	01/05/2018	E-mail from Cindy Dibb re: 1/8 committee meeting	0.05	$150.00	$7.50
Service	01/08/2018	Committee meeting; e-mail from Cindy Dibb re: 1/12 committee meeting	0.90	$150.00	$135.00
Service	01/10/2018	E-mails to and from Bill Brittain re: possible litigation; phone conference with Cindy Dibb and Bill Brittain	0.35	$150.00	$52.50
Service	01/16/2018	E-mail from Cindy Dibb re: 1/18 commission meeting	0.05	$150.00	$7.50
Service	01/18/2018	E-mails from and to Crystal Jessee; commission meeting	0.95	$150.00	$142.50
Service	01/22/2018	E-mail from Bill Brittain re: pharmacy contract	0.05	$150.00	$7.50
Service	01/24/2018	Review pharmacy contract, e-mails to and from Bill Brittain; e-mail from Bill Brittain re: new hire corrections officers	0.15	$150.00	$22.50
Service	01/25/2018	E-mails from and to Tom Jessee re: opioid cases, forward to Bill Brittain; e-mail to Bill Brittain re: pharmacy contract; review new hire corrections officers language, e-mail to Bill Brittain	0.30	$150.00	$45.00
Service	01/26/2018	E-mail from Tom Jessee re: opioid cases, forward to Bill Brittain; e-mail from Bill Brittain re: pharmacy contract; e-mails from and to Bill Brittain re: new hire	0.25	$150.00	$37.50

		corrections officers language; review county employees business language, e-mails from and to Bill Brittain			
Service	01/29/2018	Phone conferences with Aaron Chapman and Eric Harrison re: Johnson property	0.40	$150.00	$60.00
Service	01/30/2018	Review e-mail from Bill Brittain on 1/29 re: employee handbook language, e-mails to Bill Brittain	0.15	$150.00	$22.50
Service	01/31/2018	E-mail from Bill Brittain re: policy amendment; e-mails from Eric Harrison and Aaron Chapman re: Johnson property	0.10	$150.00	$15.00
				Total	$585.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
280	03/03/2018	$585.00	$0.00	$585.00
			Outstanding Balance	$585.00
			Amount in Trust	$0.00
			Total Amount Outstanding	$585.00

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897
Morristown, TN 37816-1897

INVOICE

Invoice # 282
Date: 02/01/2018
Due On: 03/03/2018

Hamblen County Government
Hamblen County Courthouse
511 West Second North Street
Morristown, TN 37814

00068-Hamblen County Planning Department

Planning

Type	Date	Description	Quantity	Rate	Total
Service	01/02/2018	E-mails from and to Tina Whitaker re: meeting, Rendezvous and May	0.25	$150.00	$37.50
Service	01/03/2018	Phone conference with Tina re: May and Stapleton; phone conference with Stapleton	0.30	$150.00	$45.00
Service	01/05/2018	Draft and revise letter to Chris May; e-mails to and from Tina re: May	0.35	$150.00	$52.50
Expense	01/16/2018	Reimbursable expense: Certified mail to Chris May	1.00	$6.59	$6.59
Service	01/16/2018	Phone conference with Effinger; took May certified letter to post office	0.20	$150.00	$30.00
Service	01/23/2018	E-mails from and to Tina Whitaker re: Seals	0.25	$150.00	$37.50
Service	01/30/2018	E-mails from and to Tina Whitaker and Bill Brittain re: rental property inspections	0.10	$150.00	$15.00
Service	01/31/2018	E-mail from Tina Whitaker re: Tucker	0.05	$150.00	$7.50
				Total	**$231.59**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
282	03/03/2018	$231.59	$0.00	$231.59
			Outstanding Balance	$231.59
			Amount in Trust	$0.00
			Total Amount Outstanding	$231.59

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

Law Office of Capps, Cantwell, Capps, & Byrd

P.O. Box 1897
Morristown, TN 37816-1897

INVOICE

Invoice # 279
Date: 02/01/2018
Due On: 03/03/2018

Hamblen County Sheriff's Department
511 West Second North Street
Morristown, TN 37814

00043-Hamblen County Sheriff's Department

Sheriff's Department

Type	Date	Description	Quantity	Rate	Total
Service	01/16/2018	Phone conference with Eddie Ingram; research public records request; fax to Eddie Ingram	0.50	$150.00	$75.00
				Total	$75.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
279	03/03/2018	$75.00	$0.00	$75.00
			Outstanding Balance	$75.00
			Amount in Trust	$0.00
			Total Amount Outstanding	$75.00

Please make all amounts payable to: Law Office of Capps, Cantwell, Capps, & Byrd

Please pay within 30 days.

MONTHLY REPORT

Hamblen County Coroner
P.O. Box 1479
Morristown, Tennessee 37816-1479
Phones (423)Home 581-6229 Fax 289-1262 Cell 301-6322

February 1, 2018

RECEIVED
FEB - 1 2018
OFFICE OF THE
HAMBLEN COUNTY MAYOR

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:
The following Coroner calls were investigated by me during the month of January along with being on call 24/7/365, recording/maintaining statistics, prepare reports, training, assisting, directing and reviewing each call, and the work of all Deputy Coroners and, serving as liaison between Medical Examiner and Pathologist; collecting, preparing and shipping toxicology specimens and reviewing/approving all cremation requests.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18001	01-04-18	Mrs. Betty Blazer, 79, Parrottsville, TN
2.	18002	01-04-18	Mr. Timothy Maples, 55, 121 Montrose Avenue
3.	18005	01-05-18	Miss. Linda Whittington, 57, 200 Jaybird Road
4.	18010	01-07-18	Ms. Helen Jones, 88, Lifecare (since 1999)
5.	18011	01-08-18	Mrs. Carolyn Deal, 69, 321 Rosedale Avenue
6.	18016	01-12-18	Miss. Maryann Tannehill, 84, 4770 Brights Pike
7.	18019	01-14-18	Mrs. Pauline Wolfenbarger, 91, 1459 Devault Street
8.	18021	01-15-18	Mrs. Patricia Alexander, 84, 1728 Christmas Drive
9.	18022	01-15-18	Mrs. Anna Avery, 97, 946 Lookout Drive
10.	18023	01-16-18	Mrs. Addie Turner, 91, 1461 Easley Court
11.	18025	01-17-18	Mrs. Jenny Lowery, 84, 1076 Cain Mill Road
12.	18026	01-17-18	Mrs. Teresa Lawless, 51, 336 West Hillcrest Drive
13.	18029	01-18-18	Mr. David Clark, 72, 4419 Copeland Drive
14.	18030	01-18-18	Mr. Ronald Bunch, 73, 733 Green Brier Road
15.	18031	01-18-18	Dr. Billy McFall, 85, 2828 Boat Launch Road
16.	18032	01-19-18	Mrs. Juanita Inman, 91, 723 Ethel Street
17.	18037	01-20-18	Mr. Tommy Clement, 71, 3730 Dan Drive
18.	18044	01-25-18	Ms. Mary Mann, 76, 800 Algonquin Avenue
19.	18045	01-28-18	Mrs. Opelia Lucas, 92, 5739 Kay Drive
20.	18047	01-29-18	Miss. Blanche Edmonds, 90, Ashville, NC
21.	18049	01-29-18	Mr. Woodrow Feals, 70, 3023 Reynolds Road

If I may ever provide any additional information or assistance, please feel free to contact me at any time on my cell phone 423-312-6322.

Eddie R. Davis
Hamblen County Coroner
CC: Hamblen County Medical Examiner
* Indicates Autopsy Performed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Collected by Coroner's Office and sent to: AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT

Hamblen County Deputy Coroner
1925 Deer Ridge Drive
Morristown, Tennessee 37813
Phone: 423-586-2524

February 1, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18009	01-07-18	Mr. Michael Harrington, 72, 836 Lennie Avenue
2.	18012	01-08-18	Mr. Hugh Warinner, Jr., 96, 1412 Johnson Drive
3.	18018	01-13-18	Mrs. Carol Henderson, 73, 2131 Walter's Drive
4.	18020	01-14-18	Mr. Benjamin Johns, 76, Newport, TN
5.	18048	01-29-18	Mrs. Doris Easley, 91, 1010 Lookout Drive

I certify that I attended to the cases listed above. I request the allocated fees of $40.00 per call:

5 Calls X $40. = $200.00

Sincerely,

SIGNATURE ON FILE

Todd Giles
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT

Hamblen County Deputy Coroner
7763 Melanie Circle
Talbott, Tennessee 37877
Phone: 423-586-6310

February 1, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18003	01-04-18	Mr. Cecil Phillips, 74, 1985 Bluebird Circle
2.	18006	01-06-18	Mr. Dewey Standifer, 81, 1524 Meadowview Lane
3.	18013	01-09-18	Mr. Joseph Purkey, 71, 2695 Morlock Road
4.	18014	01-10-18	Mr. Vern Kraus, 67, O'Sprey Avenue
5.	18015	01-12-18	Mr. Walter Byard, Sr., 79, 739 East Second North Street
6.	18024	01-16-18	Mrs. Irene Hayes, 85, 1407 Shields Ferry Road
7.	18027	01-18-18	Ms. Lucille Collier, 67, 1819 Cherokee Drive
8.	18033	01-19-18	Mrs. Carol Hall, 74, 7131 Scottie Circle
9.	18035	01-20-18	Mrs. Betty Jarnigan, 80, 5823 Union Grove Road
10.	18041	01-24-18	Mr. Jeff Adams, 75, Lenoir City, TN
11.	18042	01-24-18	Mrs. Laura Stroud, 68, 1504 Madison Street

I certify that I attended to the cases listed above. I request the allocated fees of $40.00 per call:

11 Calls X $40. = $440.00

Sincerely,

SIGNATURE ON FILE

Jimmy Peoples
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT

Hamblen County Deputy Coroner
Post Office Box 577
Russellville, Tennessee 37860-0577
Phone: 423-585-7117

February 1, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18004	01-05-18	Mrs. Patricia Smith, 76, 3371 Baker Springs Road
2.	18008	01-06-18	Mrs. Shirley Talley, 68, 436 Hayter Drive
3.	18017	01-12-18	Ms. Mary Thomas, 82, 907 Lloyd Street
4.	18028	01-18-18	Mr. Gene Gray, 52, Bean Station, TN
5.	18038	01-21-18	Mr. James Harvey, 69, White Pine, TN
6.	*18039	01-23-18	Mrs. Patricia Greene, 68, 3232 Dover Road
7.	18040	01-23-18	Mr. John Becker, 75, Middlesboro, KY
8.	*18043	01-24-18	Mr. Robert Schultz, 34, 302 Highland Drive
9.	18046	01-28-18	Mr. Carl Stroud, 72, 2034 East Point Lane
10.	18050	01-31-18	Mr. Ronnie Simpson, 62, 904 Burns Drive

I certify that I attended to the cases listed above. I request the allocated fees of $40.00 per call:

10 Calls X $40. = $400.00

Sincerely,

SIGNATURE ON FILE
J.R. Thompson, Jr.
Deputy Coroner

erd/wbl

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Gathered and Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

MONTHLY REPORT

Hamblen County Deputy Coroner
437 Britton Drive
Talbott, Tennessee 37877
Phone: 423-312-7510

February 1, 2018

Hamblen County Commission
C/O Mr. Bill Brittain, County Mayor
Hamblen County Court House
Morristown, Tennessee 37814

Dear Commissioners:

The following Coroner calls were answered by me during the month of January.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18007	01-06-18	Mr. Mack Wolfe, 83, 417 Choctaw Street
2.	18034	01-19-18	Ms. Victoria Elkins, 65, 700 North Henry Street
3.	18036	01-20-18	Mrs. Evelyn Miller, 91, 739 East Second North Street

I certify that I attended to the cases listed above. I request the allocated fees of $40.00 per call:

3 Calls X $40. = $120.00

Sincerely,

SIGNATURE ON FILE

Jeffery Holt
Deputy Coroner

erd/jp

CC: Hamblen County Medical Examiner
* Indicates Autopsy Preformed
*1 All home addresses are Hamblen County unless otherwise stated.
& Toxicology Samples Sent to AXIS Forensic Toxicology (Formerly AIT Laboratories), Indianapolis, IN

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

January 30, 2018

To: Hamblen County Commission

From: Bill Brittain, Hamblen County Mayor

Re: ThreeStar Program Requirements

The State of Tennessee's ThreeStar Program administered by the Department of Economic and Community Development requires that we confirm certain financial information has been presented to the County Commission.

1) Debt Management Policy – The Finance Department and County Mayor present the County's Debt Management report each April. The report for Fiscal Year 2017-18 was made in April 2017;

2) Annual Cash Flow Forecast – The Finance Department must present an annual cash flow forecast for the appropriate fund prior to the issuance of debt. No debt has been issued in a few years thus requiring the cash flow forecast to be prepared.

3) Internal Controls Policy – State law requires that a documented system of internal controls for all County offices, funds and departments be prepared and kept on file. Hamblen County Government met that requirement during Fiscal year 2017-18.

Do not hesitate to contact us with any questions.

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

Return to Committee Cover Page

Hamblen County Commission
Finance Committee
Information Purposes Only

TENNESSEE
Hamblen County
SERVICE · COMMUNITY · INDUSTRY
OFFICE OF THE MAYOR

Report of Budget amendments approved by County Mayor during the month of January

Month JANUARY Year 2018

Fund #101 *DEPT:* COUNTY CLERK

Account Number	Description	Increase	Decrease
mw	**APPROPRIATIONS:**		
52500	**COUNTY CLERK**		
52900.334	Maintenance Agreements	510	
52900.349	Printing, Stationery and Forms		510
52500			
mw			

Brief Descriptions of issue:

To reclassify appropriations relating to birth certificates. Currently the office pays a fee each time they look up a certificate, this will allow unlimited monthly access.

Requesting Department

Signature: Penny Pettyjohn

Title : County Clerk

Date: 1-3-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 1-4-2018

For Finance Department Only:
Reviewed by: MW
Budget Amendment 101-035

Return to Committee Cover Page

Hamblen County Commission
Finance Committee
Information Purposes Only

TENNESSEE
Hamblen County
SERVICE · COMMUNITY · INDUSTRY
OFFICE OF THE MAYOR

Report of Budget amendments approved by County Mayor during the month of January

Month JANUARY Year 2018

Fund #101 *DEPT:* PLANNING

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
51720.509	Refunds	1,000	
51720.355	Travel		1,000

Brief Descriptions of issue:

To reclassify appropriations to allow for refunds.

RE: Chris May ReFund $923.75

ADH 2/7/18

Requesting Department

Signature: Lina Whitaker

Title : Department Manager

Date: Jan 3, 2018

Approval by County Mayor

Signature: Bill Buttram

Title : County Mayor

Date: 1/3/18

For Finance Department Only:
Reviewed by: MW
Budget Amendment 101-036

Return to Committee Cover Page

Hamblen County Commission
Finance Committee
Information Purposes Only

TENNESSEE
Hamblen County
SERVICE · COMMUNITY · INDUSTRY
OFFICE OF THE MAYOR

Report of Budget amendments approved by County Mayor during the month of January

Month JANUARY Year 2018

Fund #101 *DEPT:* SHERIFF'S DEPARTMENT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	SHERIFF'S DEPARTMENT		
54110.451	Uniforms	3,000	
54110.302	Advertising		1,000
54110.716	Law Enforcement Equipment		2,000

Brief Descriptions of issue:

To reclassify appropriations for additional uniform needs.

Requesting Department

Signature: Capt. Vodie Wayne Moore Jr

Title : Patrol/Admin Captain

Date: January 03, 2018

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 1-4-2018

For Finance Department Only:
Reviewed by: MW
Budget Amendment 101-037

Return to Committee Cover Page

Hamblen County Commission
Finance Committee
Information Purposes Only

RECEIVED
JAN 29 2018
OFFICE OF THE
HAMBLEN COUNTY MAYOR

TENNESSEE
Hamblen County
SERVICE · COMMUNITY · INDUSTRY
OFFICE OF THE MAYOR

Report of Budget amendments approved by County Mayor during the month of January

Month JANUARY Year 2018

Fund #101 *DEPT:* SHERIFF'S DEPARTMENT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	SHERIFF'S DEPARTMENT		
54110.451	Uniforms	2,500	
54110.599	Other Charges		2,500

Brief Descriptions of issue:

To reclassify appropriations for additional uniform needs.

Requesting Department

Signature: Debbie Hammond

Title : Executive Assistant

Date: 1-29-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 1-29-18

For Finance Department Only:
Reviewed by: 4017
Budget Amendment 101-041

Return to Committee Cover Page

Hamblen County Commission
Finance Committee
Information Purposes Only

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
OFFICE OF THE MAYOR

Report of Budget amendments approved by County Mayor during the month of January

Month JANUARY Year 2018

Fund #101 *DEPT:* COUNTY TRUSTEE

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	COUNTY TRUSTEE		
52400.334	Maintenance Agreements	2,461	
52400.355	Travel		1,000
52400.435	Office Supplies		1,000
52400.524	In Service / Staff Development		461

Brief Descriptions of issue:

To reclassify appropriations to cover Sturgis Web maintenance agreement for the remainder of the fiscal year.
It should be noted that the maintenance agreement line item was reduced during the budget process.

Requesting Department

Signature: [illegible]

Title : Trustee

Date: 1/10/18

Approval by County Mayor

Signature: Bill Bunch

Title : County Mayor

Date: 1/10/2018

For Finance Department Only:
Reviewed by: ADH

Budget Amendment 101-038

Return to Committee Cover Page

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

PERSONNEL COMMITTEE

Hubert Davis
Chairman

Joe Huntsman, Sr.
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Randy DeBord
Member

Stancil Ford
Member

John Smyth
Member

\Dana Wampler
Member

Hamblen County Government
PERSONNEL COMMITTEE

Monday, February 12, 2018
Immediately Following Adjournment of Finance Committee
Hamblen County Health Department Conference Room

AGENDA

1. **Call to Order** – *Chairman Hubert Davis*

2. **Visitors Wishing to Address the Committee** – *Chairman Hubert Davis*

3. **Old Business** – *Chairman Hubert Davis*
   a. None

4. **New Business** – *Chairman Hubert Davis*
   a. Revised & Updated Hamblen County Employee Handbook – *County Mayor Bill Brittain*

5. **Items of Interest (No Action Necessary)** – *Chairman Hubert Davis*
   a. None

6. **Adjournment** – *Chairman Hubert Davis*

EXECUTIVE SUMMARY

PROJECT: Update Hamblen County Employee Handbook

GOALS:

1. Review and update by adding or changing policies to comply with current Federal and State of Tennessee Employment Laws and Regulations.
2. Review and update by adding or changing Hamblen County written policies to reflect currently approved and enforced internal policies and procedures.
3. Format the updated document to facilitate use by Department Heads, Elected Officials, Supervisors, and all employees in a user-friendly manner.

SIGNIFICANT CHANGES:

1. Reorganization of content into logical categories
2. Addition of a Table of Contents
3. Added – Federal or State mandated
    a. Parental Leave (TCA section 4-21-408) - Section 4.7
    b. Break Time to Express Breast Milk (TCA section 50-1-305) Section
4. Added Previously Approved Policies (not in old Handbook)
    a. Longevity Pay – Section 3.8
    b. Education Pay – Section 3.9
    c. Military Pay - Section 3.10
5. Revised Policies for Clarification and Compliance
    a. Equal Employment Opportunity Act (Title VII and THRA sec 4-21-1010
        i. Retitled and referenced Americans with Disabilities – Section 1.0
    b. Immigration Reform Act (8 USC section 1101 and TCA section 50-1-103)
        i. Added acceptable identification and documentation - Section 1.1
    c. Workplace Harassment Policy - Section 1.3
        i. Expanded investigation process based on position accused of harassment)
    d. Drug-Free Workplace (TCA section 50-9-105) - Section 1.4
    e. Smoke-Free Workplace (TCA section 39-17-1801) – Section 1.5
        i. Expanded enforcement criteria
    f. Workplace Safety (29 USC section 651) – Section 1.6
        i. Expanded wording to include all OSHA compliance)
    g. Added Permanent Part-Time category - Section 2.0
    h. Added Cell Phone Policy – Section 5.6
    i. Emergency Response Policy – Section 3.2 – Dept. of Labor
    j. Compensatory Time – Section 3.4
        i. Clarified allowable use of Comp Time – requirement)
    k. Vacation Leave (five 5 days after six (6) months) – Section 4.2
    l. Sick Leave – Section 4.4 – Emphasized “No Donation or Loan” policy.
    m. Conflict of Interest
        i. Restated per legal advice - Section 5.9

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

EMPLOYEE HANDBOOK

Revised and Adopted

March 2018

Hamblen County reserves the right to alter or to modify the contents of the Employee Handbook at its sole discretion. Under no circumstances can this handbook create a contract of employment between Hamblen County and an employee. All provisions, limitations, and exclusions are not covered in this handbook. No rights accrue to any Hamblen County employee by any statement or omission from this handbook.

Introduction

This Hamblen County Employee Handbook has been designed to provide the employees of Hamblen County with a copy of the general Human Resources policies, benefits, practices and procedures as adopted by the Hamblen County Board of Commissioners pursuant to Tennessee Code Annotated 5-23-101 et seq. A summary of employee policies, benefits, practices and procedures are included.

This Employee Handbook is not an exclusive statement of all the terms of employment. The policies, benefits, practices and procedures covered herein are subject to change without notice, and the Hamblen County Board of Commissioners reserves the right to make final decisions as to the interpretation of each policy, benefit, practice and procedure covered herein.

Before Hamblen County shall be bound by any policy, benefit, practice or procedure not specifically addressed in this handbook, the policy, benefit, practice or procedure must be approved by written resolution of the Hamblen County Board of Commissioners.

No policy, benefit, practice or procedure contained herein creates an employment contract for any period. All employees of Hamblen County, Tennessee will be considered employees at will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of Hamblen County, Tennessee. Employees shall not be terminated in a discriminatory manner or in any illegal manner.

These policies, benefits, practices and procedures are not applicable to employees of the Hamblen County Department of Education or to any of the employees of any county official who has adopted his or her own Human Resources policy pursuant to T.C.A. section 5-23-101 et seq.

The effective date of this revised Human Resources Human Resources Policies and Procedures or Employee Handbook for Hamblen County, Tennessee is March 2018. This handbook supersedes any previously adopted handbook.

In accordance with applicable state and federal laws and regulations, and by resolution of Hamblen County Commission, these policies and procedures are established to guide all administrative Human Resources actions. Any oral or written statements contrary to this manual are disavowed by the Hamblen County Commission and should not be relied upon by the employee.

These Human Resources policies and procedures may be revised or amended through a written request by any elected official and/or department head and subsequent approval by the Hamblen County Commission. All employees will be notified of these changes by their Supervisor or Department Head/Elected Official.

By accepting employment, employees agree to conform to any changes, deletions, or additions to these policies and procedures during employment.

CONTACT INFORMATION

Employees may receive clarification of policies contained in this Employee Handbook or specific application of policies by first contacting his/her immediate Supervisor or the appropriate Department Head or Elected Official.

Additional clarification or information may be received by contacting the Hamblen County Human Resource Department by calling 423/586-1931.

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SECTION I
GENERAL POLICIES

It is the intent of Hamblen County both through written policy statements and in operations to comply with the letter and spirit of all applicable Federal and State Laws and Regulations pertaining to employment practices.

In the event of future modifications or changes in any applicable Federal and State Laws, this version of Hamblen County Policy will defer to the most current Federal and State interpretations.

1.0 EQUAL EMPLOYMENT OPPORTUNITY – (Title VII)

It is the policy of Hamblen County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Hamblen County does not discriminate in its hiring practice based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disable veteran, or status in any group protected by law.

In consistency with this policy, Hamblen County will abide by all provisions of the Americans with Disabilities ACT (ADA) to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor, Elected Official or Department Head. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or retaliation.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1.1 IMMIGRATION and NATIONALITY ACTS – (INA)

Hamblen County intends to fully comply with the Federal Immigration and Nationality Acts (8 USC section 1101) and the Tennessee Lawful Employment Act (TCA section 50-1-103) by assuring that all individual employed by Hamblen County are legally eligible to work in the United States.

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to supply the Elected Official or Department Head copies of documents proving this eligibility.

A valid Driver's License and a Social Security card are among the acceptable forms of proof of eligibility. Further information is available on the I-9 Form.

1.2 WORKPLACE VIOLENCE PREVENTION POLICY

Hamblen County is committed to providing a safe, healthy, and secure work environment. The presence of weapons, violence, threats of violence, and other disruptive behavior in the workplace is inconsistent with this commitment and will not be tolerated.

While Hamblen County has no intention of intruding into the private lives of its present or potential employees, Hamblen County expects all employees to report to work without possessing weapons and to perform their jobs without violence toward any other individual. Accordingly, this policy establishes Hamblen County's zero-tolerance for violence, as well as sets forth a plan to resolve such incidents if necessary.

This policy applies to anyone on Hamblen County government property, including but not limited to all employees, contractors, volunteers, interns, temporary employees, board members, and visitors.

Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals on Hamblen County property will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Hamblen County property shall be removed from the premises as quickly as safety permits, and shall remain off Hamblen County premises pending the outcome of an investigation.

Violation of this policy shall be considered misconduct and may lead to disciplinary action up to and including termination and/or appropriate legal action **if the violator is an employee**.

Violation of this policy by **non-employees** may result in suspension and/or termination of any business relationship, appropriate legal action, or other disciplinary response deemed appropriate. The County Mayor in unusual circumstances may grant exceptions from this policy.

DEFINITIONS:

1. **Threat:** The expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

2. **Physical attack**: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.

3. **Weapon:** Includes an explosive device or its component parts or an explosive weapon principally designed, made, or adapted for delivering or shooting an explosive weapon. A firearm including a machine gun, a short-barrel rifle or shotgun, or a handgun. Also, includes a switchblade knife or any other type of knife, knuckles, or any other implement for infliction of bodily injury, serious bodily injury, or death which has no common lawful purpose.

4. **On the Work Site**: Includes all property owned or occupied by Hamblen County (including company job sites) or in a company vehicle.

5. **Possession**: Shall include, but is not limited to, the presence of a weapon on the employee or in vehicles, lunch boxes, lockers, tool kits, bags, purses, cabinets, offices, etc.

6. **Property damage**: Intentional damage to property which includes property owned by Hamblen County, employees, visitors, or vendors.

GENERAL EXAMPLES OF WORKPLACE VIOLENCE:

1. All threats or acts of violence on Hamblen County property, regardless of the relationship between the agency and the parties involved in the incident.

2. All threats or acts of violence not occurring on Hamblen County property but involving someone who is acting in the capacity of a representative of Hamblen County.

3. All threats or acts of violence not occurring on Hamblen County property but involving a Hamblen County employee if the behavior affects the legitimate interests of the county government.

4. Any threats or acts resulting in the conviction of an employee or agent of Hamblen County, or an individual performing services on Hamblen County′s behalf on a contractual or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the county government.

SPECIFIC EXAMPLES OF WORKPLACE VIOLENCE:

1. Hitting or shoving an individual.

2. Threatening to harm an individual, family members, friends, or associates.

3. Damaging another person's property.

4. The intentional destruction or threat of destruction of property owned, operated, or controlled by Hamblen County government.

5. Making harassing or threatening telephone calls.

6. Sending harassing or threatening letters, other forms of written communication, or electronic messages. This includes efforts to harass, intimidate, threaten, bully, or defame individuals or departments of Hamblen County Government via cell phones or social media posts.

7. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of Hamblen County.

8. Harassing surveillance, also known as stalking, the willful, malicious, and repeated following of another person or making a credible threat with intent to place the other person in reasonable fear of personal safety.

9. Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on Hamblen property.

REPORTING VIOLATIONS OF THE WORKPLACE VIOLENCE PREVENTION POLICY:

Threats or assaults that require immediate attention by law enforcement should be reported to the police by dialing 911.

All employees (including independent contractors or their employees) and other persons on Hamblen County's property are responsible for notifying Hamblen County's Department Heads or Elected Officials of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on Hamblen County property.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior.

Any employee who feels he/she has been a victim of any act in violation of this policy should

immediately report the circumstances to his/her supervisor. If the immediate supervisor is not available, the employee should report the threat to a supervisor in their chain of command, Department Head or Elected Official.

MANAGEMENT′S RESPONSE TO REPORTS OF WORKPLACE VIOLENCE

Each supervisor shall promptly refer any such incidents to his/her Department Head or Elected Official who shall initiate an appropriate response in accordance with Hamblen County′s Human Resources Policies and Procedures. The County Mayor or his/her designee shall investigate the complaint.

At the conclusion of the investigation, additional administrative and/or criminal action may be taken against any individual in violation of this policy. An employee who violates this policy shall be subject to disciplinary action up to and including termination.

An employee who violates this policy, and is not immediately terminated, may be referred to an Employee Assistance Program (EAP) for evaluation and treatment. When such a referral is made, it is a condition of continued employment that the employee comply with all evaluation, treatment, and follow-up care as recommended by the EAP.

1.3 WORKPLACE HARASSMENT POLICY

Hamblen County is committed to providing a safe and secure work environment in which all individuals are treated equally with respect and dignity. Hamblen County strives to create an atmosphere that promotes equal opportunities and prohibits discriminatory practices.

In keeping with this commitment, Hamblen County will not tolerate harassment in the workplace based on sex, age, race, mental or physical disabilities, color, national origin, or religious beliefs.

This policy covers all employees and officers. Hamblen County will not tolerate, condone, or allow harassment whether engaged in by co-workers, supervisors, associates, outside clients, or other non-employees who conduct business with Hamblen County.

Hamblen County specifically prohibits sexual harassment in the workplace. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either of the following conditions exist:

QUID PRO QUO
Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment.
or

HOSTILE WORK ENVIRONMENT
This conduct substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Both perpetrators and victims of sexual harassment can be of either gender and sexual harassment can occur between persons of the same gender.

Reporting a Complaint of Harassment

Hamblen County encourages employees to report all incidents of harassment regardless of the status or job title of the perpetrator. Other persons who observe an offensive behavior committed on Hamblen County property or by a Hamblen County representative should report the event even if he/she is not the target of the behavior.

Discrimination, including harassment, in the workplace based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law is illegal.

Investigating the Complaint

All complaints will be investigated promptly. Confidentiality will be maintained throughout the investigative process to the extent practical and appropriate under the circumstances.

All officers and employees are required to cooperate in the investigation of any complaints made pursuant to this policy. In pursuing the investigation, the reporting officer and/or legal counsel will take the wishes of the complainant under consideration but will thoroughly investigate the matter as they see fit, keeping the complainant informed as to the status of the investigation.

Process of Resolving the Complaint

If an employee believes that he or she has been subjected to illegal discrimination or harassment or has been affected by inappropriate behavior related to employment with Hamblen County, the employee should report the incident promptly to the Department Head/Elected Official under whose direction the employee works. The Department Head/Elected Official will immediately notify the Human Resource Department of the complaint.

Complaint other than one against Department Head/Elected Official.

The Department Head/Elected Official with assistance from the Human Resource Manager will conduct a thorough investigation of the complaint. Based on the findings, the Department Head/Elected Official with assistance from the Human Resource Manager will determine and take the appropriate disciplinary action.

Complaint against a Department Head. The Human Resource Manager and the County Mayor will conduct a thorough investigation of complaint made against Department Heads. Based on the findings, the Human Resource Manager and the Hamblen County Mayor will determine and take the appropriate disciplinary action.

Complaint against an Elected Official. The Human Resource Manager with assistance from the County Attorney will conduct a thorough investigation. Based on the findings, the County Ethics Policy will be implemented in compliance with the State of Tennessee Ethics Policies. T.C.A. section 8-17-101 *et seq*

No adverse Human Resources action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a complaint; however, disciplinary action may be taken against any individual providing false information in connection with a complaint.

The purpose of having several persons to whom complaints may be made is to avoid a situation where an individual is faced with complaining to the person, or a close associate of the person, who would be the subject of the complaint. The Reporting Officer notified will report the incident to the County Mayor or legal counsel representing Hamblen County for investigation and resolution.

Retaliation against Complainant

Retaliation against any individual who has articulated any concern of harassment is prohibited. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same type of disciplinary action as perpetrators of harassment.

Resolving the Complaint

Upon completing the investigation of a harassment complaint, a decision as to whether harassment has occurred and the appropriate action to take on the complaint will be made by the County Official or his/her designee, or if the County Mayor is the subject of the complaint, by the Chairman of the County Commission Human Resources Committee. Hamblen County will communicate its findings and intended actions to the complainant and alleged perpetrators.

If the investigators find that harassment has occurred, the perpetrators will be appropriately disciplined up to and including termination. Hamblen County's ability to discipline a non-employee (e.g., client, supplier) is limited by the degree of control, if any. Hamblen County will, if harassment is substantiated and to the extent reasonable, take appropriate action.

If the reporting officer or panel of officers determines that no harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner.

False Accusation

False accusations of harassment make the investigation of valid complaints more difficult. If an investigation results in a clear finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant may be appropriately disciplined up to and including termination. The Department Head/Elected Official should consult with the Human Resource Manager and the County Attorney before disciplinary action is taken.

Appeal Process

If either party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision internally with Human Resources Department for review. If still dissatisfied, the party obviously has the right to seek outside legal counsel at their own expense.

1.4 DRUG FREE WORKPLACE POLICY

PURPOSE

Safe and Productive Environment – Hamblen County government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Hamblen County employees to remain, or become and remain, drug-free. Employee safety and rehabilitation serve as the foundations of this policy.

Outcomes Associated with Alcohol and Drug Abuse – Abuse and dependency on alcohol and/or drugs can seriously affect the health of employees, jeopardize their personal safety, impact the safety of others, and impair job performance.

Drug-Free Workplace Act of 1988 – Hamblen County is governed by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D). This Act requires Hamblen County to adopt a written Alcohol and Drug Policy which governs all employees.

Hamblen County Government has adopted a Drug Free Workplace Policy. All employees shall comply with all training requirements under such policy. Hamblen County's Drug-Free Workplace Program complies with both the Federal Drug-Free Workplace Act (41 U.S.C. Section 701) and the State of Tennessee Drug-Free Workplace Program

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This qualifies you for a discount on your WC insurance.

Omnibus Transportation Employee Testing Act of 1991 – Hamblen County government is governed by the Omnibus Transportation Employee Testing Act of 1991 (Pub. L. 102-143, Title V). This Act requires regular alcohol and drug testing in the aviation, motor carrier, rail, and transit industries in the interest of public safety. In addition, the Federal Highway Administration (FHWA) has issued a rule in accordance with the mandates of this Act requiring alcohol and drug testing of persons required to have a Commercial Driver's License (CDL), including persons employed by federal, state, and local government agencies.

Right to an Alcohol and Drug-Free Workplace – Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests – Alcohol and drug testing for employees shall be in

accordance with the provisions contained in Hamblen County's Alcohol and Drug Policy. Employees will be subject to the following alcohol and/or drug tests:

Pre-employment testing for applicants where applicable

Reasonable suspicion testing

Assignment to a position requiring a CDL

Return-to-duty testing where applicable

Treatment completion and follow-up testing

Random testing for CDL employees and employees in safety sensitive positions only

Communicating Alcohol and Drug Policy – Hamblen County has adopted this written policy to ensure the fitness of employees for duty as a condition of employment and to communicate that alcohol and/or drug testing is a requirement of employment.

GENERAL RULES

Use of Alcohol and Drugs is prohibited – Hamblen County employees may not use or be under the influence of drugs, narcotics, and/or any other controlled substance while at work. Alcohol is a drug and as such has no place in a drug-free workplace. Therefore, the use of alcohol while at work is prohibited by this policy. In addition, no employee may report to work under the influence of alcohol and/or drugs.

Prescription Medication – This policy does not prohibit the use of medicine prescribed by an employee's licensed physician. An employee who is required to take prescription medicine which may impair or impede his/her ability to perform his/her job should notify his/her supervisor of the medication prescribed. Use of prescribed medication may not exceed the prescribed dosage. Use of a prescription drug for which the employee has no prescription will be viewed as a violation of this policy.

Possession, Distribution, Sale and/or Manufacture of Alcohol and Drugs is Prohibited – Hamblen County prohibits employees from the possession, distribution, sale, and/or manufacture of alcohol, narcotics, drug paraphernalia, or any other controlled substance on Hamblen County property, in company vehicles, or when on-call.

Inspection of Property – All property belonging to Hamblen County is subject to inspection at any time without notice according to the provisions of Hamblen County's Workplace Search Policy. (Section 1.6)

Notice of Alcohol and Drug Testing – Notice of the alcohol and/or drug testing requirement shall be included in all job announcement postings and recruitment advertisements.

Consent to be Tested – Before an alcohol and/or drug test is administered, applicants and

employees will be asked to sign consent forms authorizing the test(s) and permitting release of the test results to Hamblen County officials with a need to know.

Testing During Work Hours – An employee who is required to submit to alcohol and/or drug testing during work hours shall be given time off with pay for that purpose.

Removal from the Work Site – An employee who is removed from the work site pending the results of an alcohol and/or drug test because the employee is deemed to pose a threat of safety or health may be granted administrative leave with pay until the test results have been received by Hamblen County.

Drugs to be Tested – When alcohol and/or drug testing is required, alcohol and approved substances listed in the Tennessee Controlled Substance Act may be tested for during the testing procedure.

Laboratory Testing Requirements

Laboratory Selection – Laboratories and collection sites for the alcohol and/or drug testing and specimen collection shall be obtained in accordance with the Hamblen County's procurement code.

Testing Procedures – Hamblen County shall ensure proper collection and chain-of-custody procedures are used by all collection sites to ensure reasonable consistency, specimen integrity, proper identification, and individual privacy.

Medical Review Officer – All positive drug test results (does not include breath analysis test results) are reviewed and interpreted by a physician, called the A Medical Review Officer. When the Medical Review Officer (MRO) receives a positive drug test from the laboratory, the MRO shall contact the applicant or employee, in person or by telephone, and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen. If the applicant or employee provides appropriate documentation and the MRO determines that this is legitimate medical use of the prohibited drug, the drug test result will be reported as negative. If no legitimate medical explanation or alternative medical explanation is found, the drug test result will be reported a verified positive.

Confidentiality of Test Results

Maintaining Alcohol and/or Drug Test Results – Individual alcohol and/or drug test results maintained pursuant to this policy shall be considered confidential by Hamblen County and its representatives to the extent it is appropriate, feasible, and permissible under applicable law.

Access to Alcohol and/or Drug Test Results – Alcohol and/or drug test results shall be reported to applicants and employees in as timely a manner as reasonable and be revealed only to those persons having an established need for the information.

Consequences of Failure to Comply – The goal of this policy is for employees to remain or to become and remain alcohol and/or drug-free. However, this policy shall not preclude

disciplinary action up to and including dismissal for circumstances that occur in connection with suspected alcohol and/or drug use or a positive alcohol and/or drug test. Failure to comply with the provisions of this policy may be used as grounds for disciplinary action.

Alternative to Disciplinary Action – Hamblen County reserves the right to allow employees to participate in an education and/or treatment program as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program including follow-up care and testing as a condition of continued employment.

Violation of Criminal Drug Statue in the Workplace – Any employee convicted of violating a criminal drug statute in the workplace shall inform his/her supervisor of such conviction (including please of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to so inform Hamblen County subjects the employee to disciplinary action up to and including dismissal for the first offense. Hamblen County will notify the federal contracting officer pursuant to applicable provisions of the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act.

APPLICANT TESTING FOR POSITIONS NOT REQUIRING A CDL

Notice to Applicants – Applicants shall be notified of the following:

- Existence and requirements of Hamblen County's Alcohol and Drug Policy;
- Testing will not be conducted without reading and signing the proper consent forms;
- Applicant is responsible for reporting to the collection site at the scheduled time;
- Time and location of alcohol and/or drug testing specimen collection;
- Proof of identification is required at the collection site;
- Applicant is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County testing procedures;
- Consequences of refusal to submit to alcohol and/or drug testing;
- Consequences of a confirmed positive alcohol and/or verified positive drug test result; and
- Applicant has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods – Urinalysis will be used to test for alcohol and/or drugs for employees not

required to have a commercial driver's license.

Testing Conditions – An individual offered employment in a position not required to have a CDL shall be required to submit to post-offer alcohol and/or drug testing as a condition of employment. These individuals are referred to as applicants in this policy.

Refusal to Consent – Refusal of an applicant to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in the withdrawal of the conditional offer of employment.

Failure to Provide Proof of Identification – Failure and/or refusal by an applicant to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and shall result in withdrawal of the conditional offer of employment. Photo identification is required. In exceptional circumstances, identification by an appropriate Hamblen County official or his/her designee may be acceptable.

Tampering with Testing Procedures and Results – If any applicant intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody, breaks identification procedures, or falsifies test results, then Hamblen County shall withdraw the conditional offer of employment and such actions shall be grounds for disqualification for all positions.

Failure to Report to Collection Site – Failure by an applicant to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in withdrawal of the conditional offer of employment.

Consequences of a Positive Alcohol and/or Drug Test – An applicant who receives a confirmed positive alcohol and/or verified positive drug test result or the equivalent shall have the conditional offer of employment withdrawn immediately. However, the offer of employment may be re-extended given a negative drug test result from the test of the split specimen.

Rights and Remedies

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the applicant that he/she has a verified positive drug test, the applicant has 72 hours following notification to request a test of the split specimen. The applicant shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disqualification Action – If the result of alcohol and/or drug testing is the basis for withdrawal of the conditional offer of employment, the applicant has no right to appeal this action.

APPLICANT TESTING FOR POSITIONS REQUIRING A CDL

Notice to CDL Applicants

Existence and requirements of Hamblen County's Alcohol and Drug Policy;

Testing will not be conducted without the employee reading and signing the proper consent forms;

Applicant is responsible for reporting to the collection site at the scheduled time;

Human Resources Manager shall notify time and location of alcohol and/or drug testing specimen collection;

Proof of identification is required at the collection site;

Applicant is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County's testing procedures;

Consequences of refusal to submit to alcohol and/or drug testing;

Consequences of a confirmed positive alcohol and/or verified positive drug test result; and

Applicant has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods for CDL Applicants – Urinalysis will be used to test for alcohol and/or drugs for employees required to have a commercial driver's license.

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Tampering with Testing Procedures and Results – If any applicant intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody, breaks identification procedures, or falsifies test results, then Hamblen County shall withdraw the conditional offer of employment and such actions shall be grounds for disqualification for all positions.

Failure to Report to Collection Site – Failure by an applicant to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in withdrawal of the conditional offer of employment.

Consequences of a Positive Alcohol and/or Drug Test – An applicant who receives a confirmed positive alcohol and/or verified positive drug test result or the equivalent shall have the conditional offer of employment withdrawn immediately. However, the offer of employment may be re-extended given a negative drug test result from the test of the split specimen.

Rights and Remedies

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the applicant that he/she has a verified positive drug test, the applicant has 72 hours following notification to request a test of the split specimen. The applicant shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disqualification Action – If the result of alcohol and/or drug testing is the basis for withdrawal of the conditional offer of employment, the applicant has no right to appeal this action.

EMPLOYEE TESTING FOR POSITIONS NOT REQUIRING A CDL

Notice to Employees – Employees shall be advised of the following:

Existence and requirements of Hamblen County's Alcohol and Drug Policy;

Testing will not be conducted without employee reading and signing the proper consent forms;

Employee is responsible for reporting to the collection site at the scheduled time;

Human Resources Manager shall notify employee of time and location of alcohol and/or drug testing specimen collection;

Proof of identification is required at the collection site;

Employee is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County's testing procedures;

Consequences of refusal to submit to alcohol and/or drug testing;

Consequences of a confirmed positive alcohol and/or verified positive drug test result;

Employee has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods – Urinalysis will be used to test for alcohol and/or drugs for employees not required to have a commercial driver's license. In cases of reasonable suspicion where alcohol use is suspected, both breath analysis and urinalysis will be used to test for alcohol and/or drugs.

Testing Conditions

Reasonable Suspicion – An employee may be required to submit to alcohol and/or drug testing as a condition of employment if two (2) people in the employee's supervisory chain-of-command have reasonable suspicion of alcohol and/or drug use by the employee. If the employee's immediate supervisor is an Elected Official or Department Head, one person in the employee's supervisory chain-of-command is sufficient. Reasonable suspicion means an articulate belief based on specific facts and reasonable inference drawn from those facts that an employee may be under the influence of alcohol and/or drugs. Reasonable suspicion as used in this policy means a judgment made regarding the employee's behavior or evidence found or reported and may be based on, but not limited to, one or more of the following:

An on-the-job accident or occurrence where there is injury or property damage, evidence to indicate the accident or occurrence was in whole or part the result of the employee's actions or inactions, and/or the employee exhibited behavior or in other ways demonstrated that the employee may have been using or under the influence of alcohol and/or drugs.

An on-the-job incident, such as, but not limited to, a medical emergency which may be attributable to alcohol and/or drug use by the employee.

Direct observation of behavior exhibited by the employee which indicates that the employee is unable to perform the employee's job, or which may pose a threat to safety or health.

Information that the employee may be using alcohol and/or drugs or is under the influence of alcohol and/or drugs, or the employee exhibits behavior that may render the employee unable to perform the employee's job or may pose a threat to safety or health. This information must be verified by a person with the authority as denoted in this policy to determine reasonable suspicion.

Physical on-the-job evidence of alcohol and/or drug use by the employee.

Documented deterioration in the employee's job performance that may reasonably be attributable to alcohol and/or drug use by the employee.

Presence of the physical symptoms of alcohol and/or drug use (e.g., liquor on the breath, slurred speech, unsteady walk, impaired coordination, displays of violent behavior, argumentative conversation, improperly talkative, loud or uncontrolled laughter, glassy or bloodshot eyes, slow reflexes, etc.).

Newly discovered evidence that an employee has tampered with a previous alcohol and/or drug test.

Arrest or conviction for an alcohol and/or drug related offense while on duty.

The identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.

Post-Accident Testing – Alcohol and drug testing shall be conducted after accidents on employees if there is property damage or personal injury, the employee's performance of a job function either contributed to the accident or cannot be discounted as a contributing factor to the accident and/or for all fatal accidents. Each surviving employee shall be tested for alcohol and/or drugs as soon as possible during the four (4) hours following the accident.

Assignment to a Position Requiring a Commercial Driver's License – An employee shall be required to submit to alcohol and/or drug testing as a condition of promotion, special assignment, or transfer into a position requiring a Commercial Driver's License.

Random Testing for Safety Sensitive Positions – Alcohol and drug testing will be conducted on a random unannounced basis for employees in safety sensitive positions, including equipment operators, highway workers and sanitation workers. The testing dates and times are unannounced, and tests are conducted with unpredictable frequency throughout the year. Employees will be randomly selected with each employee having an equal chance of being tested. The number of employees selected for random alcohol and drug testing may equal an annual rate of not less than 50% of the total number of employees in safety sensitive positions.

Return-to-duty Testing – Before an employee returns to duty after engaging in conduct prohibited by these regulations, the employee shall undergo a return-to-duty alcohol and/or drug test with a negative result.

Treatment Completion and Follow-up Testing – An employee required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug testing may be extended for up to sixty (60) months following return-to-duty.

Refusal to Consent – Refusal of an employee to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in immediate dismissal.

Failure to Provide Proof of Identification – Failure and/or refusal by an employee to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and will be considered grounds for immediate dismissal.

Tampering with Testing Procedures and Results – Any employee who intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody or identification procedures, or falsifies test results will be subject to immediate dismissal.

Failure to Report to Collection Site – Failure by an employee to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and will be considered grounds for immediate dismissal.

Consequences of a Positive Alcohol and/or Drug Test – Failure to comply with the provisions of this policy may be used as grounds for disciplinary action, up to and including dismissal. Hamblen County reserves the right to allow employees to participate in an education and/or treatment program approved by Hamblen County as an alternative to or in addition to disciplinary action. An employee who received a confirmed positive alcohol and/or verified positive drug test result shall be subject to the following conditions:

Removal from the Work Site – The employee will be removed from the work site until the next scheduled work day unless at least 24 hours have elapsed.

Treatment – An employee who receives a confirmed positive alcohol and/or verified positive drug test result may be evaluated by a Substance Abuse Professional (SAP). If the SAP determines that an employee does not require treatment, the SAP may recommend that the employee return to work in accordance with the provisions of this policy. Otherwise, an employee who receives a confirmed positive alcohol and/or verified positive drug test result may be referred to an approved education or treatment program. Payment for the treatment cost is the responsibility of the employee and is strictly dependent upon the provisions of the individual's health plan options.

Leave of Absence – Employees referred for education and/or treatment may be granted leave of absence to participate in an approved education or treatment program pursuant to this policy. If an employee does not have available accrued sick and/or annual leave, he/she may be granted leave without pay pursuant to Hamblen County's policies and procedures.

Verification of Participation – Employees referred to education and/or treatment shall be required to provide verification to his/her Elected Official or Department Head that he/she is participating in an approved education and/or treatment program to receive approved leave.

Verification of Completion – Upon completion of an approved education and/or treatment program, the employee shall be required to provide written documentation that he/she has successfully completed the initial education and/or treatment program. For the purposes of Hamblen County's policy, successfully completing the recommended education and/or treatment program means the employee completed the initial period of education and/or treatment and complied with the after-care program including attending support groups for a period of one year

or longer if recommended by the treatment provider. It also means the employee achieved and maintained an alcohol and drug-free state and will normally be determined by negative results from Hamblen County authorized alcohol and/or drug tests.

Failure to Complete Treatment – The employee shall be subject to dismissal if the employee fails to successfully complete an alcohol and/or drug evaluation and the approved education and/or treatment program.

Relief of Duty or Reassignment – If the Elected Official or Department Head determines that the employee poses a threat to safety and health at the work site while undergoing out-patient or after-care treatment, they may re-assign the employee in accordance with the department's policy or relieve the employee of duties pursuant to existing policies and procedures until such time that the threat no longer exists.

Refusal to Participate – Refusal by an employee to participate in an approved drug assessment and education or treatment program will be considered failure by the employee to successfully complete the approved education or treatment program for disciplinary purposes.

Return-to-duty Testing – An employee shall not return to duty until he/she has complied with specified treatment recommendations and has received a negative alcohol and/or drug test result.

Treatment Completion and Follow-up Testing – Employees required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug tests may be extended for up to sixty (60) months following return-to-duty.

Rights and Remedies

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the employee that he/she has a verified positive drug test, the employee has 72 hours following notification to request a test of the split specimen. The employee shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disciplinary or Disqualification Action – If the result of alcohol and/or drug testing warrants disciplinary or disqualification action, an employee shall be entitled to all the rights and remedies that are otherwise provided in Hamblen County's policies and procedures.

EMPLOYEE TESTING FOR POSITIONS REQUIRING A CDL

Notice to Employees – Employees shall be advised of the following:

Existence and requirements of Hamblen County's Alcohol and Drug Policy;

Testing will not be conducted without employee reading and signing the proper consent forms;

Employee is responsible for reporting to the collection site at the scheduled time;

Human Resources Office shall notify employee of time and location of alcohol and/or drug testing specimen collection;

Proof of identification is required at the collection site;

Employee is responsible for calling the Human Resources Manager from the collection site if he/she has a problem complying with Hamblen County's testing procedures;

Consequences of refusal to submit to alcohol and/or drug testing;

Consequences of a confirmed positive alcohol and/or verified positive drug test result; and

Employee has the right to request a test of the split specimen within 72 hours; he/she shall pay for the test of the split specimen.

Testing Methods – Breath analysis and urinalysis will be used to test for alcohol and/or drugs for employees required to have a commercial driver's license.

Testing Conditions

Reasonable Suspicion – An employee may be required to submit to alcohol and/or drug testing as a condition of employment if two (2) people in the employee's supervisory chain-of-command, one of whom is the Elected Official or Department Head or his/her designee, have reasonable suspicion of alcohol and/or drug use by the employee. If the employee's immediate supervisor is an Elected Official or Department Head, one person in the employee's supervisory chain-of-command is sufficient. Reasonable suspicion means an articulate belief based on specific facts and reasonable inference drawn from those facts that an employee may be under the influence of alcohol and/or drugs. Reasonable suspicion as used in this policy means a judgment made regarding the employee's behavior or evidence found or reported and may be based on, but not limited to, one or more of the following:

An on-the-job accident or occurrence where there is evidence to indicate the accident or occurrence was in whole or part the result of the employee's actions or inactions and/or the employee exhibited behavior or in other ways demonstrated that the employee may have been using or under the influence of alcohol and/or drugs.

An on-the-job incident, such as, but not limited to, a medical emergency which may be attributable to alcohol and/or drug use by the employee.

Direct observation of behavior exhibited by the employee which indicates that the employee is unable to perform the employee's job, or which may pose a threat to safety or health.

Information that the employee may be using alcohol and/or drugs or is under the influence of alcohol and/or drugs, or the employee exhibits behavior that may render the employee unable to perform the employee's job or may pose a threat to safety or health. This information must be verified by a person with the authority as denoted in this policy to determine reasonable suspicion.

Physical on-the-job evidence of alcohol and/or drug use by the employee.

Documented deterioration in the employee's job performance that may reasonably be attributable to alcohol and/or drug use by the employee.

Presence of the physical symptoms of alcohol and/or drug use (e.g., liquor on the breath, slurred speech, unsteady walk, impaired coordination, displays of violent behavior, argumentative conversation, improperly talkative, loud or uncontrolled laughter, glassy or bloodshot eyes, slow reflexes, etc.).

Newly discovered evidence that an employee has tampered with a previous alcohol and/or drug test.

Arrest or conviction for an alcohol and/or drug related offense or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking.

Post-Accident Testing – Alcohol and drug testing shall be conducted after accidents on employees if there is property damage or personal injury, the employee's performance of a job function either contributed to the accident or cannot be discounted as a contributing factor to the accident and/or for all fatal accidents. Each surviving employee shall be tested for alcohol and/or drugs as soon as possible during the four (4) hours following the accident.

Random Testing – Alcohol and drug testing will be conducted on a random unannounced basis for employees required to obtain a CDL. The testing dates and times are unannounced, and tests are conducted with unpredictable frequency throughout the year. Employees will be randomly selected with each employee having an equal chance of being tested. The number of employees selected for random alcohol and drug testing may equal an annual rate of not less than 50% of the total number of employees required to obtain a Commercial Driver's License.

Assignment to a Position Requiring a Commercial Driver's License – An employee shall be required to submit to alcohol and/or drug testing as a condition of promotion, special assignment, or transfer into a position requiring a Commercial Driver's License.

Return-to-duty Testing – Before an employee returns to duty after engaging in conduct prohibited by these regulations, the employee shall undergo a return-to-duty alcohol and/or drug test with a negative result.

Treatment Completion and Follow-up Testing – An employee required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug testing may be extended for up to sixty (60) months following return-to-duty.

Refusal to Consent – Refusal of an employee to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in immediate dismissal.

Failure to Provide Proof of Identification – Failure and/or refusal by an employee to provide proof of identification at the collection site, shall be considered refusal to consent to alcohol and/or drug testing and will be considered grounds for immediate dismissal.

Tampering with Testing Procedures and Results – Any employee who intentionally tampers with a sample provided for alcohol and/or drug testing, violates the chain-of-custody or identification procedures, or falsifies test results will be subject to immediate dismissal.

Failure to Report to Collection Site – Failure by an employee to report to the collection site within four (4) hours, in the absence of special circumstances as determined by the Human Resources Manager and/or his/her designee shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and will be considered grounds for immediate dismissal.

Consequences of a Positive Alcohol and/or Drug Test – Failure to comply with the provisions of this policy may be used as grounds for disciplinary action, up to and including dismissal. Hamblen County reserves the right to allow employees to participate in an education and/or treatment program approved by Hamblen County as an alternative to or in addition to disciplinary action. An employee who received a confirmed positive alcohol and/or verified positive drug test result shall be subject to the following conditions:

Removal from the Work Site – The employee will be removed from the work site until the next scheduled work day unless at least 24 hours have elapsed.

Treatment – An employee who receives a confirmed positive alcohol and/or verified positive drug test result may be evaluated by a Substance Abuse Professional (SAP). If the SAP determines that an employee does not require treatment, the SAP may recommend that the employee return to work in accordance with the provisions of this policy. Otherwise, an employee who receives a confirmed positive alcohol and/or verified positive drug test result may be referred to an approved education or treatment program. Payment for the treatment cost is the responsibility of the employee and is strictly dependent upon the provisions of the individual's health plan options.

Leave of Absence – Employees referred for education and/or treatment may be granted leave of absence to participate in an approved education or treatment program pursuant to this policy. If an employee does not have available accrued sick and/or annual leave, he/she may be granted leave without pay pursuant to Hamblen County's policies and procedures.

Verification of Participation – Employees referred to education and/or treatment shall be required to provide verification to his/her Department Head or Elected Official that he/she is participating in an approved education and/or treatment program to receive approved leave.

Verification of Completion – Upon completion of an approved education and/or treatment program, the employee shall be required to provide written documentation that he/she has successfully completed the initial education and/or treatment program. For the

purposes of Hamblen County's policy, successfully completing the recommended education and/or treatment program means the employee completed the initial period of education and/or treatment and complied with the after-care program including attending support groups for a period of one year or longer if recommended by the treatment provider. It also means the employee achieved and maintained an alcohol and drug-free state and will normally be determined by negative results from Hamblen County authorized alcohol and/or drug tests.

Failure to Complete Treatment – The employee shall be subject to dismissal if the employee fails to successfully complete an alcohol and/or drug evaluation and the approved education and/or treatment program.

Relief of Duty or Reassignment – If the Department Head or Elected Official determines that the employee poses a threat to safety and health at the work site while undergoing out-patient or after-care treatment, they may re-assign the employee in accordance with the department's policy or relieve the employee of duties pursuant to existing policies and procedures until such time that the threat no longer exists.

Refusal to Participate – Refusal by an employee to participate in an approved drug assessment and education or treatment program will be considered failure by the employee to successfully complete the approved education or treatment program for disciplinary purposes.

Return-to-duty Testing – An employee shall not return to duty until he/she has compiled with specified treatment recommendations and has received a negative alcohol and/or drug test result.

Treatment Completion and Follow-up Testing – Employees required to participate in a treatment program shall be subject to unannounced follow-up alcohol and/or drug tests. Follow-up alcohol and/or drug tests may be extended for up to sixty (60) months following return-to-duty.

Rights and Remedies

Right to Request a Test of the Split Specimen – If the Medical Review Officer (MRO) informs the employee that he/she has a verified positive drug test, the employee has 72 hours following notification to request a test of the split specimen. The employee shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

Disciplinary or Disqualification Action – If the result of alcohol and/or drug testing warrants disciplinary or disqualification action, an employee shall be entitled to all the rights and remedies that are otherwise provided in Hamblen County's policies and procedures.

1.5 SMOKE-FREE WORKPLACE POLICY

Hamblen County intends to fully comply with the Tennessee Non-Smoker Protection Act, Tenn. Code Ann. 39-17-1801.

Due to the adverse health effects of second-hand smoke, all facilities owned and operated by Hamblen County are designated as smoke-free environments. Employees are prohibited from smoking in offices, lobbies, maintenance shops, and all common areas of Hamblen County facilities

There shall be no usage of tobacco on the premises except for those areas specifically designated for the use of tobacco products. Smoking is permitted only in outdoor areas that are at least 20 feet from the entrance to office, break rooms, or other public areas.

The user is expected to remove any waste created using the tobacco products. All tobacco products must be disposed of in a safe and sanitary manner. Leaving tobacco waste products anywhere other than appropriate receptacles will result in progressive discipline up to and including possible termination.

Smokers are expected to observe the same guidelines as non-smokers regarding the frequency and length of break periods.

1.6 WORKPLACE SEARCH POLICY

All offices, desks, computers, files, voice mailboxes, lockers, and so forth provided by Hamblen County are considered property of the Hamblen County and are issued for the use of employees during their employment with Hamblen County. Employees should have no expectation of privacy related to any of the property.

Inspections or searches may be conducted of Hamblen County property at any time at the discretion of the Elected Officials and/or Department Heads.

If Hamblen County has probable cause to believe that any employee or customer is possessing, selling, or using illegal drugs, weapons, or stolen property on Hamblen County's premises, they reserve the right to notify proper law enforcement authorities and initiate appropriate searches.

Employees who, after proper inspection or searches, are found to be in possession of stolen property, weapons, or illegal drugs will be subject to disciplinary action up to and including termination.

1.7 SAFETY POLICY and PROCEDURES

POLICY

It is the policy of Hamblen County to comply with all applicable standards of the Occupational Safety and Health Act of 1970 (OSHA) including the general duty clause requiring employers to provide a safe and healthy workplace.

Commented [N4]: Your notes include; checking on required postings, applicable OSHA Standards, and required training.

Hamblen County provides information and training to employees about workplace safety and health issues through regular internal communication and group meetings. This information includes general safety rules and job-specific safety rules. The training will include special handling of equipment and wearing of personal protective equipment (PPE) where appropriate.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor.

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor

Safety is not a separate subject that we discuss when there is a problem or at special times of the year. Safety is one of the most important parts of our job because it must be a part of everything we do.

It is the intent of Hamblen County that all employees have the understanding and knowledge needed to prevent accidents. Hamblen County will make every effort to provide a workplace free of hazards and to train employees in safe working habits. Real Safety, however, is more than a set of rules and procedures. Safety is a way of life. Safety at work is a partnership between the company and all employees. Together we can create and maintain a safe and healthy work environment.

PROCEDURES

Our Safety Program can only be effective if every employee makes safety his or her responsibility. Each employee will receive area-specific training and information that will aid in identifying hazards and in developing safe work procedures.

The fact that there are potential hazards doesn't mean we do anything especially dangerous. Potential hazards exist at home as well as at work. Our cars can be hazards if we don't maintain them properly and drive them safely.

All employees should use common sense and follow these basic guidelines.

- Report any accident, injury, or illness immediately to the immediate supervisor.
- Inspect tools and protective equipment before use.

- Report any defective, malfunctioning, or "Just not right" tool, machine, or protective equipment item immediately.
- Wear protective equipment whenever appropriate, e.g. reflective jackets.
- Follow instructions on using tools and machines safely.
- Walk; don't run.
- Don't fool around or ignore safety rules.
- Keep the work area neat and the aisles clear.
- Ask questions about anything you don't understand.
- Always be alert to possible risks or anything that just "doesn't seem right."

1.8 WORKERS COMPENSATION POLICIES

All employees shall immediately report injuries occurring on-the-job to the direct supervisor. If the direct supervisor is unavailable, the employee shall report the injury immediately to the next supervisor in the chain-of-command.

If nobody in the chain-of-command is available, the employee shall call the Human Resources Manager immediately to report the injury. An employee who fails to immediately report an on-the-injury shall be subject to disciplinary action.

Employees with serious injuries requiring immediate medical attention shall be treated as soon as possible at the nearest hospital. When an on-the-job injury is reported, the supervisor shall notify the Human Resources Manager immediately. The supervisor shall ensure that the employee reports to the Human Resources Manager as soon as possible following the injury.

The Human Resources Manager will arrange for appropriate medical care, schedule a drug and alcohol test, and coordinate the completion of required forms. Supervisors must complete an Accident Investigation form and a First Report of Work Injury form after each injury and submit it to the Human Resources Manager.

An employee may select a physician from Hamblen County's list of approved Worker's Compensation physicians which is posted on all official Hamblen County bulletin boards.

Hamblen County is obligated to pay for an employee's treatment when it is provided by one of the physicians on Hamblen County's list. Employees are required to provide the Human Resources Manager with the doctor's report following each visit for treatment. It is the employee's responsibility to keep the Human Resources Manager updated regarding the status of his/her recovery. The Human Resources Manager will coordinate all claims information with Hamblen County's workers compensation insurance provider. Time off work due to workers compensation injuries may be designated as family and medical leave time.

Injuries After Normal Business Hours – If an employee has an on-the-job injury after normal business hours that requires medical attention, the supervisor should take the employee to the Emergency Department at Morristown Hamblen Healthcare System (or) Lakeway Regional Hospital. After initial evaluation, the employee should be referred to one of the physicians listed on the approved panel of physicians for Hamblen County employees for all follow-up treatment. Hamblen County's policy requires that all employees have a post-accident alcohol and drug test

when involved in an accident where there is personal injury or property damage. Drug and alcohol tests can be done at the Emergency Department of the hospital. The supervisor shall be responsible for telling the hospital staff that the employee is required to have a breath alcohol test and urine drug test. The Emergency Department staff will then arrange for these tests. The supervisor shall also be responsible for telling hospital staff that the employee's injuries have been reported as work-related and a claim will be filed with Hamblen County's workers compensation insurance. The supervisor shall make certain the employee does not provide the hospital with his/her personal health insurance information. The supervisor shall notify the Human Resources Manager of this injury at the start of the next business day and shall complete all required paperwork at that time.

Workers Compensation Payments for Lost Work Time – An employee is not entitled to receive workers compensation payments for lost work time unless he/she is disabled for a period of seven (7) calendar days. To continue his/her pay during the first seven days of absence, an employee may utilize accumulated sick and/or annual leave. If employee is out more than 7 calendar days, but less than 14 calendar days, workers compensation pays for calendar days 8 to 13. If the employee is out 14 calendar days or more, then workers compensation goes back to day one of lost time and begins paying from day one. An employee may not collect both workers compensation payments and accrued leave payments.

Commented [N5]: Discuss use of other leave in lieu of WC pay until exhausted with your WC carrier.

Denial of Workers Compensation Benefits – Hamblen County has a Workplace Violence Prevention Policy that prohibits threats and physical acts of violence. If an employee is injured while participating in a fight or after instigating a fight, then entitlement to workers compensation benefits may be impacted. Hamblen County is also designated as a Drug-free Workplace under Tennessee State law. If an employee receives a positive urine drug test or breath alcohol test following an on-the-job injury, then entitlement to workers compensation benefits may be denied. If an employee does not immediately notify Hamblen County of an on-the-job injury, the injury may be deemed not compensable under the workers compensation program.

Failure to Report Accidents and Injuries – Employees and/or supervisors who fail to immediately notify the Human Resources Manager of an on-the-job injury shall be subject to disciplinary action.

Employees are required to continue paying their portion of the group health care premium and premiums for any voluntary elected benefits while out of work for Worker's Compensation.

SECTION II
CLASSIFICATION and SELECTION PROCESS

2.0 DEFINITIONS

Employer herein means Hamblen County, a political subdivision of the State of Tennessee.

Full-Time Regular Employees are those who are hired to work and do work the county's normal, full-time workweek on a regular basis. These employees are eligible for employee benefits. For purposes of this definition, a full-time regular employee is determined by the number of hours worked and not by any designation contained in any decree or judgment establishing positions within the offices of Elected Officials or Department Heads as defined herein. The term "regular" as used herein shall mean consistently averaging thirty-seven and one-half (37.5) hours or more per week.

Permanent Part-Time Employees are those who are hired to work and scheduled to work at least thirty (30) hours per week. The existence of these positions has been proposed and approved based on the specific needs of each department. Permanent part-time employees are eligible for the standard benefit package with the exception of a pro-rated share of the standard vacation and sick leave benefits.

Part-Time Regular Employees are those who are hired to work and do work fewer than 30 hours per week on a regular basis. For purposes of this definition, a part-time regular employee is determined by the number of hours worked and not by any designation contained in any court decree or judgment establishing positions within the offices of Elected Officials or Department Heads as defined herein. Regular as used herein means consistently averaging fewer than 30 hours per week. ***These employees are only eligible for federally required benefit programs (Social Security, Medicare, Unemployment Compensation Insurance, and Worker' Compensation Insurance).***

Temporary Employees are those who are engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment for a limited period. ***These employees are only eligible for federally required benefit programs (Social Security, Medicare, Unemployment Compensation Insurance, and Worker' Compensation Insurance).***

Newly Hired Employees are those who have been employed by the county for less than three months. These employees are immediately eligible for only all the federally required benefits (as listed above), the Hamblen County Life Insurance Program, Tennessee Consolidated Retirement System, and our Health Clinic.

Employee-at-Will means an employee who serves or is employed at the discretion of the Employer. Regardless of the area of employment, all employees of Hamblen County, Tennessee are employees-at-will.

Work Week begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday of each week. Employees who are paid on an hourly basis will receive compensation at their regular rate of pay for all hours earned up to and including forty (40) in the workweek.

Broken Service means that period an employee is not receiving compensation from the Employer, such as approved leave of absence, suspensions, etc., except for military leave. If an employee's employment with the Employer ends, regardless of the reason, and subsequently returns, the employee's status will be that of a newly hired employee upon return unless requested by Department Head/Elected Official.

Independent Contractors, as defined by Tennessee case law, are not employees of Hamblen County, Tennessee and are not eligible for benefits.

Elected Official, are defined as Constitutional Officers which include a County Mayor, a Sheriff, a Trustee, a Register of Deeds, a County Clerk, any elected Clerk of a Court, Clerk and Master, an Assessor of Property, Highway Superintendent, General Sessions Judges, and any other official holding office as the result of an election. Elected members of the Hamblen County Legislative Body, Road Commissioners, and Constables are not considered full-time county employees.

Commented [NH6]: Added sentence

Department Head means a full-time regular employee of Hamblen County, Tennessee, appointed to be responsible for the administration of a department of the Hamblen County government, but excluding Elected Officials as defined above.

Benefits, for purposes of full-time regular employees, means matching social security, medical insurance, participation in the Tennessee Consolidated Retirement System, term life insurance, payment for recognized holidays, sick leave as defined herein, the accrual of vacation time, workers compensation, and other discretionary benefits described in the Employee Benefits section of this handbook.

Insurance and Retirement Benefits: The terms, conditions and eligibility for the term life insurance, health insurance and retirement benefits are controlled by statutes, documents and contracts entered by, with and between Hamblen County and the State of Tennessee.

2.1 CLASSIFICATION PLAN

Purpose - The classification plan shall provide a complete inventory of all authorized positions and an accurate description of each classification. Each classification is indicative of a specific range of duties and responsibilities and has the same meaning throughout all county government offices.

Authority - The County Mayor or his/her designee is responsible for developing, maintaining, and monitoring the classification plan.

Composition of the Plan - The classification plan shall consist of:

Class Titles - Class titles used shall be descriptive of the nature of each class. Class titles are to be used on all official count government records. However, other titles may be used as working titles during departmental routine to indicate authority, status in the department, or administrative rank.

Class Specifications - Written specifications for each class of positions shall be maintained. The specifications are meant to be descriptive of the kind of work performed and not necessarily inclusive of all duties performed. Specifications are to be interpreted in their entirety and in relation to others in the classification plan. Examples or phrases are not to be isolated and treated as a full definition of the class.

Skill Level - A grouping of all classifications which are basically equal when evaluated regarding the nature of work and knowledge and ability requirements, supervision exercised and scope of responsibility, scope and effect of decisions and actions, problem solving and complexity, nature, and extent of guidelines, application of authority, purpose and nature of work contacts, and physical or sensory demands or hazards.

Maintenance of the Classification Plan - The County Mayor, under the direction of the Hamblen County Commission, is charged with the maintenance of the classification plan. Maintenance shall include, but not be limited to, periodic review and revision of classification specifications and classification listing. The County Mayor shall recommend to Hamblen County Commission appropriate and necessary amendments to the classification plan based on these reviews.

New Classifications - When the County Mayor or his/her designee determines that a new classification must be added, the Classification Plan shall be revised and submitted to the Hamblen County Commission for approval.

Revision of Existing Classifications - The County Mayor or his/her designee shall periodically review the entire plan and recommend revisions to class descriptions to reflect gradual changes in the duties and responsibilities of existing classes over a period.

Abolition of Classifications - The County Mayor or his/her designee shall recommend the abolition of classes that are no longer required in the plan.

Review of Employee Requisitions - All Employee Requisitions submitted by department heads or elected officials shall be reviewed by the County Mayor or his/her designee to verify that the duties and responsibilities ascribed to the position(s) to be filled are assigned to the proper classification. Approval of such requisitions by the County Mayor or his/her designee shall constitute an assignment of the positions to the indicated class. If the requested classification on an Employee Requisition is not appropriate for the duties and responsibilities of the position, the County Mayor or his/her designee shall make a recommendation regarding a more appropriate classification assignment. The County Mayor or his/her designee shall verify that the requested positions have been approved in the current budget. Unbudgeted positions must be approved by the Hamblen County Commission for them to be filled.

Creation of New Positions - When a new position is to be created, the supervisor shall submit an Employee Requisition form and a completed Position Description Questionnaire to the County Mayor or his/her designee. They shall conduct a thorough job analysis to document the nature of the new position. The position may be assigned to an existing classification. If the position does not match an existing classification, then a new classification must be created. A

classification specification shall be written for each new classification. In addition, the County Mayor or his/her designee shall evaluate and recommend to the Hamblen County Commission the addition of the new classification to the Pay Plan and allocation to the appropriate skill level.

Reclassification of a Position - It is the intent of this rule to provide guidelines for monitoring the reclassification of an employee to ensure that merit systems principles are not circumvented. The basis for a reclassification must be a gradual accretion of duties and not a sudden change occasioned by a re-organization or the assignment of completely new duties and responsibilities. The process of placing an employee in an acting capacity in any position does not constitute a gradual accretion of duties.

A reclassification request may be initiated by an elected official, a department head, or by an employee. An employee who considers his/her position improperly classified shall first submit a Request for Reclassification through his/her immediate supervisor to the department head or elected official. The request shall include a statement of the reasons for requesting the study. If the elected official or department head finds merit in the request, he/she shall submit a recommendation to the County Mayor or his/her designee.

The County Mayor or his/her designee shall conduct a thorough analysis of the position. The analysis may include, but shall not be limited to, reviewing current class information, analyzing a completed Position Description Questionnaire, conducting a job observation, discussing the class with supervisors, and comparing this position with other positions in the class. The County Mayor or his/her designee shall recommend an appropriate classification based on the results of this analysis. If there is a disagreement between a department head or elected official and the County Mayor or his/her designee regarding appropriate classification, the Hamblen County Commission Human Resources Committee shall decide the issue.

2.2 RECRUITMENT

PURPOSE

The purpose of these policies and procedures is to facilitate the recruitment, selection, and appointment of the most qualified applicants and to ensure equal employment opportunity for all.

EMPLOYMENT APPLICATION FORM

Commented [N7]: Yes, Resumes may be accepted. However, a legal application should be completed following the offer of employment. The application along with the resume should become part of the employee file.

Applicants shall be required to complete an Employment Application form supplied for that purpose by Hamblen County. Employment applications are available during normal office hours in the County Mayor's office. All spaces on the employment application must be completed. Any applicant who knowingly makes any false statement in the Employment Application may forfeit the right to employment with Hamblen County.

Applications for posted vacancies shall be accepted only during the specified posting period. The application deadline for each vacancy is stated on the posting announcement. All applications received during this period will be compiled into an applicant pool for the vacancy. Applications received after the stated deadline shall not be eligible for consideration in filling the current vacancy.

In the event an applicant is not selected, the application will be kept on file for one (1) year. If an applicant wishes to be considered for another vacancy, the applicant must personally request that his/her application be activated for consideration for the posted vacancy. When an individual is hired, the Employment Application will be maintained in the employee's Human Resources file.

JOB-RELATED EXAMINATIONS

All examinations shall be consistent with the Uniform Guidelines on Employee Selection Procedures which were adopted by the EEOC, U.S. Civil Service Commission, and U.S. Departments of Labor and Justice. Such examinations shall be job related and reliably predict the applicant's ability to perform the duties of the position he/she is seeking.

Examination Parts: The examination shall consist of one or more of the following parts:

Written Test: This exam shall include a written demonstration designed to show the degree of knowledge, skills, and abilities which are required to successfully perform the duties of the classification being tested.

Oral Interview: This exam shall include a personal interview to show the degree of knowledge, skills, and abilities which are required to successfully perform the duties of the classification being tested. An oral interview may be used when a written test is either unnecessary or impractical to administer.

Physical Test: This post-offer examination by a physician consists of an evaluation of the applicant's medical history and physical condition to determine if the person can perform the essential functions of the assigned classification with or without accommodation. Certain positions may require the applicant to have a serology and chest examination.

Physical and Psychological Examinations:
Some departments may require a prospective employee to pass a post-offer employment physical and/or psychological examination prior to being employed

Motor Vehicle Records Check: - All applicants selected for appointment to a position which requires the operation of agency-owned vehicles shall be required to possess a valid Tennessee Driver's License, or a commercial driver's license if necessary.

Other: Any type of examination, other than those listed above, as might be determined appropriate by the Elected Official or Department Head.

2.3 SELECTION

Justification for Selection

The hiring authority or designated supervisor shall interview applicants according to a structured interview plan. Questions shall seek information about the applicant's

experience, education, training, abilities, and accomplishments which are related to the position he/she is seeking. The interviewer shall not ask questions about age, sex, race, national origin, political affiliation, physical and mental disabilities, religious beliefs, marital status and children, or other matters not related to the job. If no one is selected as a result of the interview process, recruitment efforts will again be initiated.

Rejection of Applicants

Applicants shall become ineligible for employment as a result of any of the following:

Statement by the applicant that he/she is no longer interested in employment with Hamblen County;

Failure to submit a complete application packet by the deadline stated on the job vacancy posting announcement;

Failure to pass any component of a job-related examination;

Failure to report to a required medical appointment, interview, etc.

Negative reference check of previous employers;

Providing false information on the application form, resume, etc.

Having a confirmed positive drug screen will result in disqualification for employment for a period of one (1) year from the date of the drug test; and/or refusing to submit to a drug test, refusing to sign the required consent forms, or failing to report for a drug test is considered the equivalent of receiving a confirmed positive drug test result.

2.4 PROMOTION, DEMOTION, TRANSFER

Promotions

It shall be the policy of Hamblen County to provide promotional opportunities to qualified employees whenever possible. Employees are encouraged to take advantage of these opportunities by qualifying themselves for advancement by obtaining additional education and training, performing at a high level, having an excellent attendance history, and showing an interest in obtaining more responsible work.

Applications from both inside and outside the agency may be accepted at the same time. If employees are equally or better qualified than the outside applicants, then employees will be given a hiring preference. However, it is the responsibility of Hamblen County government to fill openings with the best qualified people available, and if an outside candidate is the most qualified person for the job, he/she will be offered the position.

Eligibility for Promotion: Employees must meet the following requirements to be eligible to compete for a promotion:

Must have completed satisfactorily his/her initial hire period;

Must not have received a disciplinary action within the last twelve months; and

Must meet the minimum requirements as defined on the posting announcement.

Selection Process: The selection process will be administered according to the provisions of Section III: Recruitment, Selection, Appointment, and Separation of this manual.

Equally Qualified Candidates: When all other job-related factors are equal for two or more candidates, then years of service will be the determining factor.

Voluntary Demotions

An employee may voluntarily request a demotion. The employee's request shall be in writing to the Department Head or Elected Official. An employee may also apply for vacant positions which are at a lower skill level than his/her current classification. When an employee is selected for a voluntary demotion, his/her pay will be determined according to the provisions of Section II: Classification and Compensation Plan of this manual.

Transfers

An employee may be transferred from one position to another without significant change in his/her classification. A transfer may be initiated by the employee or Hamblen County. Hamblen County initiated transfers may be necessary because of a work force reduction, a change in operating procedures, or other special needs. Employees who refuse a county-initiated transfer may be laid off.

Eligibility for Employee-initiated Transfers: Employees must meet the following requirements to be eligible to request a transfer:

Must have completed satisfactorily his/her initial hire period;

Must not have received a disciplinary action within the last twelve months;

Must have a sound and valid reason for requesting a transfer; and

Must not have transferred at his/her own request within the past twelve (12) months.

Selection Process: The selection process will be administered according to the provisions of Section III: Recruitment, Selection, Appointment, and Separation of this manual. The hiring authority is not required to accept an employee who has applied for a transfer if for some reason he/she feels the employee is not a good match for the current vacancy.

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2.5 APPOINTMENT TYPES

All employees working for Hamblen County are employed at-will. Nothing in these policies and procedures shall be taken to imply any type of employment contract. The following definitions describe the types of employment at Hamblen County.

Regular - employed for an indefinite period as reflected in Human Resources records.

Temporary - employed for a specific period (such as seasonal, until a job is completed or to fill in for a sick or injured employee) as reflected by Human Resources records. A temporary appointment shall not exceed 12 months. Exceptions will be considered on a case-by-case basis

Full-time - scheduled to work at least thirty-seven (37.5) hours weekly.

Permanent Part-Time – scheduled to work at least thirty (30) hours weekly.

Part-time - scheduled to work less than 30 hours weekly.

2.6 INITIAL HIRE PERIOD – (Probationary Period)

All employees receiving an initial appointment to a regular, full-time position shall be required to complete satisfactorily a ninety (90) day initial hire period prior to receiving regular, full-time status. The initial hire period is an adjustment and trial period for the new employee during which the employee's attitude, work performance, job compatibility, and other job-related criteria will be observed by his/her supervisor. Some Administrative, Supervisory, or Management positions may require a six-month (180 day) period in which to adequately evaluate the employee's suitability for the position.

The supervisor may complete a job-related performance evaluation form no less than two weeks prior to the end of the employee's initial hire period. The supervisor may review the evaluation with the employee. After reviewing the form with the employee, the supervisor may submit the completed form and his/her recommendation to retain or dismiss the employee to the Department Head or Elected Official.

A supervisor may submit to the Department Head or Elected Official a performance evaluation and recommendation to dismiss an employee at any time prior to the completion of the initial hire period if such action is warranted.

~~Employees who successfully complete their initial hire period are eligible for all available employee benefits.~~

2.7 SEPARATIONS

Separation or Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

Voluntary Resignations

As a general practice, Hamblen County requests submission of a signed, written notice of intent to resign at least two weeks in advance. The Department Head/Elected Official, however, retains the option to end the employment upon receipt of the employee's notice.

Employees may request his/her Department Head or Elected Official to approve the withdrawal of a tendered resignation up until the end of the employee's last day worked. However, once a voluntary resignation has been tendered**,** the Department Head or Elected Official is not obligated to permit the employee to rescind the resignation.

Reduction in Force

An employee may be laid off when it is deemed necessary by reason of a shortage of funds or work; abolition of a position or other organizational changes; or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

Procedure - Lay-offs shall be made within classes of positions in affected departments. The order of lay-off shall be determined by the Department Head or Elected Official.

At least two weeks' notice, or two weeks' pay in lieu of notice shall be given except for persons employed for a specific period.

Demotion - An employee may be demoted when the employee would otherwise be laid-off.

Termination

In the general course of business, it may become necessary to terminate Hamblen County's employment relationship with an employee.

A decision to terminate may be the result of a variety of issues such as:

- inability of the employee to satisfactorily perform the essential job functions
- violation of Hamblen County Policies
- violation of Hamblen County Standards of Conduct; however,

Hamblen County absolutely reserves the right to terminate an employee at any time for any reason or no reason at all. Every County employee is an employee-at-will.

2.8 REHIRING FORMER EMPLOYEES

Generally, former employees will not be considered for re-employment. Exceptions may be made on a case-by-case basis if the former employee's performance met expectations and he/she left voluntarily with notice or through no fault of his/her own

2.9 REFERENCES FOR FORMER EMPLOYEES

It shall be the policy of Hamblen County Government, when contacted as a reference source regarding past employees and their employment, to provide only the name of the employee, positions held, and their dates of employment. No other aspect of the employee's work history is authorized for release.

SECTION III
COMPENSATION PLAN

3.0 OVERVIEW and DEFINITIONS

Purpose - The basic purpose of a pay plan is to enable an organization to recruit and retain competent employees. Major goals of the Pay Plan are as follows:

Provide compensation that is internally equitable;

Provide compensation that is consistent with pay in the surrounding market area; and

Allow for flexibility and adjustments in response to changing economic and employment conditions in the local job market.

Authority - The County Mayor or his/her designee is responsible for developing, maintaining, and monitoring the Pay Plan.

Composition of The Pay Plan - The Pay Plan consists of a system of fourteen (14) salary grades and a recommended pay range for each classification. There is a 50% spread between the minimum and maximum of each range with an established mid-point.

Skill levels 1 through 12 have a ten percent (10%) vertical spread.
Skill levels 13 to 14 have a 15% vertical spread

Maintenance of The Pay Plan - The County Mayor or his/her designee shall monitor factors that are relevant to sound compensation practices such as changes in cost of living, labor market conditions, recruitment problems, turnover experience and related factors. In addition, a salary and benefits survey shall be conducted periodically (at least every three years) to ensure the pay plan remains competitive. The County Mayor or his/her designee shall recommend to the Hamblen County Commission any revisions in the Pay Plan which are necessary and appropriate in view of the factors discussed above.

Administration of The Pay Plan - Salary ranges are intended to furnish administrative flexibility in recognizing individual differences among positions allocated to the same class, in providing incentive, and in rewarding employees for meritorious service. The following provisions shall govern the granting of within-range pay increase for employees:

Starting Rate of Pay - The minimum compensation of the pay range for each classification shall be the normal entry rate of pay. When unusual circumstances warrant, an employee may be offered a rate higher than entry level. Situations that may justify hiring above entry-level may include the following: appointment of an applicant whose qualifications greatly exceed minimum requirements for the position, a shortage of qualified applicants available at the minimum entry rate, or the most qualified applicants have declined employment at the entry rate.

Hiring above the minimum entry rate up to midpoint of the salary range shall be justified in writing by the hiring supervisor and approved by the County Mayor. Hiring rates above midpoint shall be justified in writing by the hiring supervisor and must be approved by the Hamblen County Commission.

Maximum Rate of Pay - An employee's rate of pay must be within the salary range for his/her classification. No employee shall receive a pay increase that exceeds the maximum rate of pay established for the class he/she occupies.

End of Initial Hire Period - (Probationary) - Employees who successfully complete the initial period of employment will be placed on a regular, full-time status.

Annual Cost-of-Living Increase - An annual increase may be granted to all regular, full-time and part-time employees based on changes in the cost of living as indicated by the National Consumer Price Index (CPI) and local data such as that provided by the University of Tennessee Center for Economic Research and the East Tennessee Development District. When it is determined that the cost of living has increased in any one year, an across the board increase may be given. Employees at the maximum of their salary range will be given a one-time lump-sum bonus equal to the percentage increase. All cost of living increases are subject to the Hamblen County Commission's approval and to the availability of funds.

Holiday Pay - Regular, full-time employees who are required to work on an official holiday shall receive holiday pay (regular straight time) for hours actually worked on the holiday to a maximum of 8 hours in addition to their regular pay.

Hamblen County Departments have the liberty of setting their respective hours of operation. The hours of holiday pay accrued by an employee is determined by the actual hours the employee is regularly scheduled to work. For example, if an employee is regularly scheduled to work a (37.5) hour workweek, the employee would receive seven and one-half (7.5) hours of pay thirty-seven and one-half (37.5) hours divided by (five days) for one day of holiday.

Pay Adjustments in Promotions, Reclassifications, Transfers, and Demotions

When an employee is promoted, demoted, or transferred, his/her rate of pay in the new position shall be established in accordance with the following:

Promotion - When an employee is promoted to a position in a higher skill level, a pay increase will be granted at that time. The amount of increase will be determined by the location of the employee's current salary in the salary range for the new position. If the employee's salary is below the minimum of the new range, the increase will be 10% or to the minimum of the new range, whichever is greater. If the employee's current salary is in the lower half of the new range, the increase will be 7%. If the employee's current salary is in the upper half of the new range, the increase will be 5%.

Reclassification - When an employee is reclassified to a class in a higher skill level, the employee's salary will be increased by 5% or to the minimum of the

new range, whichever is greater.

Transfer - When an employee is transferred from a position to another position in the same class, his/her salary will remain the same.

Demotion - When an employee is demoted for cause or as the result of a voluntary request, his/her salary shall be set at a rate within the new range. The department head or elected official will set the pay rate at an appropriate level within the range for the lower class that is equal to or less than the employee's current salary.

3.1 OVERTIME

The Fair Labor Standards Act of 1938 (FLSA), as amended, is a federal statute of general application that establishes a minimum wage, overtime pay, child labor, and equal-pay requirements. The provisions of Hamblen County's Overtime Policy comply with all requirements of the Fair Labor Standards Act (FLSA). The FLSA prescribes forty (40) hours as the number of hours employees who are not exempted from the overtime-pay requirement are required to work during any workweek without extra compensation for overtime. The general overtime rate of pay cannot be less than one and one-half times the employee's regular rate, and the employee must receive the overtime rate for all hours worked in excess of forty hours during any workweek. Compensation for all overtime may be provided to employees hired after the effective date of this policy, and for existing employees with a prior agreement or understanding with the county, as compensatory time off at the rate of one and one-half hour for each hour of overtime worked. Existing employees who have not entered into an agreement to receive compensatory time shall be paid an overtime rate of one and one-half times the employee's regular rate.

Authorized Overtime – Hamblen County employees shall not work more than 40 hours during any workweek unless the overtime work is authorized by a Supervisor and approved by the Department Head or elected official. Although all overtime worked will be compensated pursuant to the County's policy and the FLSA, working unauthorized overtime is a violation of county policy and will result in disciplinary action, up to and including termination of employment.

Time off for holidays when Hamblen County offices are closed shall be considered time worked. Time off for annual leave, sick leave, jury duty, or other leave shall be considered time worked.

All overtime must be authorized by appropriate Supervisory staff prior to the assignment of overtime. All authorized overtime must be within budgetary limitations. It is the responsibility of Supervisors, Department Heads, and Elected Officials to manage their Human Resources to minimize the necessity of overtime. If long-term overtime exists, management should analyze the staffing level to determine if additional staff should be hired rather than assigning overtime work. In the absence of a sufficient number of volunteers, Supervisors may require any employee to work overtime if he/she deems it necessary to meet the demands of the work. Employees shall not work overtime without first receiving the approval of their Supervisor. Except for payment for Compensatory Time, hours for which an employee is paid but has not worked will be used in the calculation of overtime. For the Sheriff's Department, the overtime is defined as work in excess of the 171 hours in the twenty-eight (28) day work period.

3.2 EMERGENCY RESPONSE POLICY

Return to Work from Home – When a non-exempt employee is "on-call" and an emergency requires the employee to return to the work site from home without prior notice, the employee's pay shall be determined under the Emergency Response Policy.

When an emergency requires the employee to work two (2) hours or less, the employee will be paid for two (2) hours at his regular pay rate unless the time causes the employee to exceed 40 hours for the work week. This guarantees an employee of a minimum of two (2) hours for the inconvenience of returning to work.

If the emergency requires the employee to work more than two (2) hours, the employee will receive pay for the number of hours actually worked.

Departments may make other accommodations to compensate employees who are called out for work for an emergency situation.

Emergencies Requiring Extension of the Normal Workday – When an emergency requires a non-exempt employee to work beyond his/her normal hours, the extra hours worked will be considered Emergency Response Time. The employee will receive regular pay for the number of extra hours (i.e., any hours over 8) actually worked that day unless the extra hours cause the employee to exceed 40 hours worked during the work period. The guaranteed two-hour minimum does not apply in this situation.

~~**Return to Work from Home** – When a non-exempt employee is on-call and an emergency requires the employee to return to the work site from home without prior notice, the employee's pay shall be determined under the Emergency Response Policy. The employee will be paid the overtime rate for the emergency response time irrespective of the number of hours actually worked during that workweek. Emergency response time begins when the employee arrives at the work site and ends when the employee leaves the work site.~~

~~When an emergency requires the employee to work two (2) hours or less, the employee will be paid for two (2) hours at the overtime rate. This guarantees to an employee a minimum of two (2) hours overtime pay for the inconvenience of returning to work. If the emergency requires the employee to work more than two (2) hours, the employee will receive overtime pay for the number of hours actually worked.~~

~~**Emergencies Requiring Extension of the Normal Workday** – When an emergency requires a non-exempt employee to work beyond his/her normal hours, the extra hours worked will be considered Emergency Response Time. The employee will receive overtime pay for the number of extra hours (i.e., any hours over 8) actually worked that day irrespective of the number of hours actually worked during that workweek. The guaranteed two-hour minimum does not apply in this situation.~~

3.3 WORKWEEK

The workweek for employees of Hamblen County begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday of each week.

Employees who are paid on an hourly basis will receive compensation at their regular rate of pay for all hours earned up to and including forty (40) in the workweek.

Annual hours of regularly scheduled work vary according to departments and positions:

Scheduled Annual Hours Based on Department Structure and Needs
1950
2080
2184

All employees of the Sheriff's Department who are non-deputies shall have a regular workweek as described in the first paragraph.

The salary paid to exempt salaried employees is compensation for all hours worked. The salary paid to non-exempt salaried employees is compensation for all hours worked by such employees up to and including forty (40) hours in the workweek.

The actual work schedule for each employee will be arranged by that employee's supervisor.

Sheriff Department employees working an annual schedule of 2,184 hours shall have a twenty-eight-day work period in accordance with the 7 (k) exemption provided under FLSA.

The work period for Sheriff Department employees working an annual schedule of 2,184 hours begins at 12:01 a.m. on Monday and ends at 12:00 midnight 28 days following.

(NOTE: ONLY IF SHERIFF DEPARTMENT IS A PART OF COUNTY WIDE POLICIES)

3.4 COMPENSATORY TIME

Definition

Compensatory time may be given to those employees who work overtime as provided in the section on "Overtime" and with whom the county has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime.

Administration of Compensatory Time

The decision on whether or not to pay overtime or grant Compensatory Time shall be made by each elected official, Department Head or Supervisor based upon his/her budgetary constraints. Each elected official, Department Head or Supervisor shall also be responsible for having each employee (existing or new hire) under his/her supervision for whom Compensatory Time shall be applicable, enter into the appropriate Compensatory Time Agreement.

Each elected official, Department Head or Supervisor shall be responsible for maintaining accurate records of accumulated Compensatory Time for each employee under his/her supervision and for carrying out the policies and procedures set out herein.

With regard to Compensatory Time issues affecting Department Heads or Supervisors, the County Mayor shall have the authority to direct the use or payment of such accumulated Compensatory Time in compliance with Hamblen County's policies and procedures.

Should it be determined by the County's Human Resources Committee that these policies and procedures are not being followed, the Human Resources Committee shall have the authority to direct and require any such employee not in compliance with the policies and procedures to immediately use his/her accrued Compensatory Time.

Use of Compensatory Time

Employees are encouraged to use their accrued Compensatory Time, and the County will make every effort to grant reasonable request for the use of Compensatory Time when sufficient advanced notice is given, and the workplace is not unduly disrupted. The maximum number of compensatory hours that an employee may accrue is sixty (60) compensatory hours.

Hamblen County ~~may~~ requires employees to use their accumulated Compensatory Time before using Vacation Time.
(*Source: page 18 Department of Human Resources Attendance and Leave Manual).*

Sick Time may be used before Comp Time with approval from the Department Head or Elected Official.

Any employee who has reached this maximum shall not work any additional overtime until the employee's accrued Compensatory Time has fallen below the maximum allowed, unless the employee receives advance written authorization from the employee's Supervisor. If the employee does not use Compensatory Time voluntarily, the employee's Supervisor may order the employee to use his/her Compensatory Time at specified times. Based upon budgetary constraints, Hamblen County reserves the right at any time to pay the employee in cash for any or all accrued Compensatory Time and/or to require the employee to use accumulated Compensatory Time

Any employee who has accumulated Compensatory Time shall be required to exhaust such accumulated Compensatory Time prior to taking leave or vacation time. Accumulated Compensatory Time shall be used by the employee by the end of the fiscal year during which it was accrued. The Supervisor or Department Head shall direct that any Compensatory Time accrued during the previous fiscal year and not so used, shall be taken within the first two (2) months of the subsequent fiscal year.

Any employee who receives a promotion and who has accumulated Compensatory Time in the employee's pre-promotion position should use the accrued Compensatory Time prior to assuming the new position. If this is not possible, Compensatory Time will be paid consistent with the pay rate at the time earned.

3.5 TIME RECORDS

Employees are required to correctly record their time worked. If the department has an official time clock, employees must clock in and out as directed.

If the department does not have a time clock, employees must record their hours on the forms provided for this purpose. Employees are required to fill in this form daily and, at the end of the workweek, sign and forward them to your supervisor for review and processing. *(Elected officials and part-time board members not generally subject to the Human Resources policy manual are exceptions to this policy.)*

Please ensure that your actual hours worked and leave time taken are recorded accurately. All time worked and time on leave is calculated for payroll purposes in fifteen (15) minute increments.

Falsifying these records is a crime under T.C.A. 39-16-504. Falsifying time records is also grounds for immediate termination. Time records shall be maintained at the County Mayor Office.

3.6 PAYDAY

All employees shall be paid on a semi-monthly basis. Paychecks will be distributed on the 15th and last working day of the month. Under no circumstances will any paycheck be distributed prior to 3:00 p.m. on the day before payday.

3.7 FINAL PAYCHECK

An employee whose services are being terminated, either voluntarily or involuntarily, shall be paid for all earnings which are due and accrued, plus all accrued vacation time, overtime and compensatory time on their final regular paycheck. In the event of death, the amount owing to the employee shall be paid to his or her estate or the surviving spouse as may be required by law.

The employee will not be compensated for any unused sick leave days, but unused sick leave days may be transferred to the Tennessee Consolidated Retirement System according to the plan's rules and regulations.

3.8 LONGEVITY PAY

Eligible Hamblen County employees are entitled to receive longevity pay. To be eligible to receive longevity pay, an employee must meet the following requirements:

- Occupy a regular full-time position within Hamblen County Government that qualifies the employee for other county employment benefits, i.e. health insurance, life insurance, retirement, vacation, and sick leave;
- Have accrued at least three (3) years of regular full-time employment within Hamblen County Government; and
- Apply and be approved for the longevity payment by the County Commission's Personnel Committee.

Temporary, casual or part-time employees, department heads and elected officials whose minimum salaries are set by the state legislature are **ineligible** to receive longevity. Time spent working in a part-time position is **not** included in the eligibility calculation for longevity pay. Employees whose full-time work history within Hamblen County Government (HCG) is interrupted will receive credit for all previous full-time employment. For instance, if an employee works 18 months for a county department and leaves employment (and is not terminated for cause) for a period of time, that employee will receive credit for the 18 months toward the three (3) year eligibility requirement if he/she returns to work for HCG.

Employees must complete an application (available from the Human Resources Manager) to qualify for longevity pay. The application will be reviewed by the County Commission's Personnel Committee which will either approve or deny the application. Employees should allow 30 days for their application to be processed. If an application is denied, the applicant can request an appeal hearing before the Personnel Committee.

Full-time employees who qualify for longevity pay will receive $75 per year of service not to exceed $2,250. The longevity pay will be paid annually with the last pay check of the employee's anniversary month. Longevity pay will be administered as a lump sum payment with the applicable payroll taxes and retirement contribution deducted and will not become part of the employee's base pay.

Longevity pay will not be included on a pro-rated basis when end of employment or termination pay is calculated. An employee must be an active employee on his/her anniversary date to receive the longevity pay for that year.

3.9 EDUCATION PAY

It is the policy of Hamblen County Government to provide employees with a compensation program that fairly compensates employees for the jobs and responsibilities that they hold, establishes compensation equity within the organization and is competitive within the labor market.

The Hamblen County Commission added an education to the pay plan effective with the 2016-17 fiscal year. The education component provides employees who have successfully completed a post-secondary degree or certificate program with a pay increase based on the degree earned. All employees of Hamblen County Government are encouraged to apply.

Temporary, casual or part-time employees, department heads, and elected officials whose minimum salaries are set by the state legislature are ineligible for receipt of Education Component.

Initial Implementation

Employees who hold post-secondary degrees or certificates must complete an application (available from the Human Resources Manager) for the education incentive and provide proof that he/she has earned the degree/certificate. Documented proof of the degree/certificate includes a photo copy of the original diploma or certificate or a certified copy of the official transcript from the education institution. An official transcript is one that has been received directly from the school. It must bear the college seal, date of completion and the Registrar's signature. Master's degrees qualify for the education incentive when they are related to the position the employee holds.

The application must be submitted to the Human Resources Manager for review by the County Commission's Personnel Committee which will approve or deny the application.

Education incentive amounts are not one-time lump sum payments. Rather, the increase is added to the base pay hourly rate and included in the calculation of any COLA employees may receive in subsequent years. Employees should allow 30 days for their application to be processed. The education increase is effective the pay period immediately following the approval of the application.

On an annual basis, the increases are as follows:

Certified Public Administrator (CTAS, COCTP)	$200.00
Associate's Degree/CTE Certificates	$350.00
Bachelor's Degree	$850.00
Master's Degree	$1600.00

Employees can qualify for one increase based on the highest level of education achieved. For example, if an employee has an Associate's degree and a Bachelor's degree, that employee would qualify for the increase for the Bachelor's degree. Multiple degrees and/or certificates do not qualify employees for multiple increases.

Continuum of Program

Employees can qualify for an education incentive if they increase their education attainment while employed with Hamble County Government. For example, if an employee was hired without a qualifying post-secondary degree/certificate but earns the degree/certificate during his/her employment, the employee can apply for and be awarded the education increase. Also, if an employee has achieved a qualifying level of education and while employed with Hamblen County Government earns higher degree, he/she can receive an increase reflecting the higher degree. An example is: an employee holds an Associate's Degree and while employed with Hamblen County earns a Bachelor's Degree, he/she will receive a $500 increase to his/her base pay.

For newly hired employees, department heads should not include the education attainment amount with the starting pay for the new employees. The education component can be added and become effective the pay period immediately following the completion of the new employees' probationary periods if the applications are approved by the County Commission's Personnel Committee.

3.10 MILITARY SERVICE PAY

County employees who have active military service can qualify for a military service increase. Time with reserves does not qualify for the program. Employees with active military service can submit an application with documentation (discharge papers) proving their years of service. The military service pay increase will be awarded to employees who received an honorable discharge. The amount will be added to the base pay hourly rate. An employee cannot receive both pay supplements for education attainment and military service. The employee should apply for the supplement that would provide him/her the largest pay increase. Employees should allow 30 days for their application to be processed. The military service increase is effective the pay period immediately following the approval of the application.

On an annual basis, the increases are as follows:

2-10 Years of Active Military Service	$350.00
11-15 Years of Active Military Service	$850.00
16+ Years of Active Military Service	$1600.00

For newly hired employees, department heads should not include the military service amount with the starting pay for the new employees. The military service component can be added and become effective the pay period immediately following the completion of the new employees' probationary periods if the applications are approved by the Count Commission's Personnel Committee.

SECTION IV
EMPLOYEE BENEFITS

4.0 HEALTH INSURANCE

At the time of new-hire orientation, employees will receive information related to all Hamblen County sponsored insurance programs including the employee's eligibility for each program, and the enrollment period.

Information regarding life insurance, medical insurance and retirement plan benefits offered to full-time regular employees of Hamblen County, Tennessee can be obtained in the Human Resource Office or the Office of the County Mayor.

In cooperation with the City of Morristown, Hamblen County operates an Employee Health Clinic available to all full-time employees and their dependents (2 years or older) who are covered under the County's Medical Plan.

Commented [NH8]: Added highlight to emphasize addition of this benefit.

Full-time employees may choose not to participate in the County's Health Insurance Plan but still qualify for membership to the Employee Health Clinic. In this event, the employee's dependents would not qualify for membership. The County Mayor or his/her designee must approve the employee's written request.

Clinic hours of operation are available in the office of the Human Resource Manager. Appointments may be scheduled by calling the clinic directly at **877/423-1330** or on line at **www.carehere.com**.

4.1 TENNESSEE CONSOLIDATED RETIREMENT SYSTEM

Regular full-time employees will be automatically enrolled in the Tennessee Consolidated Retirement System. Additional information will be part of the new-hire orientation process.

4.2 VACATION LEAVE

Vacation is one way the county shows its appreciation to you for your contribution to the administration of county government.

Part-time employees do not qualify for vacation leave.

Full-time Regular Employees are eligible for vacation time off once they have completed six (6) months of service as a full-time employee – at which time five (5) days of vacation will be available. For purposes of this policy, a vacation day shall mean a normal workday for the employee.

All County employees funded under the general fund, highway fund and garbage fund ("major fund categories") shall complete a time sheet as provided by the county Human Resources Manager listing hours worked, vacation leave and sick leave during prescribed period of work. In departments having time clocks, the Supervisor will indicate type of leave on the card when approving.
(*Elected officials and part-time board members not generally subject to the Human Resources policy manual are exceptions to this policy.*

Commented [NH9]: Added sentence to cover time clocks.

Vacation Time Accrual Rate – Vacation time is credited by employees on January 1st. Hamblen County departments have the liberty of setting their respective hours of operation. Some departments and employees maintain less than a 40-hour workweek. For eligible employees, vacation time accrued is determined by the actual hours an employee is regularly scheduled to work. For example, if an employee is regularly scheduled to work a 37.5-hour workweek, each week of vacation accrued by such employee is equal to 37.5 hours. Accordingly, one day of vacation time accrued or used is equal to 7.5 hours (37.5 hours divided by five days.)

Accumulation of Vacation Time – Vacation time may not be accumulated and carried forward to the next year. Any unused vacation time may be rolled over into sick leave.

Commented [N10]: Your note references change if accrual goes to monthly

Use of Vacation Time – vacation leave may be used only at times approved in advance by the Employer/Department Head/Elected Official. Vacation requests will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the Elected Official's or Department Head's decision if this will create a hardship upon the department. No employee may give or loan vacation time to another employee.

Hamblen County **requires** that accumulated compensatory time be used in advance of vacation ~~or any other type of~~ leave. *Refer to Section 3.4 for details*

Commented [NH11]: Changed to be consistent with State policy in section 3.4

Termination of Employment – Upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued and has not been converted into sick leave. Payment shall be made based upon the daily rate of compensation the employee receives as of the time of termination.

Vacation Time Schedule – The following schedule displays the vacation earning policy for each year of continuous and uninterrupted employment

Full-Time Regular Employees

Years of Service As of anniversary date	Length of Vacation With Pay
After six months	5 days
2 through 9 years	10 days
10 through 19 years	15 days
20 or more years	20 days

4.3 HOLIDAYS

Because of the variety of county services, all employees may not be able to observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your Elected Official or Department Head will tell you in advance.

New Year's Day (C J)	January 1st
Martin Luther King Day	Day of Observance (January)
Good Friday (G)	Friday prior to Easter
Memorial Day (G)	Last Monday in May
Independence Day (G)	July 4th
Labor Day (G)	1st Monday in September
Columbus Day (C J)	Day of Observance (October)
Veteran's Day (C J)	November 11th
Thanksgiving (G)	4th Thursday and Friday in November
Christmas (G)	2 ½ days ** Generally, ½ day on the 24th and all of the 25th and 26th. If the 25th falls on Saturday or Sunday, the holiday will be Full or half on Friday depending on whether the office is usually open on Saturday

(G = general holiday for all county employees; C = Courthouse employees only; J = Justice Center employees only)

If a holiday falls on a weekend (Saturday or Sunday), the County Mayor in conference with Department Heads and elected officials will determine when the holiday will be observed.

Example: Saturday holidays might be observed on Fridays and Sunday holidays might be observed on Mondays. The County Mayor will insure that all departments are informed of the decision prior to the actual observed holiday and official closing of offices and departments.

LEAVE RECORDS

Employees requesting leave are required to record leave on forms provided by the county. The forms are to be given to the Elected Official or Department Head by the employee. Time sheets or cards will reflect the type of leave being taken. All leave forms other than FMLA will be maintained in the respective department. All FMLA forms and time sheets will be retained at the office of the County Mayor.

4.4 SICK LEAVE

Earning and Accumulating Sick Days – Sick Leave will be considered a benefit and a privilege and not a right. Full-time regular employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). There are no maximum sick leave credits. Each sick day earned by an employee shall be equal to the employee's regularly scheduled workday. For example, if an employee is regularly scheduled to work 37.5 hours per week, each earned sick day equals 7.5 hours (37.5 hours divided by five days). The employee shall not be paid for accumulated sick leave credit days but shall be able to count the unused sick leave credit days toward their retirement (to the extent allowed under the rules and regulations under TN Consolidated Retirement System).

The Elected Official or Department Head reserves the right to require an employee who misses work for five consecutive days due to sickness to furnish his or her Employer with a doctor's certificate, certifying they were unable to work.

Use of Sick Leave – An employee may use sick leave allowance for absence due to his or her own illness or injury or the illness or injury of the employee's immediate family as defined under Section 4.6. Sick leave may also be used for appointments with our Employee Clinic, a licensed doctor, dentist, or recognized practitioners. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated, and the time changed to sick leave.

Sick Time may be used before Comp Time with approval from the Department Head or Elected Official. *Refer to Section 3.4 for details*

Commented [NH12]: Changed to be consistent with State policy in section 3.4

No employee may give or loan sick leave time to another employee.

Notice of Sick Leave – An employee is required to notify the Elected Official or Department Head by the beginning of the employee's work shift or, in the case of emergency, as early as possible on the first day of their sick leave absence.

Exhaustion of Sick Leave – Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or comp time remaining. The employee must request that additional leave be credited against the remaining vacation or comp time.

4.5 FAMILY MEDICAL LEAVE

Hamblen County is fully compliant with the Family Medical Leave Act of 1993 (FMLA). Following is a general explanation of eligibility, use, and administration of this benefit. Questions may be directed to the Human Resources Manager for additional detail.

In general, a Family and Medical Leave of Absence (FMLA) is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to

qualifying family or medical reasons as described under the following Family – Medical Leave Policy, which shall be administered in accordance with all applicable state and federal laws:

1) Employees are eligible if they have been actively employed for at least 12 months and have been employed for at least 1250 hours of service (an average of 25 hours per week) during the 12-month period immediately preceding the commencement of leave. FMLA leave provided for under this policy shall run concurrently with any Tennessee maternity leave entitlements.

2) Under circumstances set forth below, each eligible employee shall have up to a total of 12 weeks during any one-year period. Pursuant to this policy, the 12 – month period utilized is a "rolling" 12 – month period measured backward from the date an employee uses any FMLA leave.

3) Family and Medical Leave will be granted to eligible employees for one or more of the following reasons:

   a) For birth of a son or daughter, and to care for the newborn child;

   b) For placement with the employee of a son or daughter for adoption or foster care;

   c) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and

   d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.

4) For the purposes of this policy the following definitions apply for the purposes of an employee qualifying to take FMLA leave:

   a) Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized;

   b) Parent means biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a son or daughter as defined in (c) below. This term does not include parents "in law";

   c) Son or daughter means a biological, adopted, or foster child, s stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability.

   d) Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for and financially support a child or, in the case of employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

e) The County reserves the right to require for the purposes of confirmation of a family relationship that the employee giving notice of the need for leave provide reasonable documentation or a statement of family relationship.

5) Whenever possible, and subject to your health care provider's approval and certification, when planning medical treatment, eligible employees must consult with their Department Head or Elected Official and make a reasonable effort to schedule the leave so as not to unduly disrupt the Department's operations.

a) Employees are expected to consult with the Department Head or Elected Official prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of both the employee and the County;

b) If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment fails to consult with the Department Head or Elected Official to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the County's operations, the Department Head or Elected Official will initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the employee's health care provider.

6) If an employee submits a certification signed by a health care provider, the County may, with the employee's permission, have a health care provider representing the Employer contact the employee's health care provider for purposes of clarification and authenticity of the medical certification. Under appropriate circumstances the County may require the employee to obtain a second opinion at the County's expense. The health care provider utilized in these circumstances will be designated by the County to furnish a second and/or third opinion, but the selected health care provider will not be one that is employed by the County on a regular basis.

7) In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the County notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. It is expected by the County that an employee will give notice to their Department Head or Elected Official within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. In all instances of FMLA leave the County reserves the right to request medical certification outlining the expected duration and nature of the illness, as it relates to the employee's ability to come to work, or the need for that employee's need to care for family members with serious health conditions or for other FMLA qualifying reasons.

8) When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, 30 days advance notice is required. In the event thirty (30) days' notice is not practicable due to a lack of knowledge of approximately when the leave will be required to begin or due to a change in circumstances or medical emergency, notice must be given by an employee as soon as practicable.

a) To assist the County in arranging work assignments during an employee's absence, the County requests that employee's give the County prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of the employee's expected return to work date;

b) To facilitate an employee's return to work, the County requests that the employee provide the employee's Department Head or Elected Official with two weeks advance notification of the employee's intended return to work date;

c) If an employee fails to give timely notice when the need for FMLA leave is foreseeable, the employee may be required to delay the taking of FMLA leave until 30 days after the date the employee provides appropriate notice to the County of the need for FMLA leave;

d) The County understands that under certain circumstances it may be necessary for an employee to take more leave than originally anticipated or an employee may discover after the beginning of FMLA leave that circumstances have changed, and the amount of leave originally anticipated is no longer necessary. In these situations, the employee is required to provide the County reasonable notice, within two business days, of the changed circumstances where foreseeable;

e) If an employee advises the Employer either before or during the taking of FMLA leave that the employee does not intend to return to work, our employment relationship will end and the employee's entitlement to continued leave, maintenance of health benefits, and restoration to the job shall cease; and

f) If an employee is able to return to work earlier than anticipated, the employee shall provide his/her Department Head or Elected Official two weeks advanced notice where feasible prior to returning to work.

9) For purposes of FMLA leave, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

a) In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity such as an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from, or any subsequent treatment in connection with such in-patient care; or

b) Continuing treatment by a health care provider which includes any one or more of the following:

1) a period of incapacity (inability to work, attend school or perform other regularly daily activities due to the serious health condition, treatment therefore, or recovery there from, of more than 3 consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves additional treatment by a health care provider, nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services such as a physical therapist,

under orders of, or on referral by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.

10) Leave of absence rights and sick leave available to employees under other sections of our policies shall be counted towards the total time off available under our FMLA policy, if the leave is FMLA qualifying.

11) On return from FMLA leave employees will be returned to the same position the employee held when leave commenced, or to an equivalent position.

a) If an employee is unable to perform an essential function of his/her position because of a physical or mental condition, including the continuation of a serious health condition, the employee will have no right to restoration to another position under the Family and Medical Leave Act;

b) However, this does not mean an employee will not be returned to work even if they are unable to do so at the conclusion of their FMLA leave entitlement as the County will seek to return employees to a suitable position, although the County cannot guarantee that one will be available. Regardless of whether an employee can return to an available position, the employee may nevertheless remain eligible for continuing disability pay benefits during this additional leave period in accordance with applicable insurance coverage;

c) If an employee is unable to return to work after the expiration of their FMLA leave entitlement (12 weeks or less depending on the individual employee's use of leave during the rolling 12 – month period), the employee shall forfeit his/her reinstatement rights under the FMLA, but may be returned to work to an alternate position for which the employee is qualified if such a position is available; and

d) If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the County will attempt to transfer such an employee to alternate suitable work, if available.

12) While on an FMLA leave of absence provided for under this policy, the County will continue employee group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks during the applicable 12 – month period. If an employee's leave extends beyond 12 weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

Employees are required to continue paying their portion of the group health care premium and premiums for any voluntary elected benefits while out of work for Family Medical Leave.

13) Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of the commencement of FMLA leave, but shall not accrue during any unpaid FMLA leave.

14) During any period of FMLA leave, you may be eligible for sick pay benefits. Employees should refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars of such policies.

4.6 BEREAVEMENT LEAVE

In case of death in the employee's immediate family, the employee will be given 3 days paid leave which will not be charged to vacation leave. Employee shall receive his or her regular compensation based on his or her regular scheduled workday during bereavement leave. Paid funeral leave is for scheduled workdays, which normally fall between the day of the death and the day following the funeral. Additional time off without pay may be granted in certain situations.

Immediate family shall be defined as spouse, parent, step-parent, children, brothers or sisters, mother-in-law, father-in-law, grandparents, grandparents in-law, grandchildren of the employee and legal guardians or dependents. It also includes other relatives by blood or marriage if they are living under the same roof with the employee.

An employee who claims funeral leave may, at the discretion of his Elected Official or Department Head, be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

4.7 PARENTAL LEAVE

Commented [NH13]: Changed wording to match State Policy.

Any employee who has been employed by Hamblen County for at least twelve (12) consecutive months as a regular full-time employee may be absent from employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth, and nursing the infant. The four (4) month period shall include leave required before and after the birth of a child.

With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child.

Any employee who has less than one (1) year of service may be granted parental leave for a period not to exceed thirty (30) workdays following the birth of a child.
T.C.A. section 4-21-408

Employees may utilize compensatory time and vacation time ~~any of their accrued leave benefits~~ as well as their unused FMLA leave.

Employees are required to continue paying their portion of the group health care premium and premiums for any voluntary elected benefits while out of work for Parental Leave

4.8 VOTING LEAVE

Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The Elected Official or Department Head may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls, then the Elected Official or Department Head does not have to allow additional time off from work.

4.9 JURY DUTY

The County encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

(a) Upon receiving a summons to report for jury duty, the employee shall, on the next day she/he is working, show the summons to his or her supervisor.

(b) The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.

(c) If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the Elected Official or Department Head. If the employee is relieved from being a witness during working hours, the employee must report back to the Elected Official or Department Head.

(d) If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from his/her employment for the shift immediately preceding the first day of service on any lawsuit. After the first day of service, when such employee's responsibility for jury duty exceeds three (3) hours during a day then such employee shall be excused from his/her next scheduled work period occurring within twenty-four (24) hours of such day of jury service.

(e) Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.

(f) The employee may retain all compensation received for serving as a juror.

(g) The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions the employee must take vacation leave, comp-time, or leave without pay.

4.10 MILITARY LEAVE

Regular full-time employees who are members of any federal or state military reserve component will be granted military training leave for such time as they are in the military service on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.

Full time employees who are members of a federal or state military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training:

1) Occurs during the same calendar year; and
2) Fulfills the employee's military training obligation for the subsequent calendar year.

During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled. The employee's time sheet should indicate "Military Leave."

Should the full-time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as they receive them. The full- time employee will be granted an unpaid leave of absence to serve a tour of duty.
Military Leave shall be granted in accordance with TCA Title 8 Chapter 33.

If you are a Reservist or National Guardsman called to Active Duty you may be worried about your health care coverage. **Don**'t worry - you and your family are eligible for coverage under TRICARE. Reserve and guard members as well as their families are eligible for government sponsored healthcare under the TRICARE program.

4.11 LEAVE WITHOUT PAY

Any employee, at the discretion of the Elected Official or Department Head, may be granted leave without pay for sufficient reason as determined by the Elected Official or Department Head. During the period of absence, the employee will not accrue vacation, sick leave or other benefits.

As provided by Tenn. Code Ann. 50-1-3 reasonable time will be provided for the expression of breast milk close to the work area in privacy by nursing mothers.

SECTION V
CODE OF CONDUCT

PURPOSE

The maintenance of high standards of honesty, integrity, impartiality, and conduct by Hamblen County employees is essential to assure the proper performance of Hamblen County business and the maintenance of confidence by the public in Hamblen County. These standards state the ethical and other conduct standards and responsibilities.

5.0 GENERAL STANDARDS OF CONDUCT

Employee must avoid any action that might result in or create the appearance of using public office for private gain, giving preferential treatment to anyone, impeding Hamblen County government efficiency or economy, making a Hamblen County government decision outside official channels, or eroding the public's confidence in Hamblen County government's integrity. Employees must be particularly careful that their personal interests and activities do not negatively impact or conflict with their Hamblen County duties.

Acceptance of Gifts, Entertainment, and Favor - Generally, an employee may not solicit or accept anything of monetary value, including gifts, gratuities, favors, entertainment or loans from any person who has a contract or is seeking to do business with Hamblen County, conducts operations or activities that are regulated by Hamblen County, or has interests that may be substantially affected by either the performance or non-performance of your official duties. Hamblen County does provide for the following exceptions:

Gifts, gratuities, favors, entertainment, loans or similar favors of monetary value that stem from a family or personal relationship when it is clear that it's the relationship, rather than the business of the person concerned that motivates the gift;

Loans from banks or other financial institutions on customary terms;

Unsolicited advertising or promotional material of nominal value such as pens, note pads, and calendars; and

Food or refreshments of nominal value, served on infrequent occasions, in the ordinary course of a luncheon or dinner meeting and only if you are properly in attendance and there is not a reasonable opportunity to pay, or if the food is offered to all participants attending the meeting or convention.

Use of Hamblen County Property for Personal Reasons – Hamblen County employees have a clear responsibility to protect and conserve county property and to obey all rules and regulations governing its use. Employees cannot directly or indirectly use or allow another individual to use county owned property for other than officially approved activities. This includes property leased to Hamblen

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County. Specifically, employees cannot:

Use franked Hamblen County envelopes to mail personal correspondence;

Use Hamblen County owned, leased, or rented vehicles for unauthorized purposes;

Use Hamblen County telephones to make personal long-distance telephone calls charged to a Hamblen County account;

Use computers, typewriters, word processors, copiers, and other office equipment for personal matters;

Use hand tools, shop equipment and heavy equipment either owned or leased for personal matters.

5.1 EMPLOYEE COURTESY

All county employees are encouraged to conduct themselves as follows:

1. Remember at all times that the citizens of Hamblen County are our ultimate employers. We must be courteous at all times to our employers.

2. Remember at all times the customer/citizen comes first. Do not make them have to wait on us, act promptly on their arrival and greet them with a smile and a kind word.

3. Our only product to sell is service. Most of our customers are required by law to be here and sometimes they are unhappy about it. Do not argue with them; just politely explain the law and facts. The customer's impression of our offices is based on you.

4. Work to get along with your fellow employees at all times. Remember that we all have good and bad days. A soured relationship between two employees affects the entire office.

5. Even though many of our records are public information, discussing office matters outside the office is not permitted.

6. Laughter and conversation make a happy office, but keep in mind that the customer may not understand office chatter and may think it is directed at him, her or other recent customers.

7. The dress code is up to each individual Department Head or Elected Official, but dress appropriately at all times. If you have a question as to the appropriateness of an outfit, DO NOT WEAR IT.

8. We all make errors and mistakes, but if you make one, try to correct it immediately and let your Department Head or Elected Official know of the problem.

9. We certainly cannot and do not want to dictate off-the-job activities but bear in mind that as public employees we are held in a special light. Off-the-job activities do reflect on the offices and the respective Department Heads and Elected Officials.

5. 2 ATTENDANCE POLICY

Hamblen County's expectation in the area of employee attendance is that people come to work each day, on time. We realize, however, that there may be occasions in a person's life when they develop legitimate problems that result in them missing time from work.

When employees develop problems with respect to their attendance, these problems will be addressed with the employee. It is important to note, however, that if employees demonstrate that they cannot or are not willing to come to work on a regular basis, then they will be subject to discharge from employment.

When you are absent for any reason that has not been previously approved by your supervisor, you must call in and speak with your supervisor prior to the time for your shift to start. ~~If your supervisor is not available, call in and speak to the Human Resources Manager no later than 8:00 a.m.~~ A doctor's excuse can and will be asked for if the situation warrants.

5.3 DRESS CODE

It is expected that all Hamblen County employees will report to work dressed appropriately for their specific job.

Department Managers and/or Elected Officials will instruct employees as to the acceptable clothing for their area. Some departments require standard uniforms. Other departments require clothing appropriate for interaction with the public.

Regardless of the specific department requirements, all employees are expected to present themselves with clean clothing and good personal hygiene. Remember that each of us is a representative of Hamblen County Government.

5.4 USE OF TECHNOLOGY RESOURCES

Hamblen County's technology resources include but are not limited to computers, software, telephones, facsimile (FAX) and photocopy machines. Hamblen County owns and maintains technology resources for the purpose of carrying out Hamblen County's business.

While Hamblen County recognizes that employees may occasionally need to use technology resources for personal reasons, all such personal use should be incidental and kept to a minimum.

This standard of usage applies to all Hamblen County equipment at all times. Repeated or intentional misuse of or damage to Hamblen County's technology resources is prohibited.

Employees will be required to reimburse the agency for any damage caused by intentional misuse or negligence. Information created or stored on Hamblen County's technology resources is the property of Hamblen County. Employees should not consider this information to be private.

Equipment and Computer Hardware - Only Hamblen County's purchasing and information systems staff or their designees may purchase and install technology equipment. Only Hamblen County's information systems staff or their designees are authorized to connect, disconnect, move, or attach devices to company-owned computer equipment.

Computer Software

Software Installation and Copyright - Only information systems staff or their designee shall purchase and install PC or network-based software. No other software shall be permitted on company-owned computer equipment. Use of a duplicate copy of licensed software is a violation of federal copyright laws. Employees are prohibited from copying company-owned software for their personal use.

Network Set-ups - Employees shall not change, tamper with, or add to pre-defined network setups and software configurations (except those that are end-user controlled with the software application).

Games - Employee are prohibited from playing un-authorized computer games during working hours. Only games authorized and installed by Hamblen County information systems staff are permitted on Hamblen County computer equipment.

Viruses – Hamblen County has installed anti-virus programs on all agency computers. Employees shall not modify or circumvent the anti-virus software. Employees who suspect any media might contain viruses should ask the appropriate staff to scan the device before using it in a Hamblen County computer.

Equipment on Loan - Employees shall follow established sign-out procedures when removing portable computers from Hamblen County's premises. Off-site use of Hamblen County's non-portable computer equipment is permitted only in conjunction with approval from the Department Head or Elected Official. Employees who are provided portable equipment, whether temporary or permanent, are considered the custodian of that asset.

Accessing the Network - Employees shall observe established network log-on and log-off guidelines. Each employee shall protect his/her files and communications from unauthorized access by logging out or activating screen savers when leaving his/her computer unattended. Employees shall obtain permission before using another employee's computer. Accessing another employee's files or directories with intent to read, browse, modify, copy, or delete without the owner's permission is prohibited except as defined by the Workplaces Search Policy.

Each employee is responsible for the documents, messages, and data created or deleted under his/her log-on identification and password. Employees who temporarily share a password are jointly responsible for all information created or deleted. When access to the shared information is no longer necessary, the owner of the account is responsible for setting a new password to ensure that he/she is the sole user.

Electronic Mail (E-mail) - Electronic mail generated in the course of Hamblen County business may be considered a public record under Tennessee law. Therefore, employees should not have the expectation that their e-mail correspondence or files are confidential. Employees shall avoid the use of harassing, offensive, and discriminatory language in electronic mail. Messages addressed to "Everyone" must pertain to Hamblen County business and be urgent in nature or of informational use to all employees.

The Internet - Employee access to and communication on the Internet is intended for business purposes only. Use of the Internet shall at no time involve intentional contact with or perusal of web sites containing offensive, illegal, discriminatory, or pornographic material. All information sent or received via the Internet shall be considered a matter of public record. Therefore, employees should not have the expectation that their Internet activities and messages are confidential.

Inappropriate Material - Employees shall not copy, download, upload, or print offensive, illegal, discriminatory, pornographic or other inappropriate material using any Hamblen County technology resource.

Telephones - Personal calls from office or company provided cellular phones should be brief in nature and limited to those which are necessary but cannot be made outside of work hours. Employees shall charge personal long-distance calls to their own credit card or personal telephone accounts.

Voice Mail – Hamblen County and the service company that maintains the voice mail system have access to all employee voice mailboxes and messages. While Hamblen County does not routinely monitor voice mail, it maintains the right to monitor voice mail at any time. Employees should not have the expectation that messages left or received are confidential.

Facsimile Machines – Hamblen County facsimile machines are intended for Hamblen County business communications. Employee use of these resources for personal business shall be incidental and infrequent in nature.

Photocopy Machines – Hamblen County photocopy machines are intended for Hamblen County business communications. Employee use of these resources for personal business shall be incidental and infrequent in nature. When outside agencies or individuals request copies of Hamblen County documents, these agencies will be charged at the per page rate and standard labor fee as set annually by the County Mayor or his/her designee.

5.5 TELEPHONE USAGE

When an employee is talking to people over the telephone, the employee represents Hamblen County and his or her department. What the employee says and how the employee says it can help or hurt the County and the image of the employee's department. Employees are urged to follow the following telephone tips:

1. Answer promptly
2. Identify yourself
3. Transfer calls properly and promptly
4. Speak distinctly and in a friendly tone of voice
5. Hang up gently

Use of the telephone during regular work hours for call of a personal nature is discouraged. Personal use of county telephones for long distance calls is strictly prohibited.

5.6 CELL PHONE USAGE

Personal use of cell phones may be allowed but must be used in moderation. To respect the rights of all employees and promote efficiency of our operations, employees must inform family members and friends to limit personal telephone calls during working hours.

In compliance with our Harassment in the Workplace Policy, individual cell phones must not be used to create a hostile work environment for other employees nor to post derogatory statements about Hamblen County Government or any Hamblen County employees.

5.7 USE OF INFORMATION OBTAINED ON THE JOB

Hamblen County employees may not use information obtained through employment with Hamblen County for furthering a private interest that has not been made available to the general public. Specifically, employees may not use information that has not been dispersed by Hamblen County or is available to a member of the public only by special request.

5.8 OUTSIDE EMPLOYMENT

Hamblen County employees may engage in employment outside Hamblen County as long as the outside work does not interfere with or otherwise cause harm to the performance of their official Hamblen County duties. If outside employment is found to be incompatible with Hamblen County employment, a Hamblen County employee must stop the outside work, or he/she will be terminated from employment with Hamblen County.

The following types of outside employment are prohibited:

Outside employment which involves acceptance of a fee, gift, or anything of monetary value in circumstances which may result in, or create the appearance of, a conflict of interest;

Outside employment which tends to harm an employee's mental or physical capacity such that his performance is less than acceptable at Hamblen County;

Outside employment which would conflict with or reduce an employee's effectiveness in conducting his official Hamblen County duties; and/or

Outside employment which would conflict with or harm Hamblen County's relations with the public.

The following restrictions are placed on outside employment activities:

Outside employment activities shall not involve the use of Government-financed time or supplies;

Outside employment activities shall not use or allow the use of official information that has not been made available to the general public;

Outside employment activities shall not involve the use of the employee's official job title, statement of affiliation with Hamblen County, or suggest official endorsement by Hamblen County; and/or

Outside employment activities shall not involve conducting business with subordinate employees.

5.9 CONFLICT OF INTERESTS

Personal gain from official Hamblen County Positions or Actions

Neither an employee nor a company of which an employee is a partner, owner, director, or trustee may conduct business with Hamblen County outside his/her regular job duties unless the employee or company is the apparent low/best bidder for a service following a public Request for Proposal/bidding process conducted by the Finance Department.

The employee or company of which the employee is a partner, owner, director or trustee must disclose his/her interest in the company within the proposal submitted for the contract.

It is unlawful for Hamblen County elected officials or a company of which the elected officials is a partner, owner, director or trustee to conduct business with Hamblen County Government.

T.C.A section 8-17-101 *et seq*

~~**PERSONAL GAIN FROM OFFICIAL HAMBLEN COUNTY POSITIONS or ACTIONS**~~

~~An employee shall not participate personally and substantially in any matter in which the employee has a financial interest. There is no minimum amount of value or control that constitutes a financial interest. This prohibition applies if the employee's spouse and children have a financial interest in the matter. The employee is also prohibited from participating in matters involving an organization in which the employee is an officer, director, trustee, partner, or employee with a financial interest. Further the employee shall not be involved in any matter relating to a person or organization with which the employee is seeking employment or has an arrangement for prospective employment when the employee has a financial interest in the matter.~~
~~T.C.A. section 8-17-101 *et seq*~~

5.10 SOLICITATION – DISTRIBUTION

Solicitation and distribution of literature by non-employees on County property is prohibited.

Solicitation and distribution of literature by employees on County property during working time or at a time which interferes with the work of others should be kept to a minimum. "Working time" is defined as all time when an employee is supposed to be engaged in performing work tasks, but shall not include meal times, breaks, or other specified periods during the workday when the employee is properly not engaged in performing work tasks.
The Department/Elected Official shall determine the limits of these activities within his/her department.

No littering of County property is permitted at any time.

5.11 POLITICAL ACTIVITY

Prohibited Political Activities

The Hatch Act places certain restrictions on employees of entities who receive federal funds and/or grants. An employee is prohibited from engaging in the following political activities while employed by Hamblen County (including while on leave of absence irrespective of pay status):

Using one's official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office including activities such as threatening to deny promotion to any employee who does not vote for certain candidates

Coercing directly, coercing indirectly, attempting to coerce, commanding or advising another employee to pay, lend or contribute anything of value to a party, committee, organization, or person for political purposes including requiring employees to contribute money to a political fund, influencing employees to buy tickets to political fund-raising dinners, and matters of similar nature.

Permitted Activities

Non-partisan Elections: Employees may be candidates in non-partisan or partisan elections. However, before deciding to run for public office, employees should be aware of possible conflicts of interest. If an employee is elected to office, the Hamblen County Commission Human Resources Committee will review the situation to determine if a conflict of interest exists and identify actions necessary to resolve such conflict.

SECTION VI
DISCIPLINARY PROCEDURES

6.0 POLICY

Regulations for the acceptable conduct of employees are necessary for the orderly operation of the county's business and for the benefit and protection of the rights and safety of all employees. Certain regulations, and others that may be established from time to time, and the procedures for disciplinary action are published to promote understanding of what is considered unacceptable conduct and to provide for consistent action in the event of violations.

The County absolutely reserves the right to terminate an employee at any time for any reason or no reason at all, every County employee being an employee-at-will

6.1 REASONS FOR DISCIPLINE

An employee may be disciplined if any of the following charges are substantiated. The following list is **NOT** intended to cover every work situation but is an **EXAMPLE** of the types of charges that may result in appropriate disciplinary action. Hamblen County's right to discipline or dismiss employees shall **NOT** be limited to the following list.

- Possessing firearms on Hamblen County property during working hours.
- Reporting to work under the influence of alcohol or drugs.
- Possessing, distributing, or using alcohol or drugs on Hamblen County property during working hours.
- Giving false statements on the employment application.
- Intentionally reporting incorrect work schedules or falsifying records.
- Stealing from fellow employees, the company, or Hamblen County residents.
- Refusing to do assigned work (insubordination).
- Willfully destroying or abusing Hamblen County property.
- Using abusive and/or threatening language.
- Instigating or participating in a fight on Hamblen County property.
- Being absent from work without notifying immediate supervisor.
- Sleeping during working hours.
- Leaving work during working hours without authorization from immediate supervisor (except during lunch period).
- Being habitually tardy without reasonable cause as determined by the immediate supervisor. Habitually tardy is defined as four times in a six-month period.
- Excessive Absenteeism.
- Posting, removing, and/or tampering with official bulletin boards without proper authorization.
- An employee failing to report immediately to the supervisor any work-related accidents or injuries.
- A supervisor failing to notify immediately the County Mayor's Office any work-related accident or injuries.
- Violating Hamblen County's Harassment Policy.

- Violating any Hamblen County policy as outlined in various sections of this manual.
- Committing a moving violation under state and/or local traffic laws or regulations while operating a county owned vehicle.
- Violating a safety rule or safety practice.

6.2 DEFINITIONS OF DISCIPLINARY ACTIONS

Reprimand

Oral Reprimand - When an employee commits a violation of company policy, makes a minor mistake, exhibits poor judgment etc. and the result has only minor negative consequences, the supervisor should have a meeting with the employee to reach an understanding about cause of the offense, offer assistance, and establish a plan for corrective action. The Supervisor should briefly document the oral reprimand in the employee's file maintained by the supervisor.

Written Reprimand - When an employee commits a more serious violation of company policy and/or makes a mistake and the result of this action has more serious negative consequences, a written reprimand is appropriate. A supervisor should proceed to a written reprimand when an oral reprimand fails to achieve improved behavior or when the initial offense is serious enough to warrant this action. The written reprimand documents the nature of the offense, efforts made previously to correct the problem (if applicable) and warns of the consequence of failure to correct the behavior. The Hamblen County Disciplinary Action Form ~~Written Reprimand form~~ is signed by the Elected Official or Department Head. A copy of the reprimand is placed in the employee's Human Resources file. The employee has the right to offer a written response to be attached to the reprimand in his/her Human Resources file.

Suspension

A supervisor may suspend an employee for repeated or very serious violations of Hamblen County's polices and procedures. The length of the suspension should be relevant to the nature of the offense and the employee's employment history at Hamblen County. A suspension may follow earlier disciplinary action or may be used when a particular incident in and of itself is serious enough to warrant the action.

An employee may be suspended from duty **without pay** for a period not to exceed **three working days** for disciplinary reasons.

An employee may be suspended from duty **with pay** pending investigation of charges where the presence of the employee at work constitutes a hazard to the employee himself/herself, the agency, the public, and/or other employees.

Demotion

Demotion is the re-assignment of an employee to a classification in a lower skill level of the Pay Plan.

An employee may be demoted when his/her job performance is unsatisfactory and all efforts to bring the employee's performance to a satisfactory level have failed.

An employee may be demoted for disciplinary reasons when an employee's behavior is deemed to be serious misconduct.

Dismissal

An employee who gives unsatisfactory service or who is guilty of any substantial violation of Hamblen County's policies and procedures shall be subject to dismissal at the will of the employer. Dismissal may be the culmination of a series of events for which disciplinary actions have been taken. Dismissal may also be the result of a single event that is serious enough to warrant immediate termination.

6.3 DISCIPLINARY ACTION PROCEDURE IN EVENT OF

VIOLATIONS OF HAMBLEN COUNTY'S POLICIES and PROCEDURES

Employees will be subject to disciplinary action if they violate any Hamblen County policy and/or procedure. The type of action taken must be determined in relation to the specific violation according to Section VI: Disciplinary Action.

All applicable laws, regulations, and procedures will be followed when disciplinary action is taken. In addition, violations of Federal criminal statues may subject the violator to criminal prosecution.

An employee is responsible for reporting to his supervisor any violation of law and Hamblen County policies and procedures committed by another employee when he/she has knowledge of such activities. If the violation is committed by the employee's supervisor, the report should be filed with the next official in the chain of command.

Disciplinary Authority

A supervisor should recommend disciplinary action that is appropriate given the severity of the employee's violation. While an employee may be given an opportunity to improve his/her job performance following a violation, the application of progressive disciplinary action is not required prior to dismissal. An employee may be dismissed immediately for a single event that is serious enough to warrant this action.

Written Documentation

All disciplinary actions, except oral reprimands, must be documented in writing on a Hamblen County Disciplinary Action form. Oral reprimands should be documented informally as a note in the employee's file maintained by the supervisor. Disciplinary Action forms are available from the County Mayor's Office. The Disciplinary Action form shall include the name of the employee subject to the action, description of the violation, statement of prior warnings, description of recommended disciplinary action, specific plan for improvement, list of assistance offered, date of employee and supervisor signatures, and a statement of what further action may be necessary. The supervisor shall meet with the employee and review the information with the employee. The employee shall sign the Disciplinary Action form indicating receipt of information. The supervisor shall sign the form and forward it to the Human Resources Manager.

SECTION VII
MISCELLANEOUS POLICIES and PROCEDURES

7.0 HUMAN RESOURCES FILES

An individualized Human Resources file will be maintained on each employee by the Office of the County Mayor. It is the responsibility of each employee to provide accurate information to the Employer. Employees are also responsible for reporting any change in the information which they have previously provided, including, but not limited to the following:

a) Address and telephone number

b) Marital status and number of dependents

c) Individuals to be contacted in the event of an emergency

Individual Human Resource files are the property of Hamblen County and access to the information is restricted. Hamblen County Management personnel who have a legitimate reason to review the file may be allowed to do so.

Employees who wish to review their own file should contact the Human Resource Manager with reasonable advance notice, the employee may review his/her personnel file in the Office of the County Mayor.

The personal health information (PHI) is available only to the individual involved, his/her designees, and authorized Hamblen County management personnel.

Employees should be aware that their personnel records may be subject to public inspection under the Freedom of Information Act. No medical, family, or other personal information, e.g. addresses, will be released and Social Security Numbers will be protected

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7.1 MEAL PERIODS and BREAKS

Employees shall be given a meal break each work day of at least thirty (30) minutes duration, but no longer than one hour (at the option of the Elected Official or Department Head). The employee will not be required to perform any work during the meal break.

An employee will not be paid for this meal break.

In compliance with T.C.A. section 50-1-305, reasonable unpaid time will be provided to express breast milk for an infant child. Hamblen County will make reasonable efforts to provide private space close to the employee's work area.

Commented [NH14]: Legal citation and language

Employees may be permitted to take additional reasonable short breaks during regular activities if breaks do not interfere with Department or Public needs.

If employees have unexpected personal business to take care of, they must notify their Supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, up to and including termination.

7.2 ABSENCE DUE TO INCLEMENT WEATHER

Leave time will be charged to any employee who is absent due to weather conditions unless a "no work period" has been officially declared. If a "no work period" has been declared, your Elected Official/Department Head may attempt to contact you, but you are encouraged to monitor the local radio stations, our website, and register for text alert service for information.

A "no work period" may be declared by an Elected Official or Department Head for that particular office. If you are absent on previously vacation or sick leave when a "no work period" is officially declared, you will be charged with vacation or sick leave.

7.3 HOUSEKEEPING

~~Computers, typewriters, calculators and other equipment shall be covered before leaving for the day.~~ Care in handling equipment will help avoid unnecessary losses. Employees are not allowed to remove any equipment from his or her office without the prior approval of the employee's Elected Official or Department Head.

Wherever a Hamblen County employee works, the way an employee handles and maintains the equipment assigned to him or her reflects the quality of his or her work in general and certainly bears on the opinions formed by the public.

7.4 VISITORS and NON-EMPLOYEES on COUNTY OWNED PROPERTY

Visitors, vendors, and other non-county employees are to be escorted by a Hamblen County employee at all times during regular working hours when they are in non-public spaces and private offices.

Under no circumstances are visitors, vendors, and other non-county employees to be allowed access to offices containing sensitive and/or confidential information without the presence of a properly designated Hamblen County employee.
Visitors, vendors, and other non-county employees are not to be on Hamblen County property or in private offices during non-working hours.

7.5 VEHICLE USE POLICY AND GUIDELINES

POLICY

It is the policy of Hamblen County Government to provide vehicles necessary for the performance of Hamblen County business and to control all aspects of vehicle ownership and usage to ensure safe, effective, and cost-efficient operations.

As fiscal agent, the Hamblen County Mayor has legal authority and control over all vehicles purchased, maintained, repaired and used by all (non-fee basis) operating entities of Hamblen County Government. The guidelines which follow are intended as general requirements and more specific requirements may be established by other elected officials/department heads (i.e. pursuit policies for Sheriff's Department, etc.). Revisions may be made to this policy when deemed by the County Mayor to be in the best interest of the County.

It is the responsibility of the Elected Officials, Directors, and Department Heads to assure their employees comply with vehicle operating guidelines and to assure that all decisions relating to the operation of County owned vehicles are in the best interest of the taxpayer. This includes the determination of which employees and tasks require the assignment of a County vehicle; selecting proper vehicle types and equipment; ensuring that all vehicles are maintained and used properly; and fiscal budgeting for acquisition, maintenance, and use.

Use of a County vehicle is a revocable privilege which accrues to a job position and not to a specific employee. Employees may lose the use of a vehicle when their cognizant management official, together with the County Mayor, decides this is in the best interest of the County. This may result from abuse or failure to maintain a vehicle properly; violation of vehicle use guidelines; unsafe operation and/or occurrence of preventable accidents; change in job position or duties, etc.

Any County employee who will be driving a county vehicle on or off duty or driving his or her own vehicle while on duty and in the furtherance of County business shall have a valid driver's license, shall be insurable under the County's vehicular liability insurance coverage, and shall follow all Tennessee statutes, rules and regulations relating to the operation of motor vehicles. County employees shall be responsible for immediately informing their department heads of any change in the status of their driver's license during their employment with the County. Failure to maintain a valid driver's license,

failure to be uninsurable under the County's vehicular liability insurance coverage or failure to keep the County apprised of any change in the status of one's driver's license may be grounds for disciplinary action including termination of employment.

The Hamblen County School System is not party to these policies and guidelines.

GENERAL GUIDELINES

Vehicle Use: The primary purpose for the ownership and operation of vehicles by Hamblen County is to enable the performance of job duties by its employees; and vehicles may be used only for legitimate County business purposes. Personal use, except as defined in Commuting Privileges is strictly prohibited.

Identification: All Hamblen County vehicles shall be marked to ensure that they can easily be identified as belonging to Hamblen County. This includes government issued license plates, a vehicle control identification number, and a County decal placed in a manner prescribed by the County Mayor. All new vehicles purchased shall be basic white, except in those cases where availability by bid dictates otherwise. The only exceptions to identifying vehicles as described above shall be:

- Undercover vehicles operated by the Sheriff's Department
- Vehicles assigned to the use of Elected Officials, Directors, and Department Heads at the discretion of the cognizant Elected Official
- Certain other vehicles at the discretion of the Elected Official/Department Head (such as prisoner transport vehicles where identification may have a negative impact).

Titles and licensing of County vehicles shall be processed by the office of the cognizant Elected Official/Department Head.

Acquisition and Disposal of Vehicles: All Hamblen County vehicles shall be purchased through the Hamblen County Purchasing Agent after the fiscal budgeting and review process. The Purchasing Agent will purchase vehicles based on specifications provided by the Elected Official/Department Head and approved by the County Mayor. Transfers of vehicles between operating departments must be approved by the County Mayor. Disposition of County vehicles will be accomplished by the County Commission's Finance Committee according to State guidelines.

Two-Way Radios: Mobile radios and telephones are subject to the fiscal approval process as described for vehicle acquisition. They shall be mounted as non-destructively as possible.

Conveyance of Non-County Human Resources: The operation by or conveyance of non-county Human Resources in a County vehicle is prohibited except as required by legitimate County business purposes.

Operator Responsibilities: All operators of County vehicles must have a valid Tennessee Driver's License, appropriate to their vehicle usage classification. If at any time the license is revoked, suspended, cancelled, restricted or otherwise invalidated, the employee must immediately notify the cognizant Elected Official/Department Head and must be suspended from operating any County vehicle. It is the responsibility of the Elected Official to perform periodic license and driving record checks for their employees who operate County vehicles and check these before hiring a new employee who will be driving a County vehicle.

Seat Belts and Safety Devices: The vehicle operator (driver) is responsible for ensuring that all vehicle safety procedures and devices are utilized in full compliance with all applicable State and Federal laws. Use of seat belts and other required safety devices is mandatory for both the operator and any passengers. The operator may refuse to transport any passengers who fail to comply. Removal or disabling of vehicle safety devices is prohibited. Employees should understand also that under Tennessee Workers' Compensation Law, willful failure to use provided safety devices may affect their rights to workers' compensation benefits.

Operation: Employees driving Hamblen County vehicles shall operate them in a safe, lawful, efficient and courteous manner and shall obey all traffic laws, parking regulations and rules of the road. Traffic and parking violations are the operator's responsibility and may result in disciplinary action when warranted. Common sense security precautions and good driving habits shall be observed.

ALCOHOL AND DRUG POLICY (as related to Vehicle usage)

The county employee handbook (Section 1.4) states that "Unauthorized possession, consumption or sale of alcohol or illegal drugs on County property" is grounds for immediate termination.

Employees should be clear in the intent of this policy and perhaps a few points should be clarified. Alcohol and illegal drugs are not permitted on any County property. This includes all offices and other facilities including County parking lots (including employee vehicles in County lots) and in all County owned vehicles themselves. Possession of alcohol or illegal drugs inside County vehicles for any length of time or for any purpose is a violation of this policy. The only exception to this policy would be the conveyance of contraband with the prior authorization of law enforcement agencies.

This policy also should be understood to prohibit the reporting to work of employees under the influence of any intoxicating substance. Hamblen County reserves the right to require drug testing of any employee when it is reasonable under the circumstances to suspect that the employee is using, or will use, is under or will be under the influence of such intoxicants. This also includes misuse or unauthorized use of prescription drugs. County employees who drive County vehicles or who work in positions which could affect the safety of themselves, other employees, and/or the public are advised that they

must report the use of prescription drugs which may affect their ability to their supervisor prior to reporting to work.

Hamblen County may test all perspective new hires for drugs and alcohol and additionally may require such testing for employees transferred into positions where drug or alcohol use may adversely affect other employees, wards, or the public.

MAINTENANCE

I. Preventive Maintenance: It is the responsibility of the operator and the cognizant Elected Official/Department Head to ensure that vehicles are properly maintained. This is important for both safety and economy reasons. It has been proven that preventive maintenance can extend the life of a vehicle on the average of 25%. County vehicles shall be serviced at regular intervals of 5,000 miles. Service at these intervals includes oil and filter change and lubrication plus a general safety inspection which includes a tire wear check. Operators should make mechanics aware of any operating problems as they occur. It is the responsibility of the operator to ensure that all preventive maintenance is scheduled and performed. Failure to have preventive maintenance performed as indicated may result in having the computerized fueling system inactivated for the driver and vehicle. Failure to maintain a vehicle properly also may result in action being taken by the cognizant Elected Official/Department Head which may include denial of the privilege of using a County vehicle.

II. Service Problems: The operator is responsible for notifying the County Mayor's Office of any service problems encountered while operating the vehicle. The County Mayor's Office shall determine warranty status if any and shall coordinate all warranty, extended warranty, and recall work. All service work except emergency repairs should be scheduled in advance. Service work will be reported monthly to the cognizant Elected Official/Department Head.

III. Accident Damage Repair: All accidents must be properly reported as is described in the section entitled "Vehicle Accidents and Damage to County Vehicles." The County Mayor's Office is responsible for determining whether repairs will be done in-house or contracted out. Vehicles that may still be driven will be scheduled for body damage repair as soon as possible. The County Mayor's Office must decide on the safety of any damaged vehicle if it is being used until repaired. Damage repairs will be reported to the cognizant Elected Official/Department Head.

IV. Fueling: Hamblen County Government utilizes the "Fuelman" system as determined by State bid. Fueling stations are accessed by a computerized card activated system. During the fueling process, no smoking is allowed, and the

vehicle must have the ignition shut off. Gasoline may not be pumped into any container and no vehicle, except authorized service vehicles, may carry containers of fuel. Operators are prohibited from using any fuel source other than the fueling stations. No gasoline or fuel may be used for personal reasons nor may they be used as a cleaning fluid. Fuel use is tracked, and closely monitored and monthly reports are sent to the cognizant Elected Official/Department Head.

V. Vehicle Cleanliness: The operator is required to maintain a clean and presentable vehicle, inside and out. The County maintains a contract with a local car wash to provide this service.

VEHICLE ACCIDENTS AND DAMAGE TO COUNTY VEHICLES

In the event of accidents involving County vehicles or other damage to County vehicles the following reporting procedure applies. It is the supervisor's responsibility to see that each driver is properly trained in these procedures. The procedure list shall be kept in the glove box of each Hamblen County vehicle.

HAMBLEN COUNTY GOVERNMENT
VEHICLE ACCIDENT REPORTING PROCEDURES

1. It is important to get all necessary information while at the accident scene to properly complete the accident report (WRITE IT DOWN!!!). The following information is important!
    a. Location of accident – names of the streets
    b. Name, address, phone # (home & work) of another driver(s).
    c. Name, address, phone # of other driver's insurance company
    d. INJURIES: Get name, address, phone # (home & work) of all injured persons, describe the injury, and where the injured was taken, if known.
    e. WITNESSES: Get name, address, phone # (home & work) of all witnesses
    f. SCENE DESCRIPTION: Observe the accident scene for length and location of skid marks, debris, scuff or gouge marks on pavement, slick spots, etc. (measure or step-off length of skid marks).
    g. Get make, year model, and describe damage to all involved autos and where taken.
    h. Do NOT admit liability.
    Do NOT say you could have avoided the accident
    Do NOT discuss what you did in the accident with anyone at the accident scene except the investigating officer or your supervisor.
    i. Call the appropriate LAW ENFORCEMENT AGENCY.
2. Report promptly to your supervisor.

3. Bring or fax the Accident Report Forms (obtained at the Morristown Police Department, Hamblen County Sheriff's Department or Tennessee Highway Patrol) to the County Mayor's Office.
4. Contact HR or Risk Management.
5. Arrange for drug test if at fault.

Vehicle Accident Reviews: All accidents involving Hamblen County vehicles will be reviewed monthly by the Hamblen County Safety Committee. The Hamblen County Safety Committee will attempt to determine the cause of the accident and whether it was preventable or non-preventable by the operator. The results will be reported to the County Mayor and the cognizant Elected Official/Department Head who may take whatever action is deemed necessary to prevent similar accidents in the future, including but not limited to disciplinary action, mandatory driver training, loss of use of a County vehicle, etc. All accidents involving a County vehicle shall be forwarded in summary report to the County Mayor and the Elected Official/Department Head.

Completion of Driver Safety Course: Hamblen County may require employees to participate in a Driver Safety Course. Participation may be made mandatory for employees whose driving record may be judged by the County Mayor and/or cognizant Elected Official/Department Head to warrant this training. This includes drivers who regularly transport passengers, drivers who operate heavy trucks and/or highway equipment, and drivers who are involved in accidents that are judged to be preventable. Driver Safety Courses may also be mandated in lieu of, or in addition to, disciplinary action taken because of documented instances of unsafe driving habits.

Out of State Driving: The driving of county vehicles out of state should be held to a minimum since governmental tort liability protection does not apply out of state. It is preferred that Hamblen County employees traveling out of state on County business use their own private vehicle and obtain mileage reimbursement. The County does have vehicle insurance for out of state driving where the use of a County vehicle for this purpose is necessary and has been approved by the cognizant Elected Official/Department Head.

Supplemental "Non-Owned" Auto Insurance Coverage: The Tennessee Governmental Tort Liability Act states that to the extent that a county would be held liable in an automobile accident, that the county employee is immune if the employee is within the scope of his or her employment at the time of the accident. It has not been determined whether the individual employee could be held personally liable for amounts above the government's liability under the act.

After July 1, 2007, the limit to which Hamblen County could be held liable under this act is $300,000 for any one person or $700,000 for any one accident or $100,000 for the injury or destruction to property in one accident.

~~The limit to which the government (Hamblen County) could be held liable under this act is $130,000 for any one person or $350,000 for any one accident or $50,000 for the injury~~

~~or destruction to property in one accident. However, effective July 2002, these limits will go to $250,000, $600,000, and $85,000 respectively.~~

There is available individual non-owned vehicle liability insurance coverage that can be purchased from the employee's own insurance company to protect the employee in the event of an excessive judgment while driving a Hamblen County vehicle. It is not required that you purchase this coverage. This is to advise that this coverage is available from most auto insurance companies at very economical rates and each employee should decide if they wish to purchase such coverage.

Commuting Use of Hamblen County Vehicles: It is the policy of Hamblen County Government to fully comply with all Internal Revenue Service (IRS) requirements pertaining to the commuting use of County vehicles. There are three alternative categories contemplated by IRS under which a County vehicle may be used for commuting purposes. Each is described as follows:

Category I – Special Rule

The "**special rule**" of the IRS shall be used in most instances of drive-home vehicle use. The following requirements must be met to remain in compliance and are mandatory for employees who are subject to this "special rule":

a. For bona fide non-compensatory business reasons, the County requires an employee to commute to and from work in an assigned vehicle. This includes all employees who drive directly to or from work sites that may vary from day to day and to employees who are key County employees who are required to be on call and to report if needed at any time.
b. A County vehicle used for commuting may not be used for any personal use other than commuting and "de minimus personal use." "De minimus personal use" shall have the meaning defined by IRS rules and regulations and shall generally include only stops for personal errands between business and business stops and the employee's home. County vehicles shall not be used to haul personal materials or supplies which are heavy, bulky, or which may result in damage to the vehicle. Failure to comply with the policy on commuting use of vehicles may result in revocation of commuting use privileges and may result in further disciplinary action.

Category II – "Control Employees"

The IRS defines "control employees" as Elected Officials/Department Heads or employees whose income exceeds $151,700 ~~$75,500~~ per year. These employees are further defined as those who have more liberal personal use of a County vehicle which has been assigned to their usage, at least partially, as a fringe benefit or their employment. Control employees must assist in the keeping of adequate mileage records as required by the County Finance Department.

Category III – Exempt Vehicles

Employees commuting in "exempt vehicles" are not subject to any reporting of commuting use as taxable income. The same guidelines for personal use apply as under the "special rule"; but commuting is excluded form gross income if there is a bona fide business reason that the employee is taking the vehicle home. Exempt vehicles include:

a. Clearly marked police and fire vehicles. (Insignia and some type of light bar is necessary as a minimum requirement).
b. Unmarked but designated undercover law enforcement vehicles. The Sheriff and the County Mayor shall make any final determinations as to qualifications under this subcategory.
c. Vans and trucks with a loaded gross weight of more than 14,000 pounds and trucks and vans of less than 14,000 pounds of the following special conditions are met:

i. has a hydraulic lift gate, or
ii. has permanently installed tanks or drums, or
iii. has permanently installed side boards or panels materially raising the level of the sides of the bed, or
iv. has other heavy equipment (such as an electric generator, welder, hook, or crane used to tow other vehicles)

OR

the truck is clearly marked as described above, is used primarily for transporting a particular type of load other than over the public highway in connection with a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation, and has been specially designed or modified to a significant degree for such use.

OR

the van is clearly marked as described above, has a seat only for the driver and one other person, and:

i. has either permanent shelving that fills most of the cargo area, or
ii. the cargo area is open and the van constantly (during both working and nonworking hours) carries merchandise, material or equipment used in the County's business.

OR

the van or pickup truck, based upon the facts, satisfied requirements like those described above. In such cases, the IRS local district director should be contacted for further guidance.

Commuting Restrictions:

County vehicles may be used for commuting purposes only when the commuting residence is inside County limits.

County vehicles used for commuting shall not be used for "car pool" purposes nor shall passengers (employee or non-employee) be regularly carried for non-business-related reasons without the consent of the cognizant Elected Official/Department Head and the County Mayor.

Special Vehicle Policies and Procedures – Hamblen County Sheriff's Department

The following policies and procedures have been adopted specifically for the employees of the Hamblen County Sheriff's Department by the Sheriff.

VEHICLE POLICY & PROCEDURE

UNATHORIZED USE OF A COUNTY VEHICLE

- At no time are County vehicles to be used for personal business.
- County vehicles are not to be driven while officers are off duty with the exception of vehicle maintenance.
- No one is to ride as a passenger in a County vehicle, except for an on-going investigation unless authorized by the Sheriff.
- No County vehicle is to be used for private security unless it is church or school related. Any other use will have to be approved by the Sheriff.
- County vehicles are approved for use for court appearances and in-service training.

VIOLATION OF THESE POLICIES CAN RESULT IN VARIABLE SUSPENSION OR TERMINATION OF JOB.

ANY ACTION TAKEN AGAINST AN EMPLOYEE BY THE IMMEDIATE SUPERVISOR, WHICH RESULTS IN MORE THAN FOUR DAYS SUSPENSION, MUST BE APPROVED BY THE SHERIFF.

WHAT TO DO IF YOU HAVE A VEHICLE ACCIDENT

Do the following immediately, when applicable.

Check to see if anyone is injured.
Call 911 for an ambulance, if needed.
Call 911 for the fire department, if needed.
Call 911 for the Police, or Highway Patrol, or Sheriff's Department.

THEN DO THE FOLLOWING…

It is important that you get all the necessary information while you are at the accident scene. Be sure to **write it down!!!** It is important to get the following information:

1. Get the location of the accident, names of streets, roads, or towns.
2. Get the name, address, and phone number of the other vehicle driver.
3. Get the name, address, and phone number of the other vehicle's owner, if different from the driver.
4. Get the name, address, and phone number of the other vehicle's insurance company.
5. Get the name, address, and phone number of all injured persons, and where they were treated, if known.
6. Get the name, address, and phone numbers of any witnesses. Ask persons at the scene if they saw the accident.
7. **CALL** the Hamblen County Mayor's Office at (423) 586-1931 **immediately** if there is an injury or considerable property damage.
8. Observe the scene to see if there are skid marks, debris, gouge marks that would help to show how the accident happened. Check the damage to the other vehicle.
9. Give the completed information to your supervisor to send to the Hamblen County Mayor's Office

Cooperate with the investigating officer. Do not give information and do not discuss the accident with anyone except the investigating officer, your supervisor, or an authorized Hamblen County employee.

7.6 GOVERNMENTAL RECORDS REGULATION

TENNESSEE CODE ANNOTATED SECTION 39-16-504

Section 39-16-504. Destruction of and tampering with governmental records

(a) It is unlawful for any person to:

(1) Knowingly make a false entry in, or false alteration of, a governmental record;

(2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as genuine governmental record; or

(3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of any governmental record.

(b) A violation of this section is a Class A misdemeanor.

EMPLOYEE ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have received a copy of the Hamblen County Employee Handbook containing Human Resources policies in effective March 2018, and I understand that it is my responsibility to read and comply with these policies.

These policies cannot and are not intended to answer every question about my employment with Hamblen County. I understand that I should consult the Human Resource Department regarding any part of the policies that I do not understand or any questions I may have about my employment with Hamblen County which are not answered in the policies. The current policies will always be on file in the office of the Hamblen County Clerk, office of the Hamblen County Mayor, the Human Resource Department, and posted on the Hamblen County website www.hamblencountytn.gov ,and I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Hamblen County Clerk, office of the Hamblen County Mayor, the Human Resource Department, and posted on the Hamblen County website www.hamblencountytn.gov.

Although my Elected Official or Department Head will usually provide me with notice of changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supercede, modify or eliminate any or all the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Hamblen County voluntarily and acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my Elected Official or Department Head at will, without cause or prior notice, at any time.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Hamblen County.

_____

Employee Name (type or print)

_____ _____

Employee Signature Date

TENNESSEE
Hamblen County
SERVICE · COMMUNITY · INDUSTRY

APPLICATION FOR EMPLOYMENT

Hamblen County Government is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name_____ Date_____

Address

_____

E-mail Address

_____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the US? ____Yes ____No

Are you at least 18 years or older? ____Yes ____No (If no, you may be required to provide authorization to work,)

Have you ever been terminated from employment or asked to resign by an employer? ____Yes ____No

If yes, please provide company names and details

_____

Can you work any shift? ____Yes ____No

Can you work overtime, including weekends? ____Yes ____No

Are you able to perform the essential functions of the job for which you are applying with or without a reasonable accommodation? ____Yes ____No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary Desired _____

Position desired _____

Are you currently employed? _____ If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? (Circle) Walk in Advertisement Referral Other

Have you worked for Hamblen County before: ____Yes ____No Explain _____?

Do you know anyone who works for Hamblen County? ___Yes ___No If so, explain _____

EDUCATION	Name & location of school	No. years attended	Degree received	Subjects Studied Major
High School				
College or University				
Trade, Business, or Correspondence School				

EMPLOYMENT HISTORY - Include your last seven (7) years of employment history including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration* ***Use additional paper if necessary.***

From To	Employer Name	Phone Numbers, E-mail
Job Title	Nature of Work Performed, Responsibilities	Immediate Supervisor/Title
Reason for Leaving		
From To	Employer Name	Phone Numbers, E-mail
Job Title	Nature of Work Performed, Responsibilities	Immediate Supervisor/Title
Reason for Leaving		
From To	Employer Name	Phone Numbers, E-mail
Job Title	Nature of Work Performed, Responsibilities	Immediate Supervisor/Title
Reason for Leaving		
From To	Employer Name	Phone Numbers, E-mail
Job Title	Nature of Work Performed, Responsibilities	Immediate Supervisor/Title
Reason for Leaving		
From To	Employer Name	Phone Numbers, E-mail

Job Title	Nature of Work Performed, Responsibilities	Immediate Supervisor/Title
Reason for Leaving		

Do you have any special skills, experience, and/or training related to the position for which you are applying?
____Yes ____No If Yes, please describe:
_____
_____
_____

Computer Skills? Please Describe:
_____
_____
_____

REFERENCES – Give the names of three person **not** related to you, whom you have known at least three (3) years.

Name	**Address, Phone, E-mail**	**Company**	**Years Acquainted**

Please read carefully before signing.
Hamblen County Government is an equal opportunity employer, does not discriminate in employment based on race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.
I understand that if I am selected for **any** position with Hamblen County Government, I will be required to pass a drug test in compliance with our **Drug-Free Workplace Policy**.
I understand that if I am selected for a position with the Hamblen County Sheriff's Department, I will also be required to pass physical and psychological exams. This is a **bona fide occupational requirement (BFOQ)** reasonably necessary to the essential functions of the job.
I understand that neither the completion of this application nor any other part of my consideration or employment establishes any obligation for Hamblen County Government to hire me. If I am hired, I understand that either Hamblen County Government or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Hamblen County Government has the authority to make any assurance to the contrary.
I attest with my signature below that I have given to Hamblen County Government true and complete information on this application (and any attached resume). No requested information has been concealed. I authorize Hamblen County Government to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Printed Name _____
Signature _____

Hamblen County Government
CALENDAR & RULES COMMITTEE

Monday, February 12, 2018
Immediately Following Adjournment of Personnel Committee
Hamblen County Health Department Conference Room

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
CALENDAR & RULES COMMITTEE

Herbert Harville
Chairman

Rick Eldridge
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Hubert Davis
Member

Randy DeBord
Member

Joe Huntsman, Sr.
Member

Dana Wampler
Member

AGENDA

1. **Call to Order** – *Chairman Herbert Harville*

2. **Visitors Wishing to Address the Committee** – *Chairman Herbert Harville*
   (Visitors will be allotted 5 minutes to speak)

3. **Old Business -** *Chairman Herbert Harville*
   a. None

4. **New Business** - *Chairman Herbert Harville*
   a. Review of Regular Calendar Items
   b. Review of Consent Calendar Items

5. **Items of Interest -** *Chairman Herbert Harville*
   a. E-911 Annual Operations Report

6. **Adjournment** – *Chairman Herbert Harville*

HAMBLEN COUNTY LEGISLATIVE BODY

Regularly Scheduled Monthly Meeting
Thursday, February 22, 2018
5 p.m.

Open Meeting - *Sheriff Esco Jarnagin*

Call to Order - *Chairman Louis "Doe" Jarvis*

Prayer – *TBD*

Pledge of Allegiance - *Commissioner Larry Carter*

Roll Call - *County Clerk Penny Petty*

Prepared under the direction of:
Chairman Louis "Doe" Jarvis

DRAFT

REGULAR CALENDAR

Order #	Vote	Item
1		**Recognition/Presentations/Proclamations (Commission Chairman Louis "Doe" Jarvis)** a. Employee Years of Service
2		**Public Comment Regarding Business of the Agenda Only (Commission Chairman Louis "Doe" Jarvis)**
3		**Nominations/Appointments (Commission Chairman Louis "Doe" Jarvis)** a. None
4	Vote	**Public Official Bonds (Commission Chairman Louis "Doe" Jarvis)** **a.** C. Jeff Perry, Superintendent of Schools
5	Vote Vote	**Calendar and Rules Committee Report (Chairman Herbert Harville)** a. Approval of Consent Calendar Items b. Approval of Regular Calendar Items
6	Vote	**Approval of Consent Calendar (Commission Chairman Louis "Doe" Jarvis)** a. Consent Calendar
7	Vote	**Audit Committee (Chairman Herbert Harville)** a. Acceptance of the Hamblen County Government Audit for Fiscal Year Ending June 30, 2017
8	Vote	**Jail Study Committee (Chairman Rick Eldridge)** a. Hamblen County Jail and Justice Center Site
9	Vote Vote Vote Vote	**Finance Committee (Chairman Randy DeBord)** a. Bid Award – X-Ray Scanner for Hamblen County Jail b. Resolution 18____ Authorizing Application for a Recovery Court Expansion Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) c. MedBen Contract d. Budget Amendments I. Fund #101 Property Assessor's Office $583
10	Vote	**Personnel Committee (Chairman Hubert Davis)** a. Revised and Updated Hamblen County Employee Handbook
11		**Public Comment – General (Commission Chairman Louis "Doe" Jarvis)**
12		**Announcements /Informational Items /Upcoming Meeting Dates (Commission Chairman Louis "Doe" Jarvis)** a. March Committee Meetings: 3/12/18 @ 11:30 a.m. at Health Dept. Conference Room b. March County Commission Meeting: 3/22/18 @ 5 p.m. at Courthouse Large Courtroom
13		**Adjournment (Commission Chairman Louis "Doe" Jarvis)**

Thursday, February 22, 2018

DRAFT

CONSENT CALENDAR

Hamblen County Legislative Body

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – January 18, 2018	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – January 2018	Finance Committee
4	Planning Commission Building Permit Log – January 2018	Finance Committee
5	County Attorney Invoices – January 2018	Finance Committee
6	Coroner's Monthly Report – January 2018	Finance Committee
7	Three Star Program Requirements Memo	Finance Committee
8	Budget Amendments Approved by the County Mayor a. Fund #101 County Clerk $510 b. Fund #101 Planning $1,000 c. Fund #101 Sheriff's Dept. $3,000 d. Fund #101 Sheriff's Dept. $2,500 e. Fund #101 Trustee $2,461	Finance Commitee
9	Hamblen County Emergency Communications District Annual Operations Report	Calendar and Rules Committee

Thursday, February 22, 2018

DRAFT

HAMBLEN COUNTY DEPARTMENT OF EDUCATION

210 East Morris Boulevard
Morristown, Tennessee 37813
Phone (423) 586-7700 • Fax (423) 586-7747

The mission of Hamblen County Schools is to educate students so they can be challenged to successfully compete in their chosen fields.

BOARD OF EDUCATION

Shahin Assadnia

Carolyn Clawson

Joe Gibson, Jr.

Roger Greene

James Grigsby

Janice Haun

Clyde Kinder

TO: BILL BRITTAIN

HAMBLEN COUNTY COMMISSION

FROM: TRACI ANTRICAN TA

DATE: FEBRUARY 6, 2018

RE: STATUTORY BOND FOR

SUPERINTENDENT OF SCHOOLS

Attached please find a new statutory public official bond for C. Jeff Perry, Superintendent of Schools. This bond will cover Dr. Perry from January 15, 2018 through June 30, 2021.

If you have any questions regarding this information, please feel free to contact me at 423-586-7700. Thank you.

SURETY'S BOND NO.
32S554708

STATE OF TENNESSEE
COUNTY OF HAMBLEN
OFFICIAL STATUTORY BOND
FOR
COUNTY PUBLIC OFFICIALS
OFFICE OF SUPERINTENDENT OF SC

KNOW ALL MEN BY THESE PRESENTS:

That C JEFF PERRY of 210 E Morris Blvd (City or Town), County of Morristown Tennessee, as Principal, and The Ohio Casualty Insurance Company as Surety, are held and firmly bound unto **THE STATE OF TENNESSEE** in the full amount of One Hundred Thousand Dollars And Zero Cents Dollars ($100,000.00) lawful money of the United States of America for the full and prompt payment whereof we bind ourselves, our representatives, successors and assigns, each jointly and severally, firmly and unequivocally by these presents.

WHEREAS, The said Principal was duly ☐ elected ☐ appointed to the office of SUPERINTENDENT OF SCHOOLS of and for Hamblen County for the (3) year term beginning on the 15th day of January, 2018 and ending on the 30th day of June, 2021.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH:

That if the said C JEFF PERRY, Principal, shall:

1. Faithfully perform the duties of the office of SUPERINTENDENT OF SCHOOLS of _____ County during his term of office or his continuance therein; and
2. Pay over to the persons authorized by law to receive them, all monies, properties, or things of value that may come into his hands during his term of office or his continuance therein without fraud or delay, and shall faithfully and safely keep all records required of him in his official capacity, and at the expiration of his term, or in case of his resignation or removal from office, shall turn over to his successor all records and property which have come into his hands, then this obligation shall be null and void; otherwise to remain in full force and effect.

WITNESS out hands and seals this 15th day of January, 2018.

WITNESS - ATTEST:

Draci Martin

PRINCIPAL: C JEFF PERRY

SURETY:
The Ohio Casualty Insurance Company

by: Michelle Spradlin
MICHELLE SPRADLIN
Attorney-in-Fact
(Attach evidence of authority to execute bond)

COUNTERSIGNED BY:
Cynthia Skaggs
Tennessee Resident Agent

ACKNOWLEDGMENT OF PRINCIPAL

STATE OF TENNESSEE
COUNTY OF Hamblen

Before me, a Notary Public, of the State and County aforesaid, personally appeared C JEFF PERRY with whom I am personally acquainted and who, upon oath, acknowledged himself to be the individual who executed the foregoing bond, and he acknowledged to me that he executed the same.

WITNESS my hand and seal this 6th day of February, 2018.

My Commission Expires:
March 31, 2021.

Susan M Dalton
Notary Public

ACKNOWLEDGMENT OF SURETY

STATE OF Tennessee,
COUNTY OF Hamblen

Before me, a Notary Public, of the State and County aforesaid, personally appeared MICHELLE SPRADLIN with whom I am personally acquainted and, who, upon oath, acknowledged himself to be the individual who executed the foregoing bond on behalf of The Ohio Casualty Insurance Company, the within named Surety, a corporation duly licensed to do business in the State of Tennessee, and that he as such individual being authorized so to do. executed the foregoing bond, by signing the name of the corporation by himself us such individual.

Witness my hand and seals this 25 day of FEBRUARY, 2018.

My Commission Expires:
10-21, 2020.

Notary Public

LMS-16540 02/02

Return to Committee Cover Page

SURETY'S BOND NO. 32S554708

APPROVAL AND CERTIFICATION

SECTION I. (Applicable to a11 County Officials except Clerks of Chancery and Circuit Courts)

Bond and Sureties approved by _____, County Executive of _____ County, on this _____ day of _____, _____.

Signed:

_____
County Executive

CERTIFICATION:

I, _____, County Clerk of _____ County, hereby certify that the foregoing bond was approved by the Legislative Body of said county, in open session on the _____ day of _____, _____, and entered upon the minutes thereof.

Signed:

_____
County Clerk

SECTION II. (Applicable only to Clerks of Chancery and Circuit Courts)

CERTIFICATION:

This is to certify that I have examined the foregoing bond and found the same to be sufficient and in conformity to law, that, the sureties on the same are good and worth the penalty thereof and that the same has been entered upon the minutes of said court.

Signed:

_____
Judge of the _____ Chancery _____ Circuit Court of and for said County
on this _____ day of _____, _____.

SECTION III. (Applicable to all County Officials' Bonde)

INDORSEMENT:

Filed with the Comptroller of the Treasury, State of Tennessee, this _____ day of _____, _____.

_____
Comptroller of the Treasury

SECTION IV. (Applicable to all County Officials' Bonds)

FOR USE BY THE REGISTER OF DEEDS

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Surety Bond Number: **32S554708** Principal: C JEFF PERRY

Bond Amount: ($100,000.00)One Hundred Thousand Dollars And Zero Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, MICHELLE SPRADLIN

all in the city of Kingsport, state of TN each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 26th day of September, 2016.

THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE

The Ohio Casualty Insurance Company

By: David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA
COUNTY OF MONTGOMERY ss

On this 26th day of September, 2016, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

TERESA PASTELLA COMMONWEALTH OF PENNSYLVANIA NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Company, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 15th day of January, 2018.

THE OHIO CASUALTY INSURANCE COMPANY INCORPORATED 1919 NEW HAMPSHIRE

By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 888-844-2663 between 8:00 am and 7:30 pm EST on any business day.

POAOutputOC

ANNUAL OPERATIONS REPORT

2017

Hamblen County Emergency Communications District

The mission of the Hamblen County Emergency Communications District (E-911) is to aid and assist in the rapid and accurate collection, exchange, and dissemination of information relating to emergencies and other vital public safety functions.

ANNUAL OPERATIONS REPORT

HAMBLEN COUNTY EMERGENCY COMMUNICATIONS DISTRICT

12 January 2018

I am very pleased to present the Fourth Annual Operations Report of the Hamblen County Emergency Communications District.

Following you will find information regarding the over 76,000 calls for service and over 142,000 telephone calls handled by Hamblen County ECD last year. This year's Report has been expanded to include additional charts which better relate the historical data/trends of our client agencies.

Also included is data relating to our performance under NFPA 1221, the Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems. NFPA 1221 was revised in 2016; with changes occurring in Section 7.4.2 as it relates to the times allotted for the processing and dispatching of specific call types. This year's Report reflects our level of compliance with the updated Standard.

Hamblen County ECD has performed at a superior level in our efforts to lower the response times of our client agencies; as is shown by our average times for call processing and dispatching for all the entities we serve:

2017 Average Times for Call Processing & Dispatching	
Morristown Police Department	:50
Hamblen Co. Sheriff's Department	:55
Morristown-Hamblen EMS	:31
Morristown Fire Department	:37
Volunteer Fire Departments	:43

As referenced by our NCIC Activity Report, Hamblen County ECD serves as the TBI's Terminal Agency and we entered / queried over 55,500 entries in 2017.

In order to continue to serve our jurisdiction and our client agencies with the excellent service they are accustomed to, we understand that a robust training program is essential. In 2017, Hamblen County ECD employees completed a combined 945 hours of training.

This Report will continue to evolve as we face new challenges and ever-changing innovations. Meeting our goals with efficiency and professionalism will always be our aim.

I hope that you will find this information useful.

S. Eric Carpenter, CMCP
Executive Director

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Hamblen County
Emergency Communications District

Fact Sheet – 2017

Basic Facts

- Hamblen County – 161 sq. miles, population of 63,400
- Consolidated Center, answering all 9-1-1 & non-emergency calls for Hamblen County and City of Morristown
- Dispatch calls for service for ten (10) departments:
    - Morristown Police Department
    - Hamblen County Sheriff's Department
    - Morristown Fire Department
    - Hamblen County Volunteer Fire Departments (4)
    - Morristown-Hamblen EMS
    - Morristown Emergency Rescue Squad
    - Emergency Management Agency
- Redundant backup center, fully equipped
- NCIC Terminal Agency for Hamblen County

Call Statistics

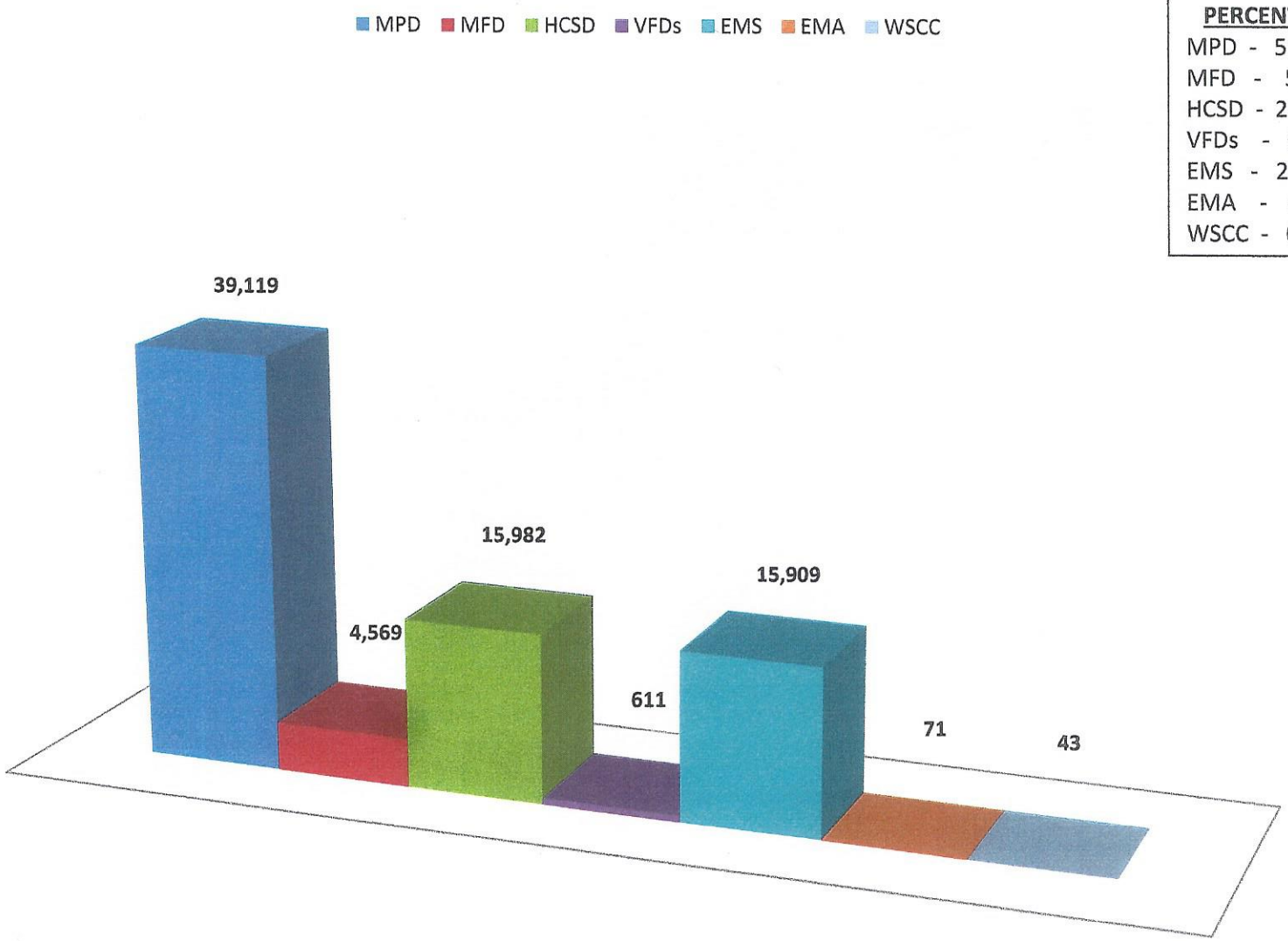
- Processed 142,305 telephone calls; approx. 11,859 per month
- Dispatched 76,304 calls for service
- Average answer time for 9-1-1 calls was under 5 seconds
- Average time for call processing and dispatching was 43 seconds
- All telecommunicators cross trained as both call takers and dispatchers; handling any type of call – Police, Fire, or EMS

Systems / Applications

- Global Software / Cisco CAD v.2015.4.49
- Airbus Sentinel Patriot VoIP Telephone Controller v.3.3
- Avtec Scout IP Radio System v.3.5.13.3
- DSS Corp. / Equature Voice Logger/Recorder v.1.72.1.30000

2017 Calls For Service

76,304



PERCENTAGE	
MPD	51.27%
MFD	5.99%
HCSD	20.94%
VFDs	0.80%
EMS	20.85%
EMA	0.09%
WSCC	0.05%

NOTICE: Law Enforcement Calls for Service include officer initiated activities (*i.e. – traffic stops, investigations of suspicious individuals, etc.*).

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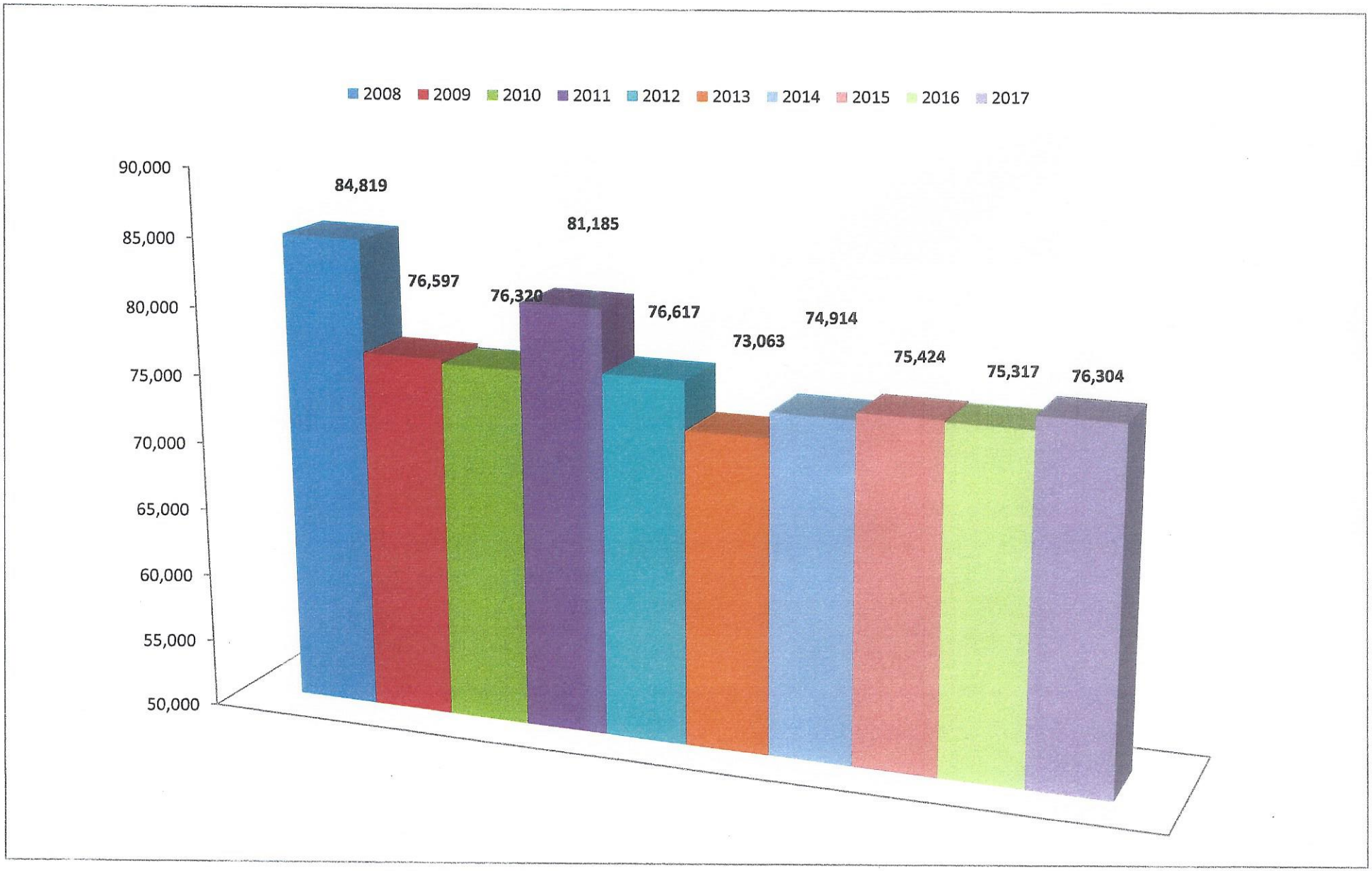
Total Calls For Service by Year

Hamblen County ECD



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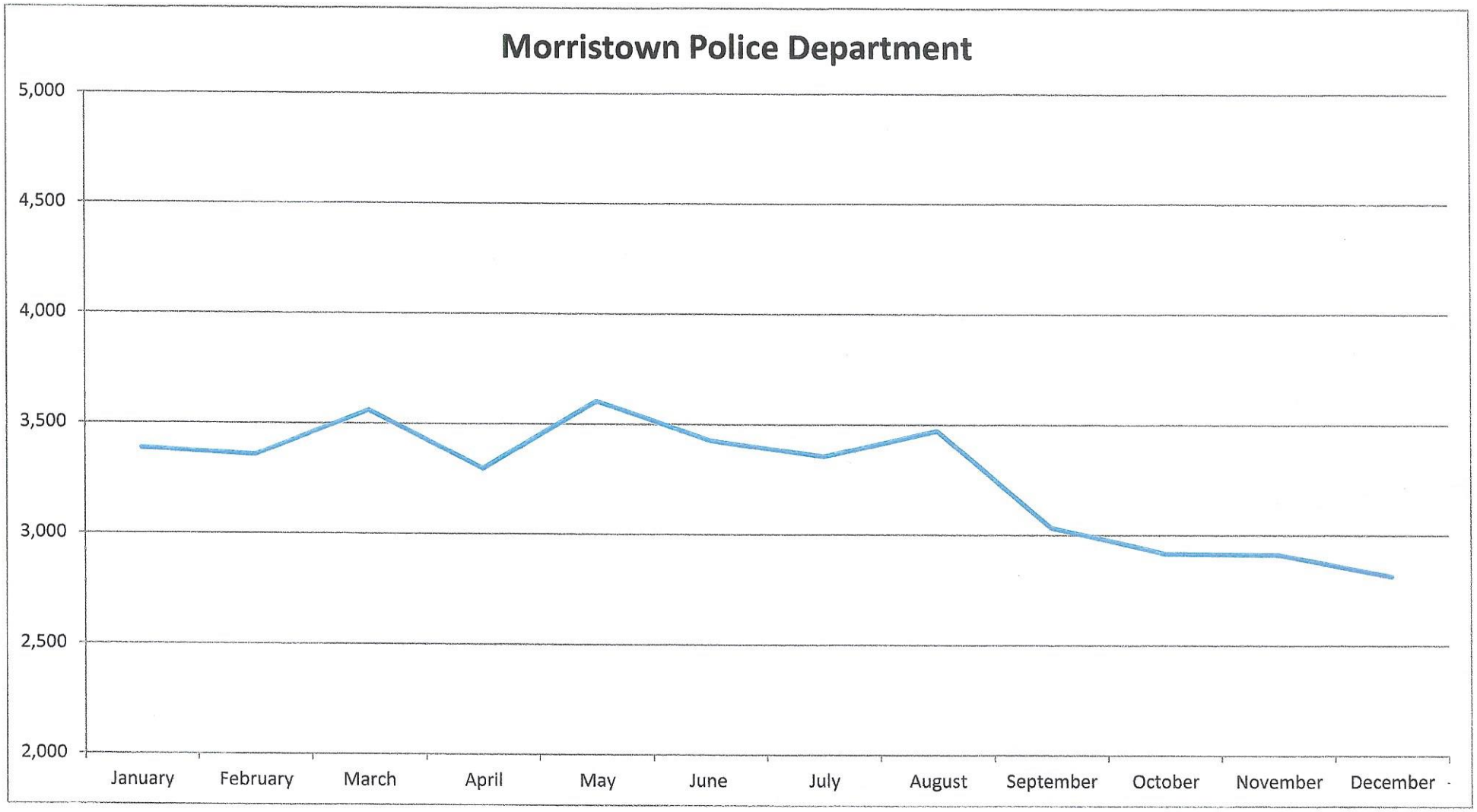
Calls For Service by Month

2017



January	3,384
February	3,354
March	3,558
April	3,295
May	3,602
June	3,427

July	3,354
August	3,471
September	3,034
October	2,917
November	2,911
December	2,812

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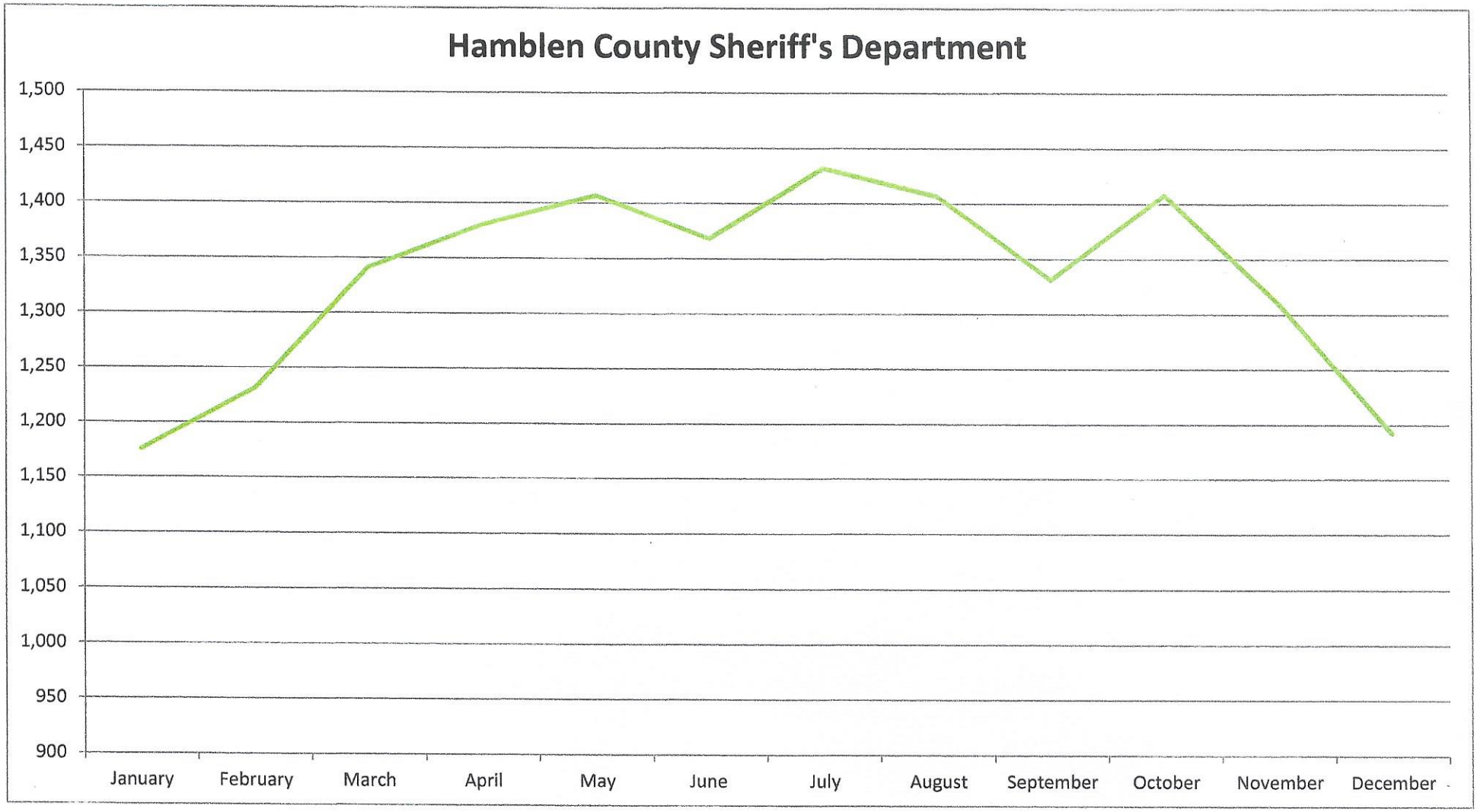
Calls For Service by Month

2017



January	1,175
February	1,231
March	1,341
April	1,380
May	1,407
June	1,368

July	1,432
August	1,407
September	1,331
October	1,408
November	1,310
December	1,192

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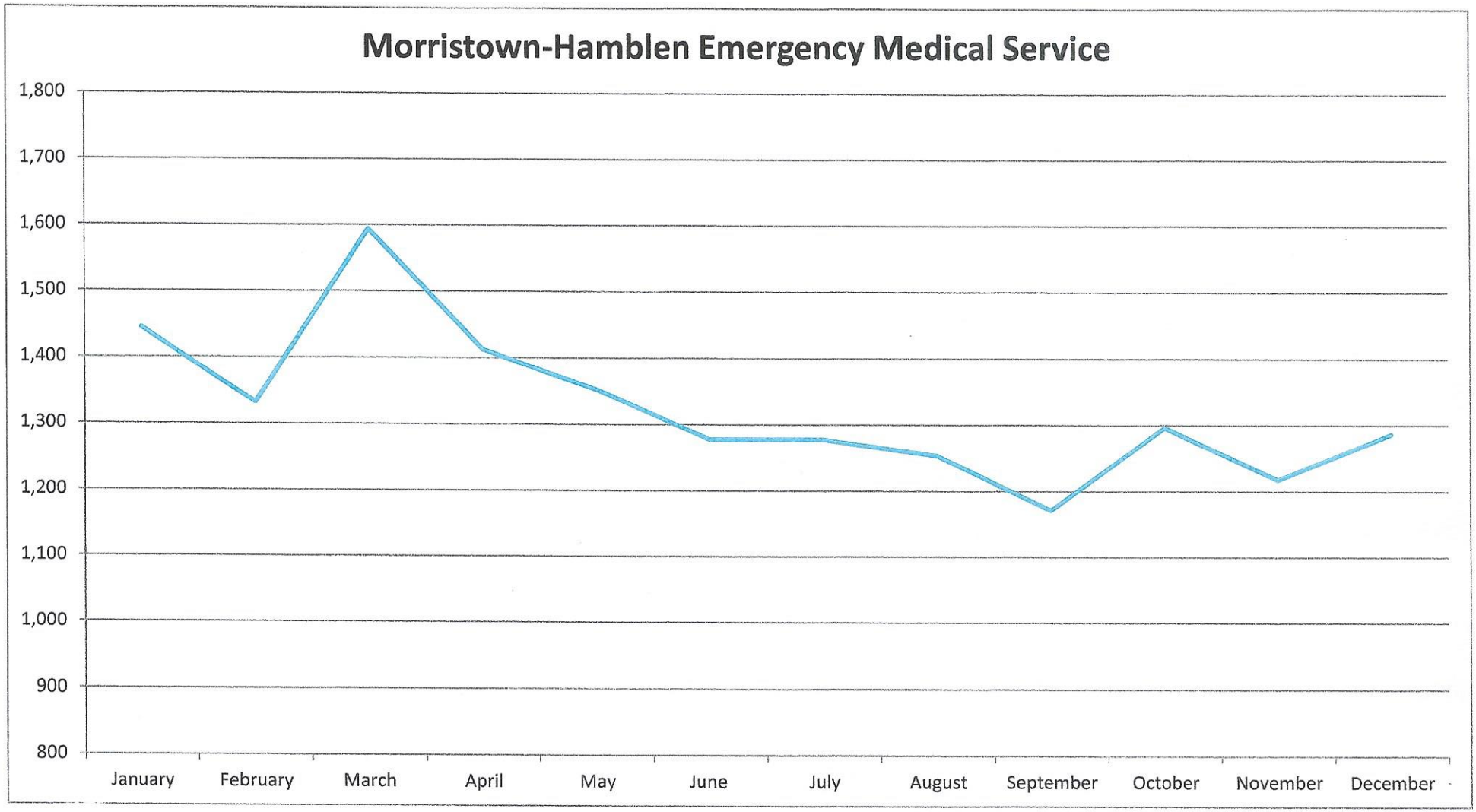
Calls For Service by Month

2017



January	1,444
February	1,331
March	1,593
April	1,412
May	1,352
June	1,277

July	1,277
August	1,253
September	1,171
October	1,296
November	1,217
December	1,286

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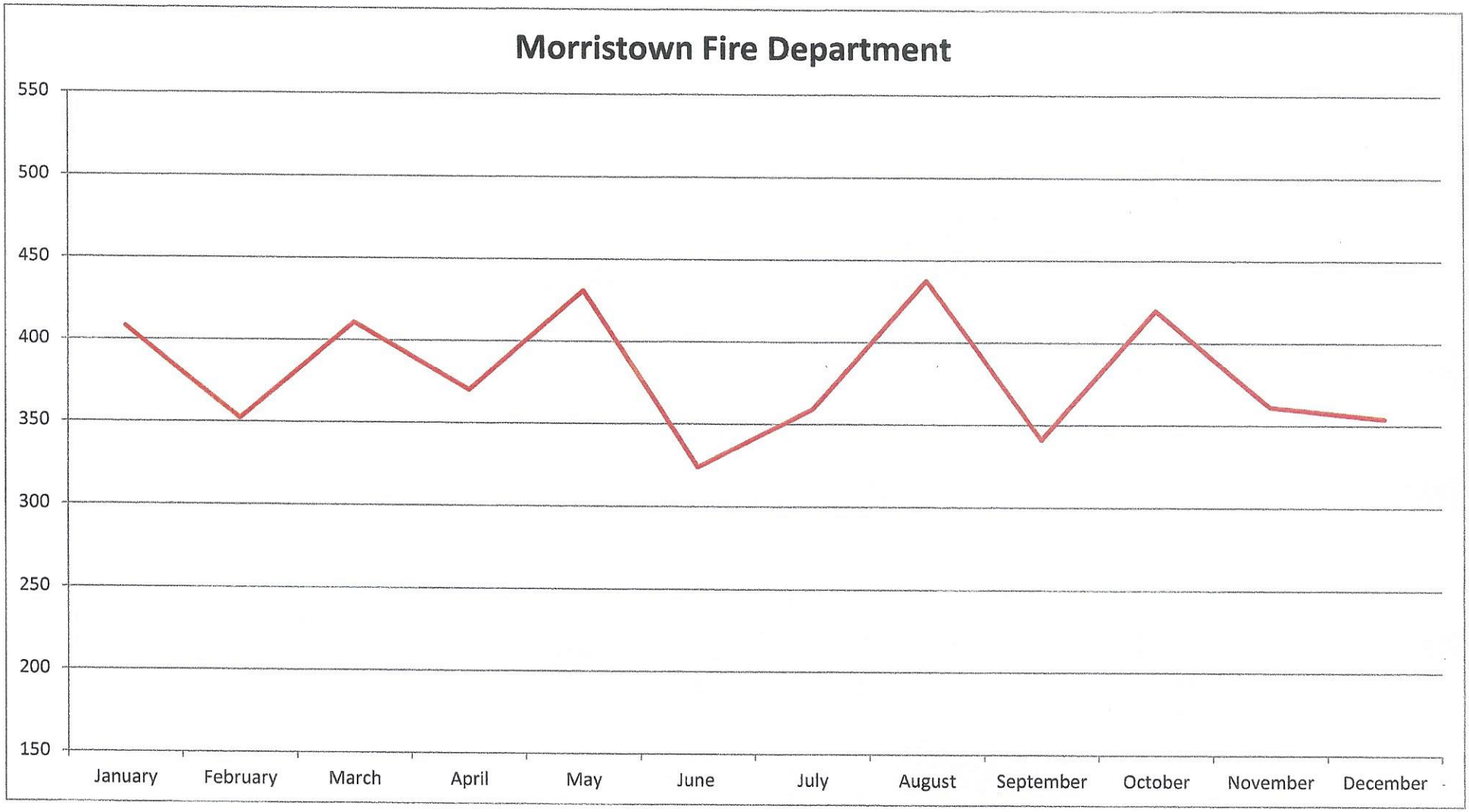
Calls For Service by Month

2017



January	408
February	352
March	411
April	370
May	431
June	324

July	359
August	438
September	341
October	420
November	361
December	354

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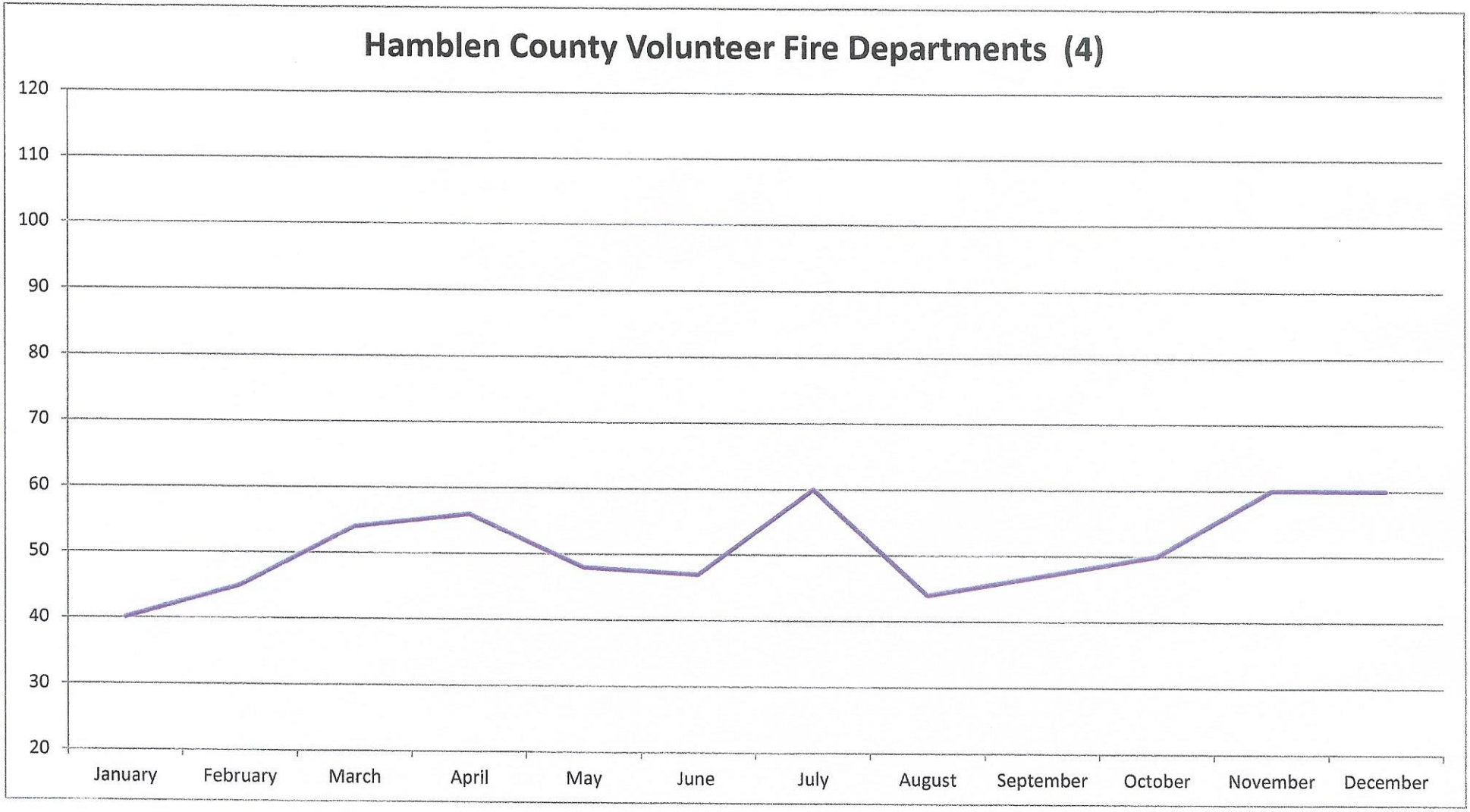
Calls For Service by Month

2017



January	40
February	45
March	54
April	56
May	48
June	47

July	60
August	44
September	47
October	50
November	60
December	60

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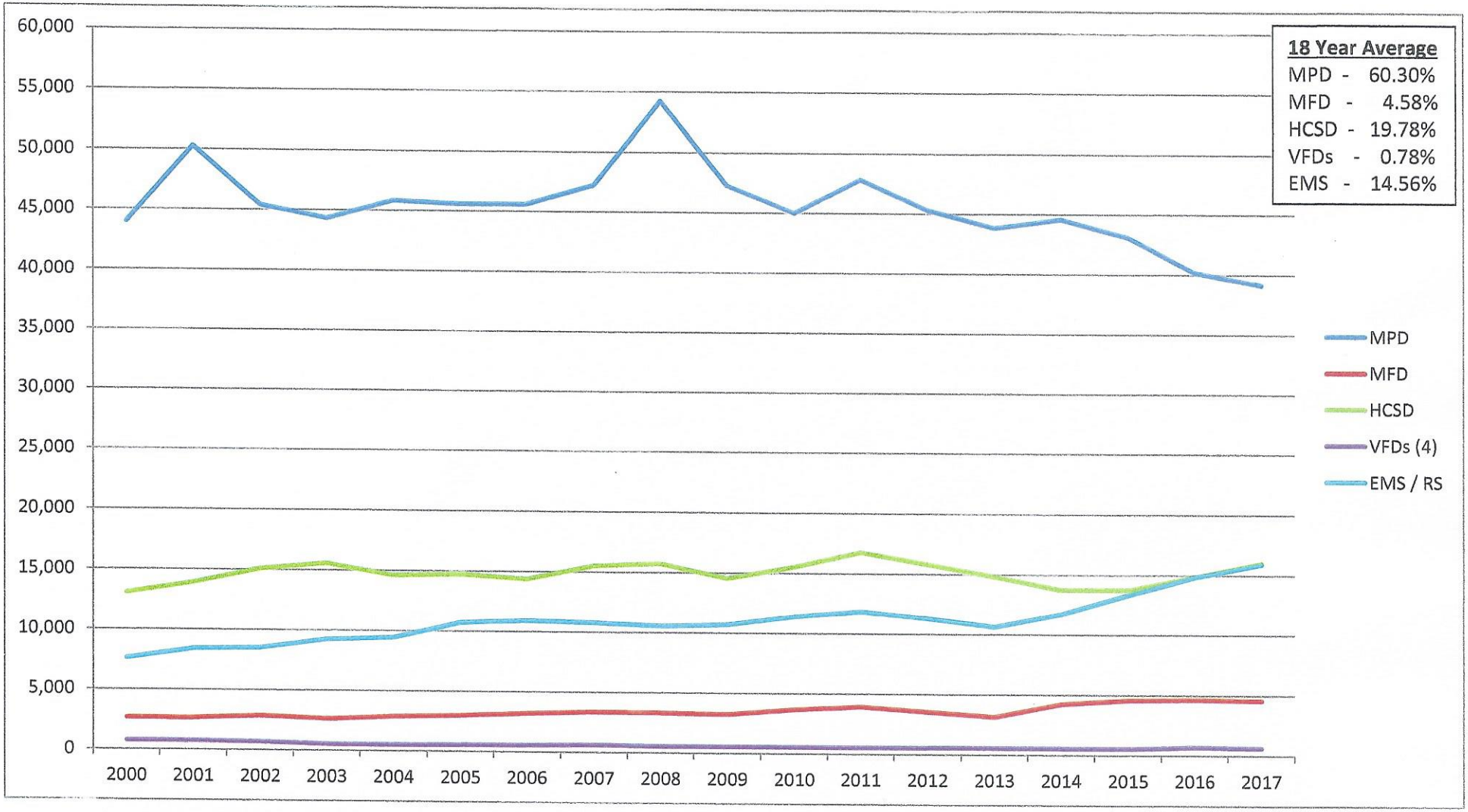
Calls For Service by Agency

2000-2017



	MPD	MFD	HCSD	VFDs	EMS
2000	43,915	2,618	13,037	714	7,537
2001	50,270	2,648	13,904	738	8,352
2002	45,345	2,857	15,057	657	8,461
2003	44,263	2,636	15,556	516	9,192
2004	45,781	2,862	14,604	505	9,391
2005	45,523	2,985	14,724	542	10,675
2006	45,565	3,211	14,377	562	10,900
2007	47,204	3,376	15,498	621	10,757
2008	54,234	3,338	15,737	546	10,548

	MPD	MFD	HCSD	VFDs	EMS
2009	47,256	3,247	14,557	529	10,700
2010	44,959	3,676	15,528	563	11,384
2011	47,805	3,951	16,772	534	11,842
2012	45,277	3,543	15,804	554	11,301
2013	43,811	3,170	14,822	553	10,640
2014	44,553	4,259	13,763	549	11,708
2015	43,056	4,595	13,760	537	13,329
2016	40,152	4,674	14,835	692	14,843
2017	39,119	4,569	15,982	611	15,909

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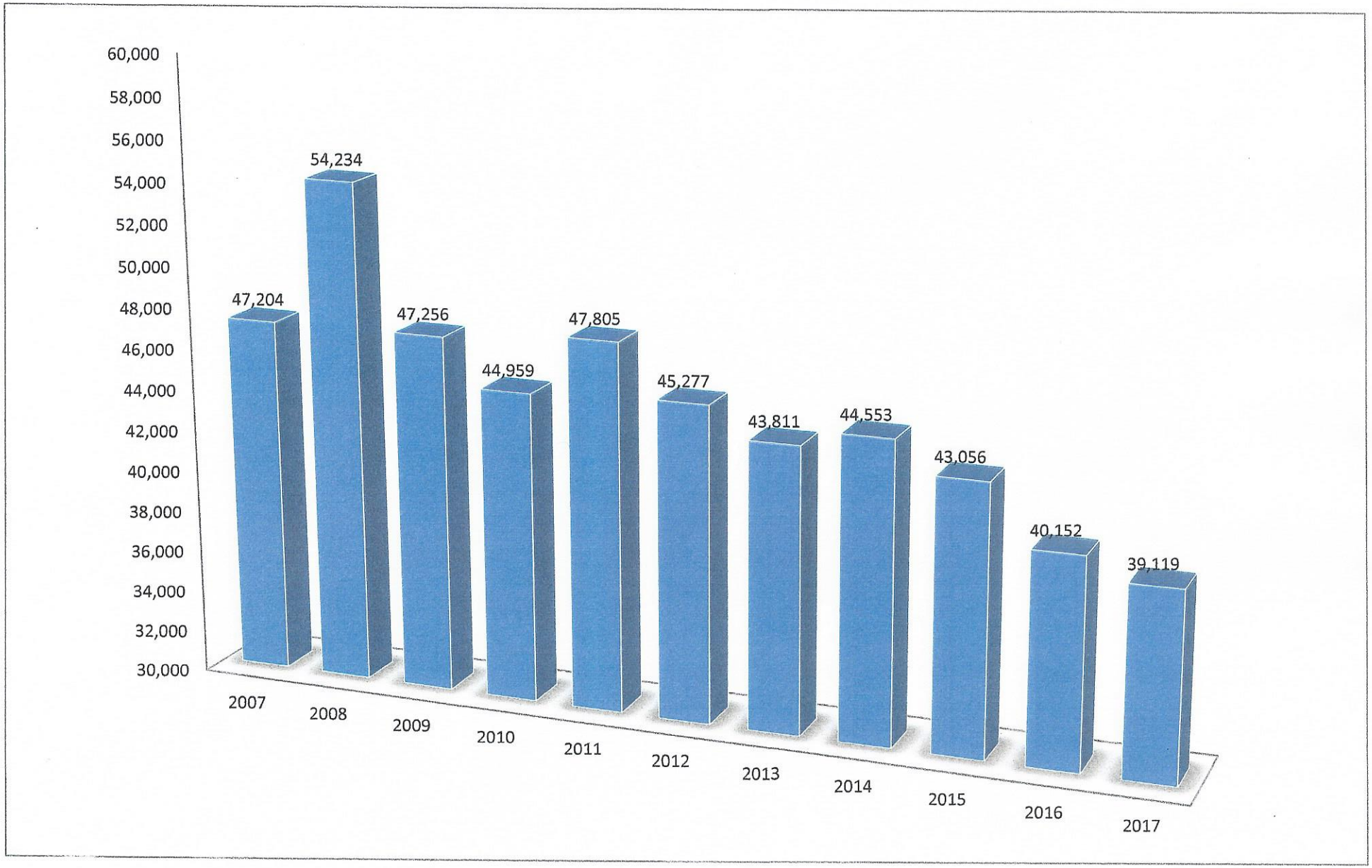
Morristown Police Department Calls For Service

1 January 2007 – 31 December 2017



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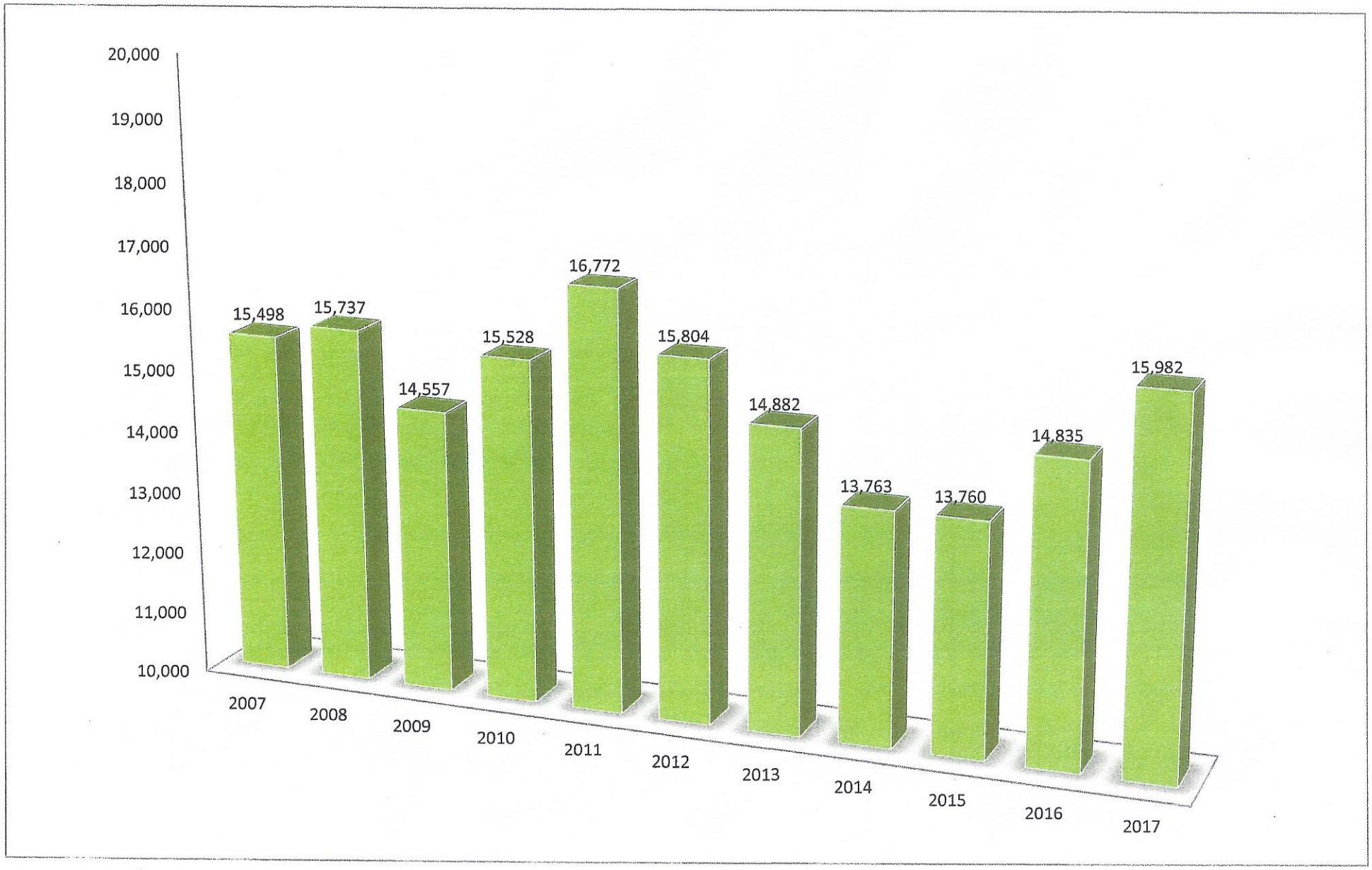
Hamblen Co. Sheriff's Department Calls For Service

1 January 2007 – 31 December 2017



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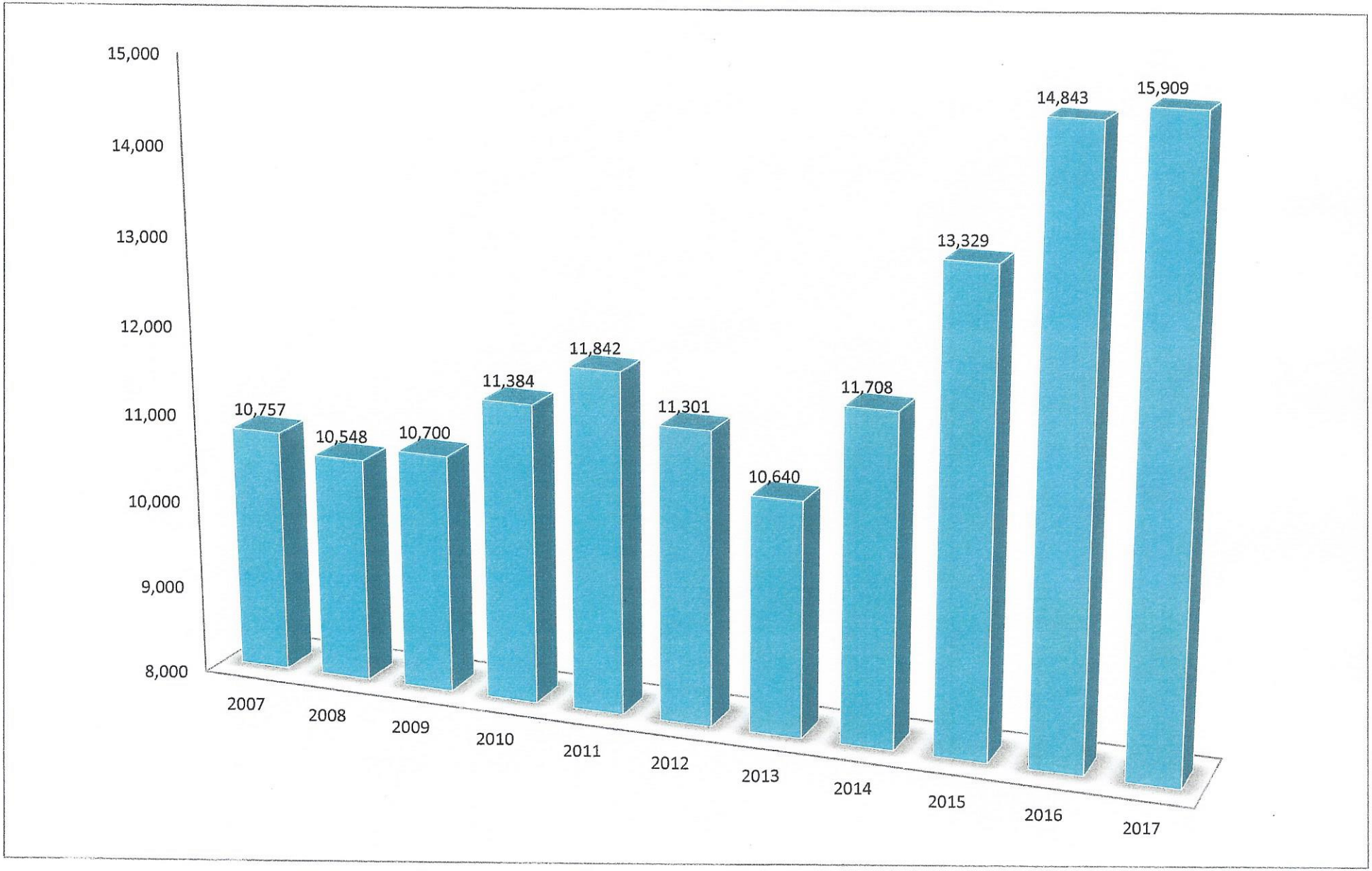
Morristown-Hamblen EMS Calls For Service

1 January 2007 – 31 December 2017



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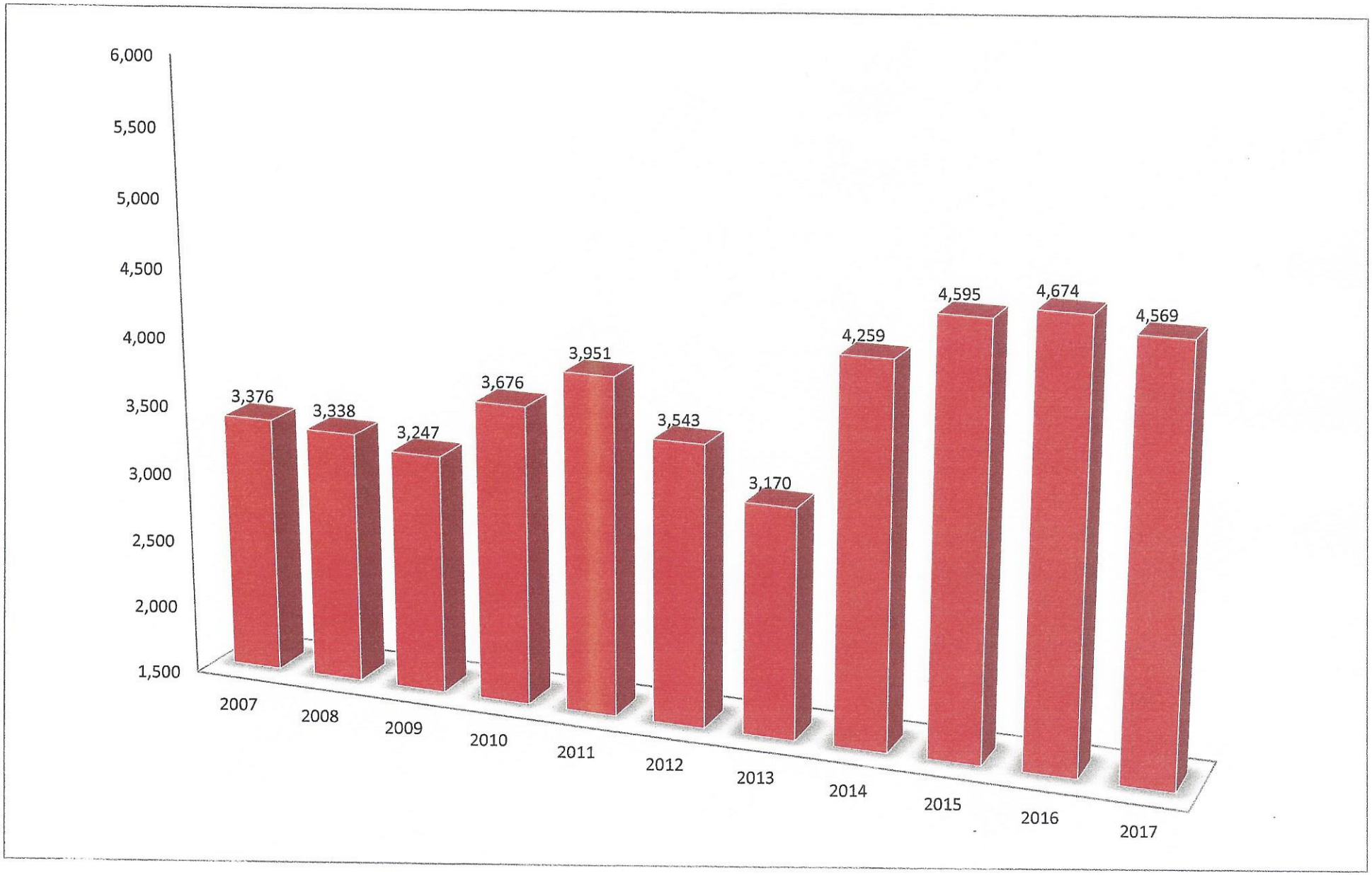
Morristown Fire Department Calls For Service

1 January 2007 – 31 December 2017



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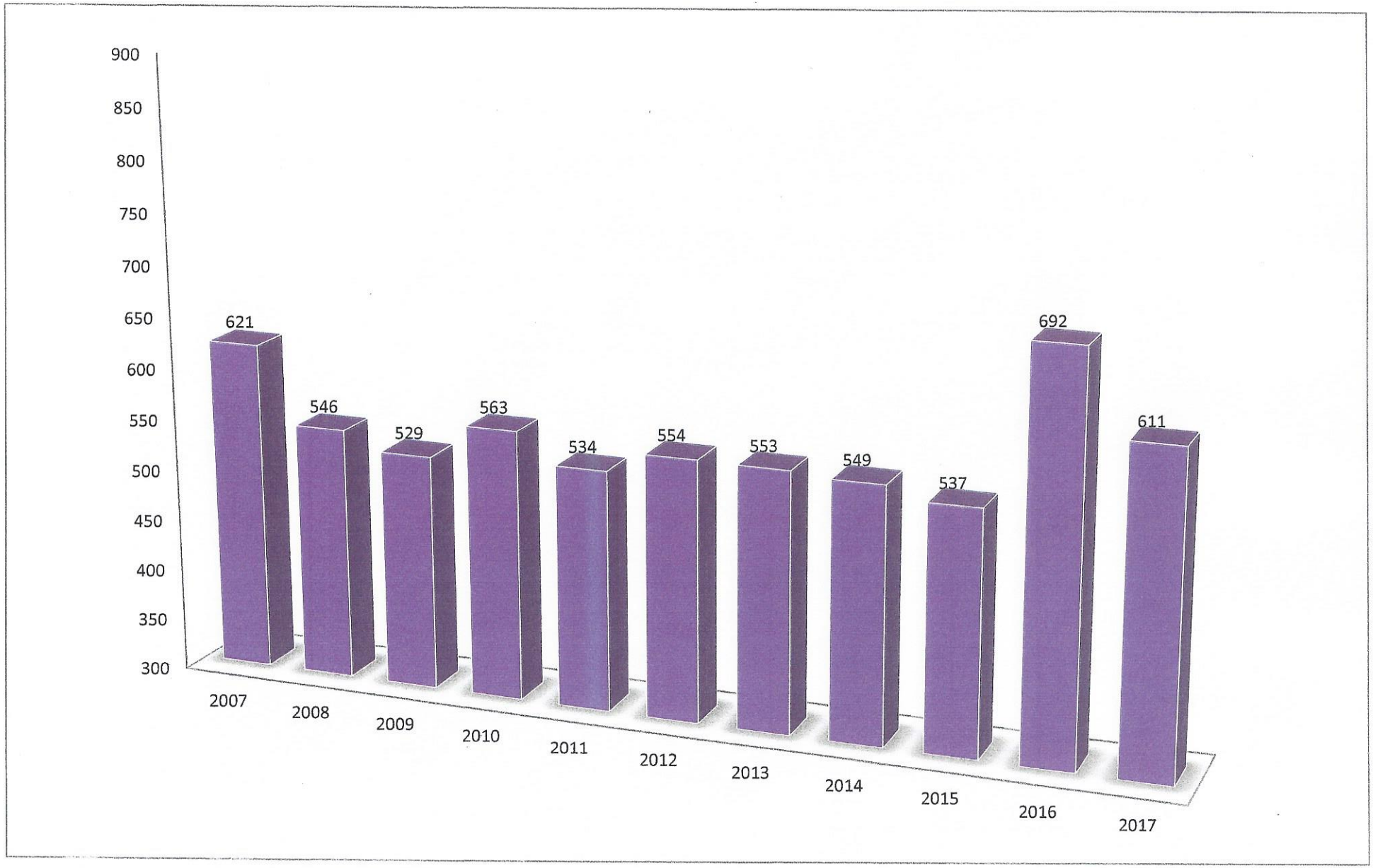
Hamblen Co. Vol. Fire Departments (4) Calls For Service

1 January 2007 – 31 December 2017



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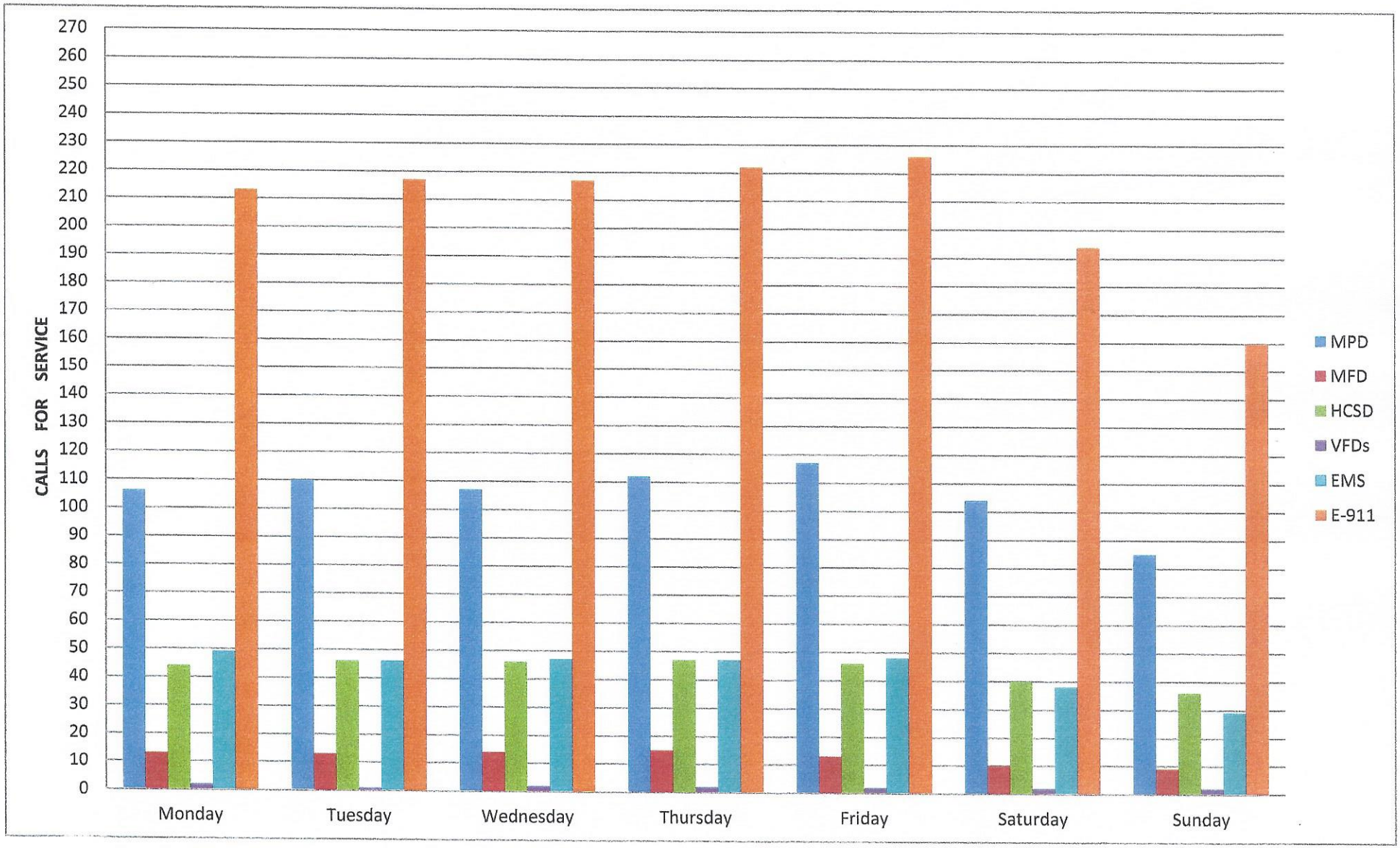
Highest Volume of CFS by Day of Week

2017



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Highest Volume of CFS by Hour of Day

2017

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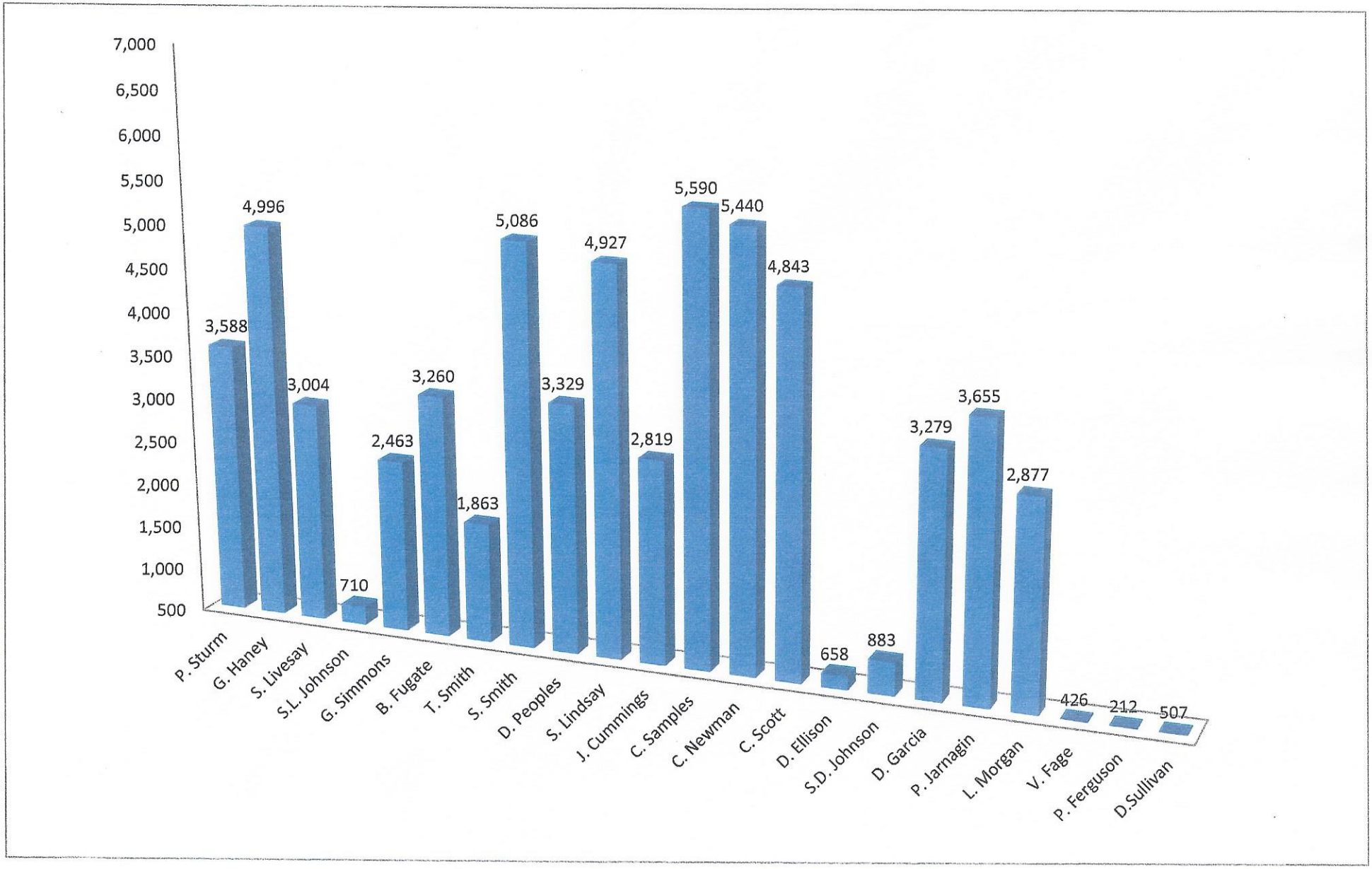
2017 CAD Entries by Telecommunicator



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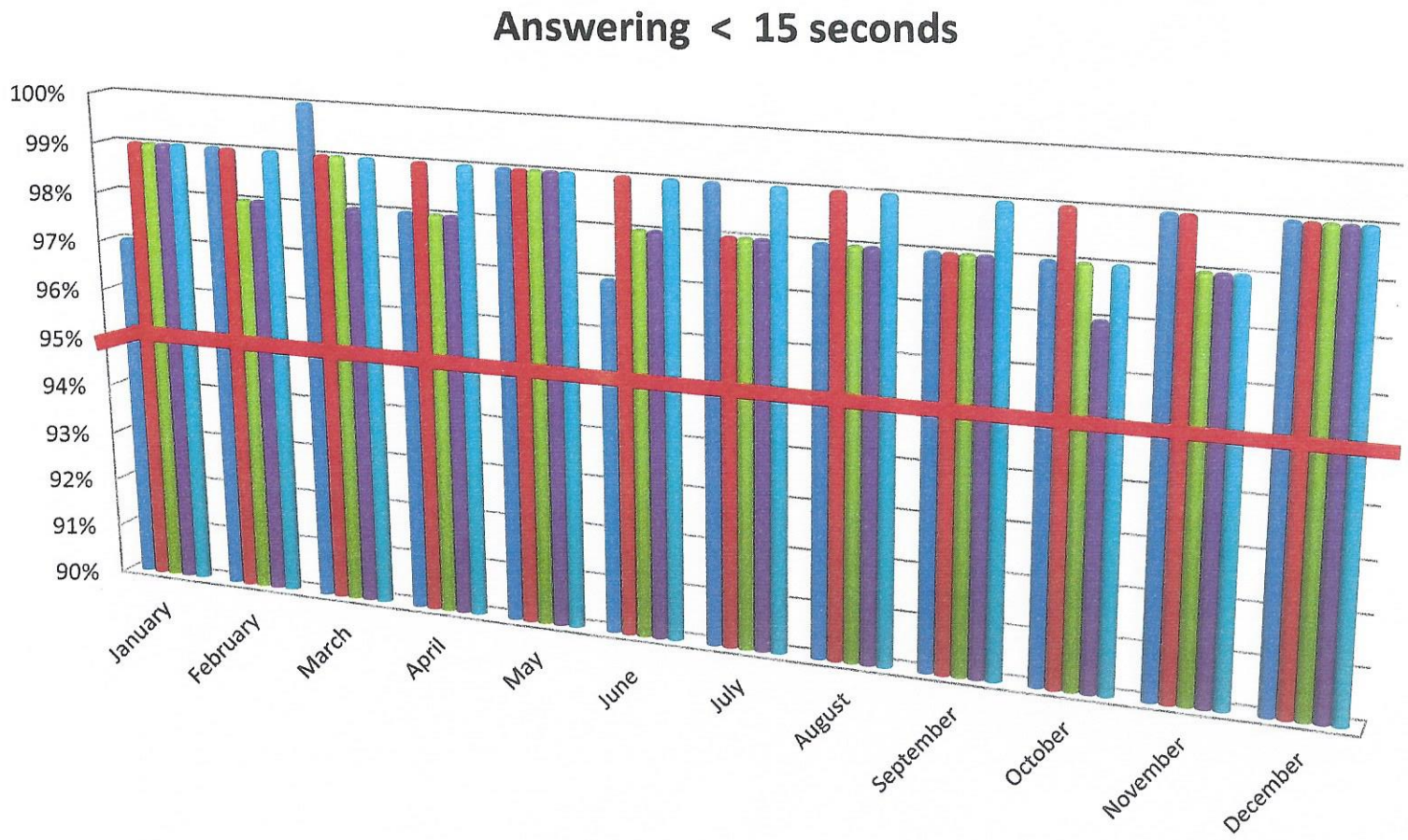
NFPA 1221

7.4.1 - "Ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds."



	January	February	March	April	May	June	July	August	September	October	November	December
2013	97	99	100	98	99	97	99	98	98	98	99	99
2014	99	99	99	99	99	99	98	99	98	99	99	99
2015	99	98	99	98	99	98	98	98	98	98	98	99
2016	99	98	98	98	99	98	98	98	98	97	98	99
2017	99	99	99	99	99	99	99	99	99	98	98	99

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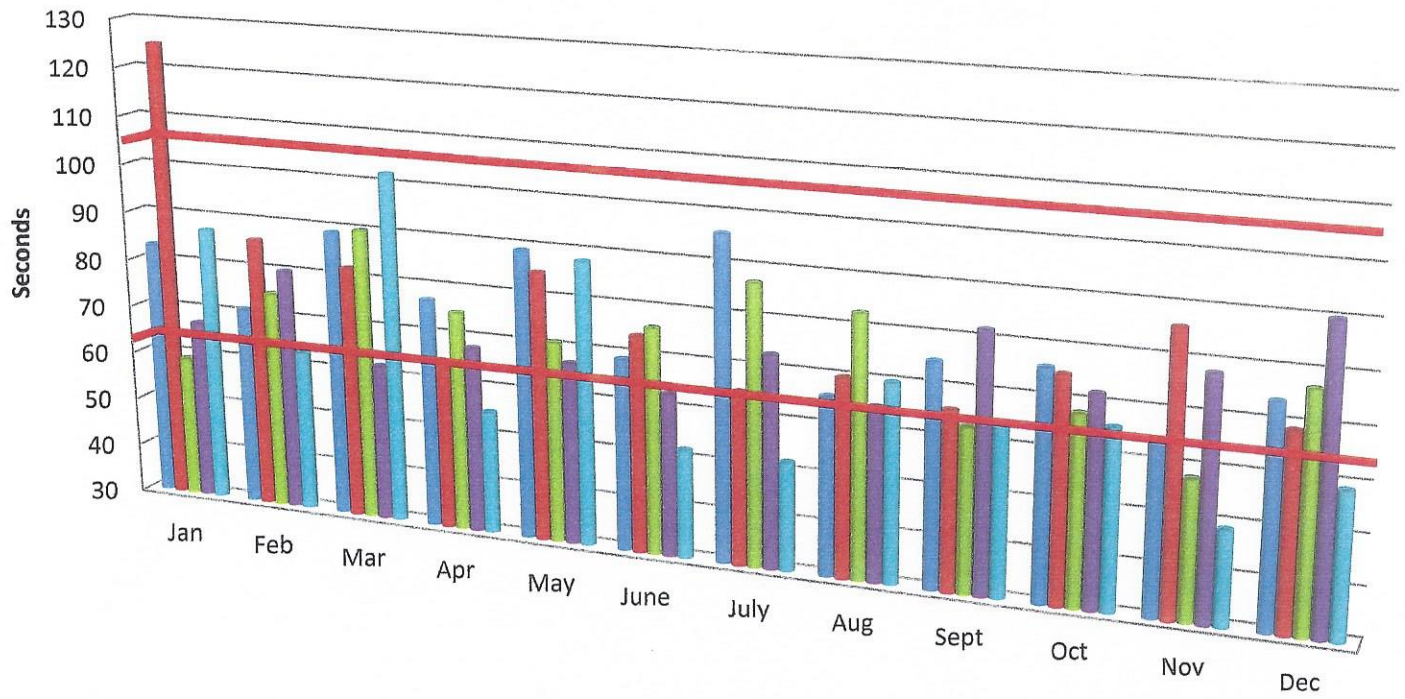
NFPA 1221

7.4.2 - "With the exception of the call types identified in 7.4.2.2, 90 percent of emergency alarm processing shall be completed within 64 seconds, and 95 percent of alarm processing shall be completed within 106 seconds."

TELEPHONE DATA
Processing < 64 Seconds



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	83	71	89	77	89	69	96	66	75	76	64	74
2014	125	86	82	64	85	74	65	70	66	75	86	69
2015	59	75	90	75	71	76	87	83	63	68	58	77
2016	67	80	62	68	67	63	73	65	82	72	78	90
2017	87	63	102	55	88	52	52	70	64	66	49	59

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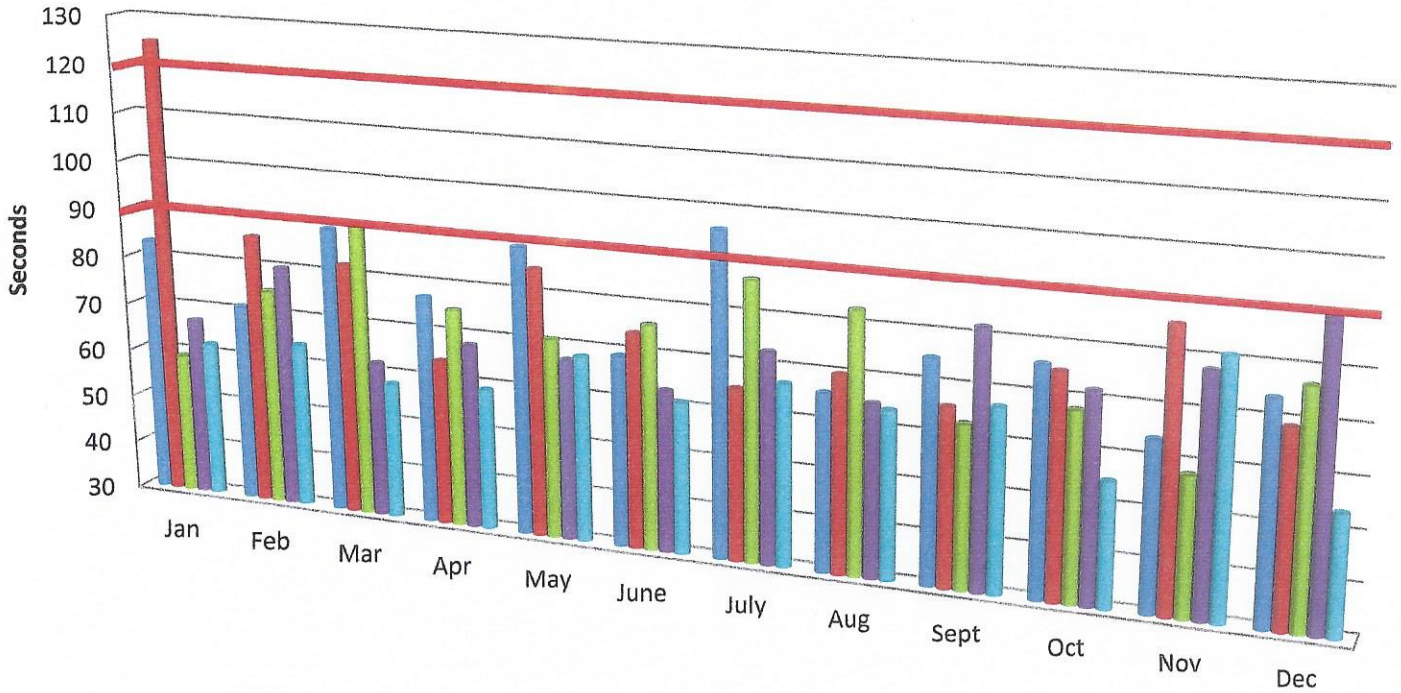
NFPA 1221

7.4.2.2 - "Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time."

[See Standard (7.4.2.2 (1) through (8) for specific call types.]

TELEPHONE DATA

Processing < 90 Seconds



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	83	71	89	77	89	69	96	66	75	76	64	74
2014	125	86	82	64	85	74	65	70	66	75	86	69
2015	59	75	90	75	71	76	87	83	63	68	58	77
2016	67	80	62	68	67	63	73	65	82	72	78	90
2017	62	64	58	59	68	61	67	64	67	55	81	54

NFPA 1221

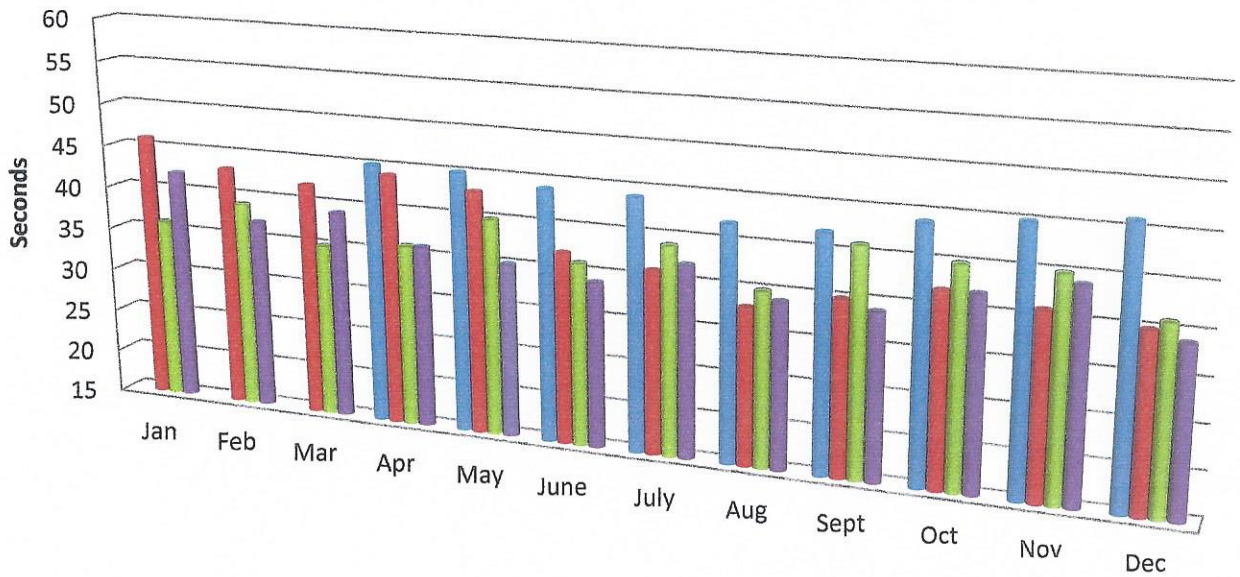
7.4.2 - "With the exception of the call types identified in 7.4.2.2, 90 percent of emergency alarm processing shall be completed within 64 seconds, and 95 percent of alarm processing shall be completed within 106 seconds."

7.4.2.2 - "Emergency alarm processing for the following call types shall be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time."

[See Standard (7.4.2.2 (1) through (8) for specific call types.]

CAD DATA

Received to Action < 60 Seconds



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2014				45	45	44	44	42	42	44	45	46
2015	46	43	42	44	43	37	36	33	35	37	36	35
2016	36	39	35	36	40	36	39	35	41	40	40	36
2017	42	37	39	36	35	34	37	34	34	37	39	34

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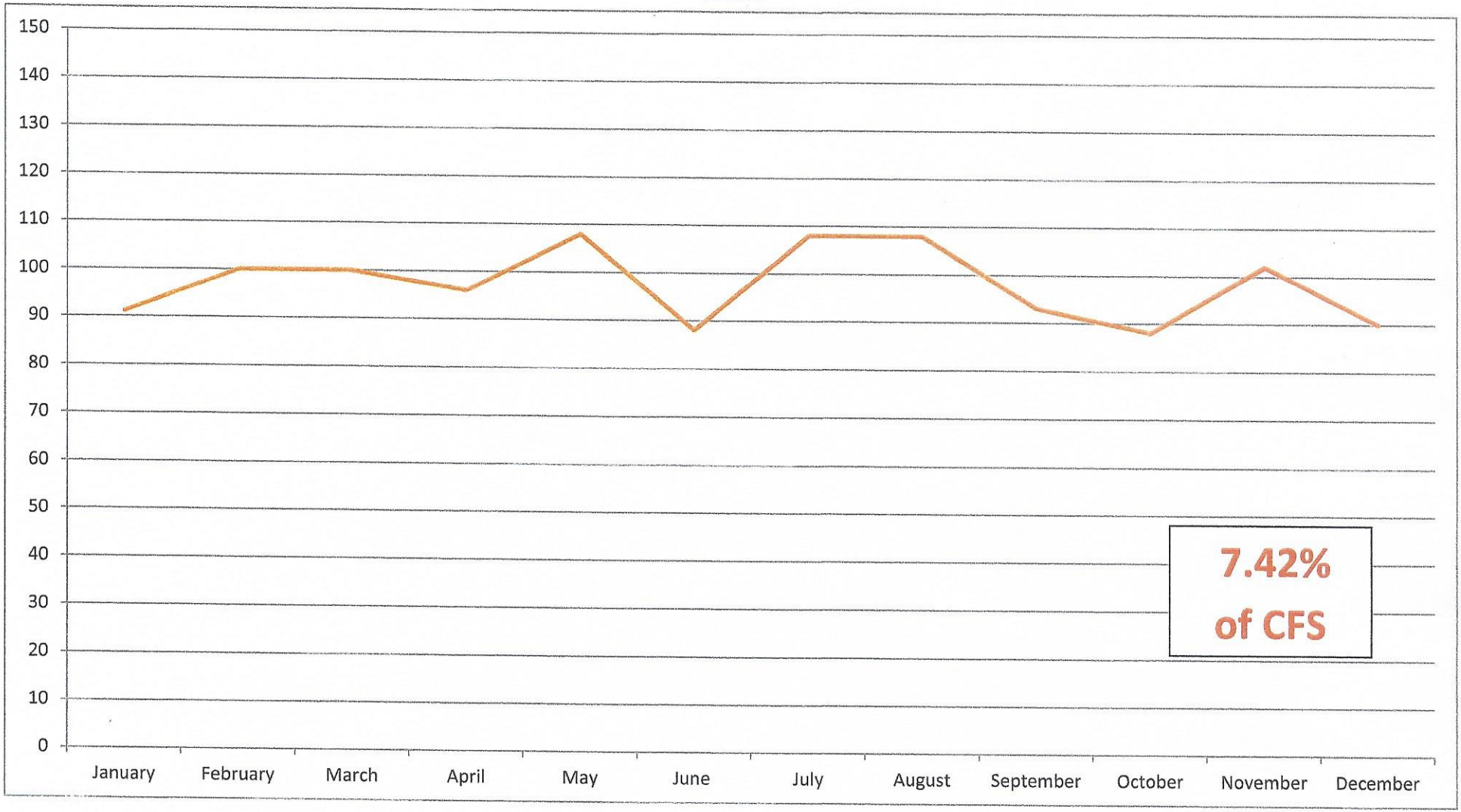
Medical Calls Coded as 'Unknown Problem'

2017



	CFS	R-98	%
January	1,444	91	6.3%
February	1,331	100	7.5%
March	1,593	100	6.3%
April	1,412	96	6.8%
May	1,352	108	8%
June	1,277	88	6.9%

	CFS	R-98	%
July	1,277	108	8.5%
August	1,253	108	8.6%
September	1,171	93	7.9%
October	1,296	88	6.8%
November	1,217	102	8.4%
December	1,286	90	7%

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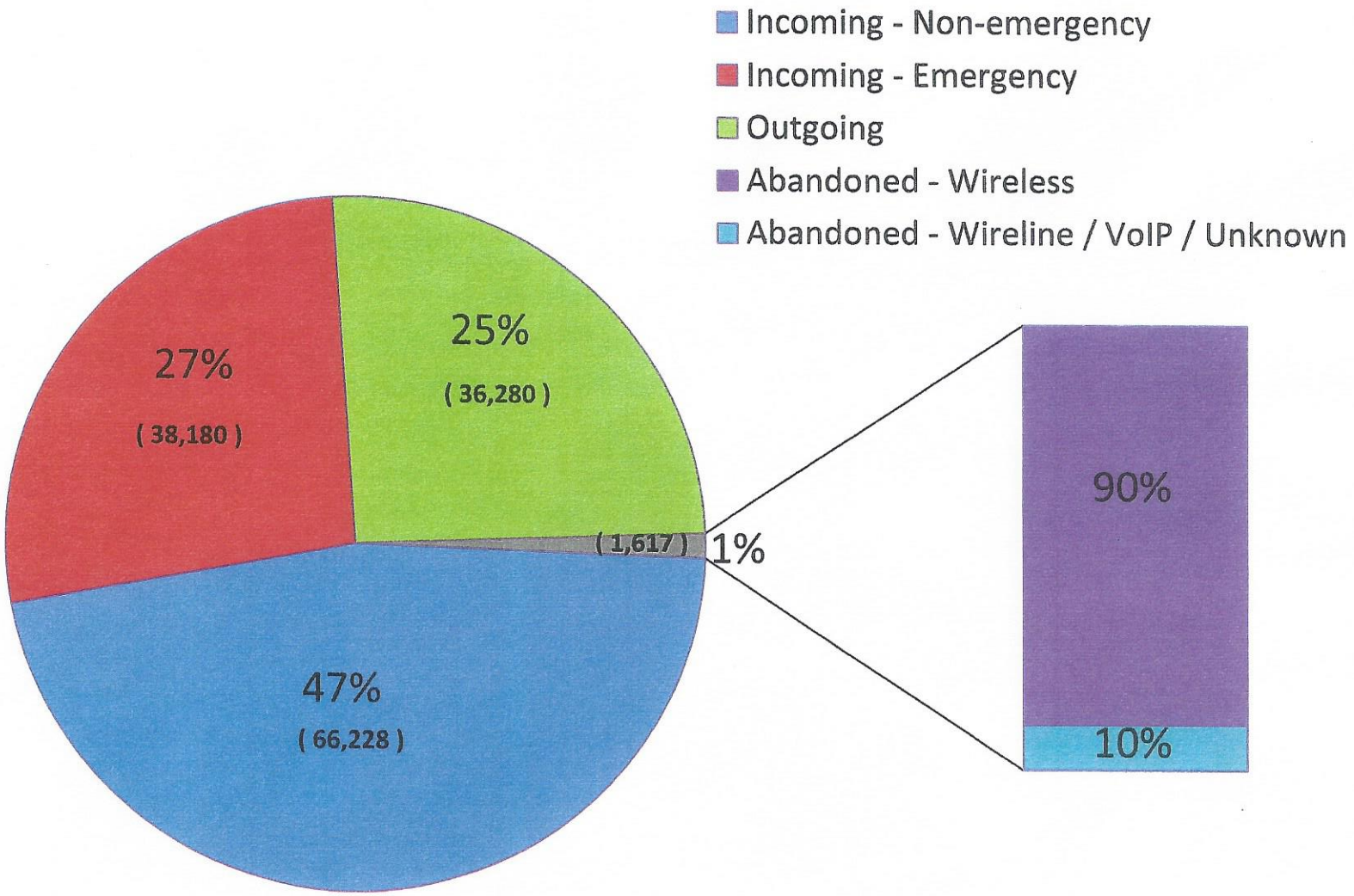
2017 Telephone Call Count

142,305



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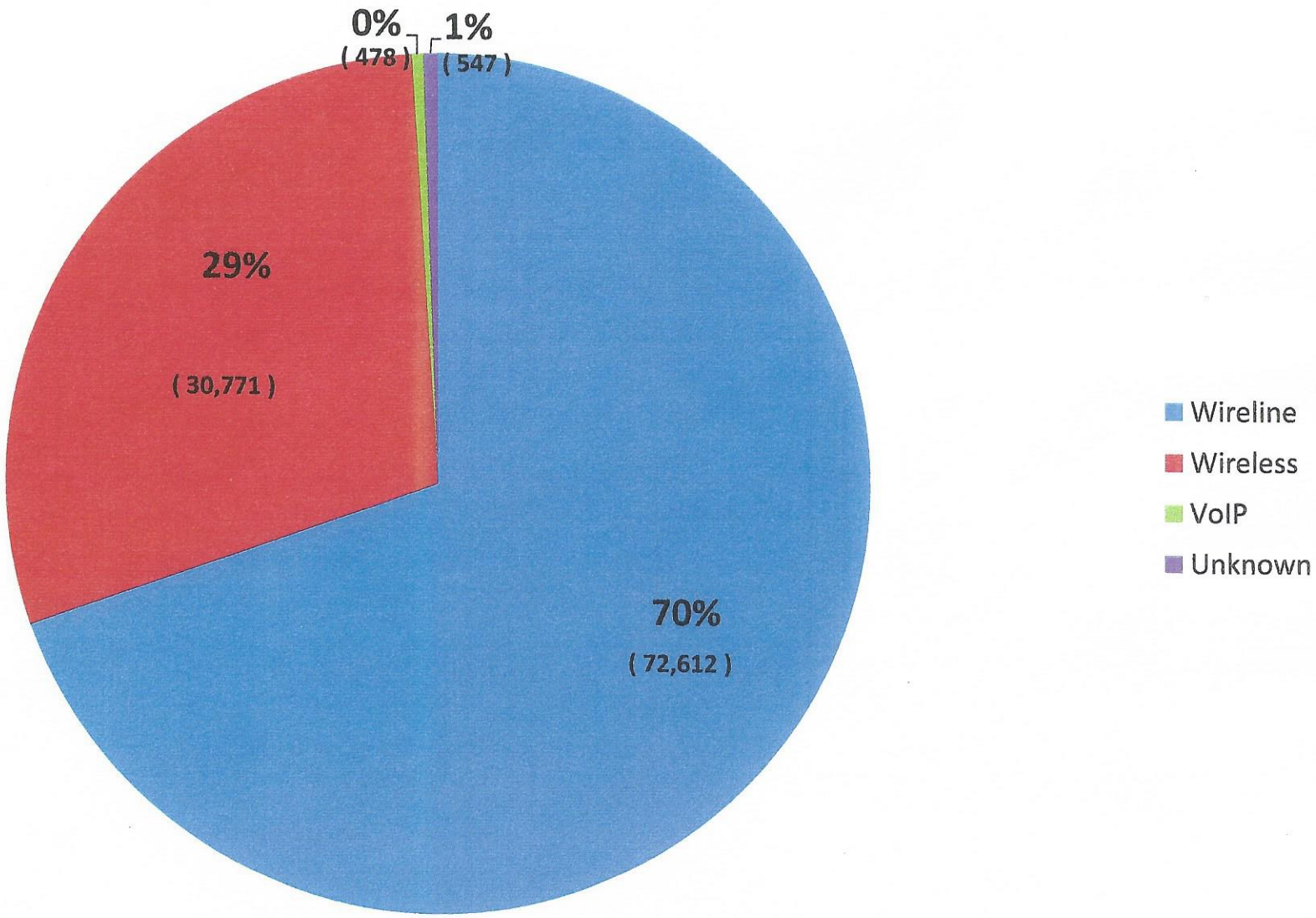
2017 Incoming Telephone Calls by Type of Service



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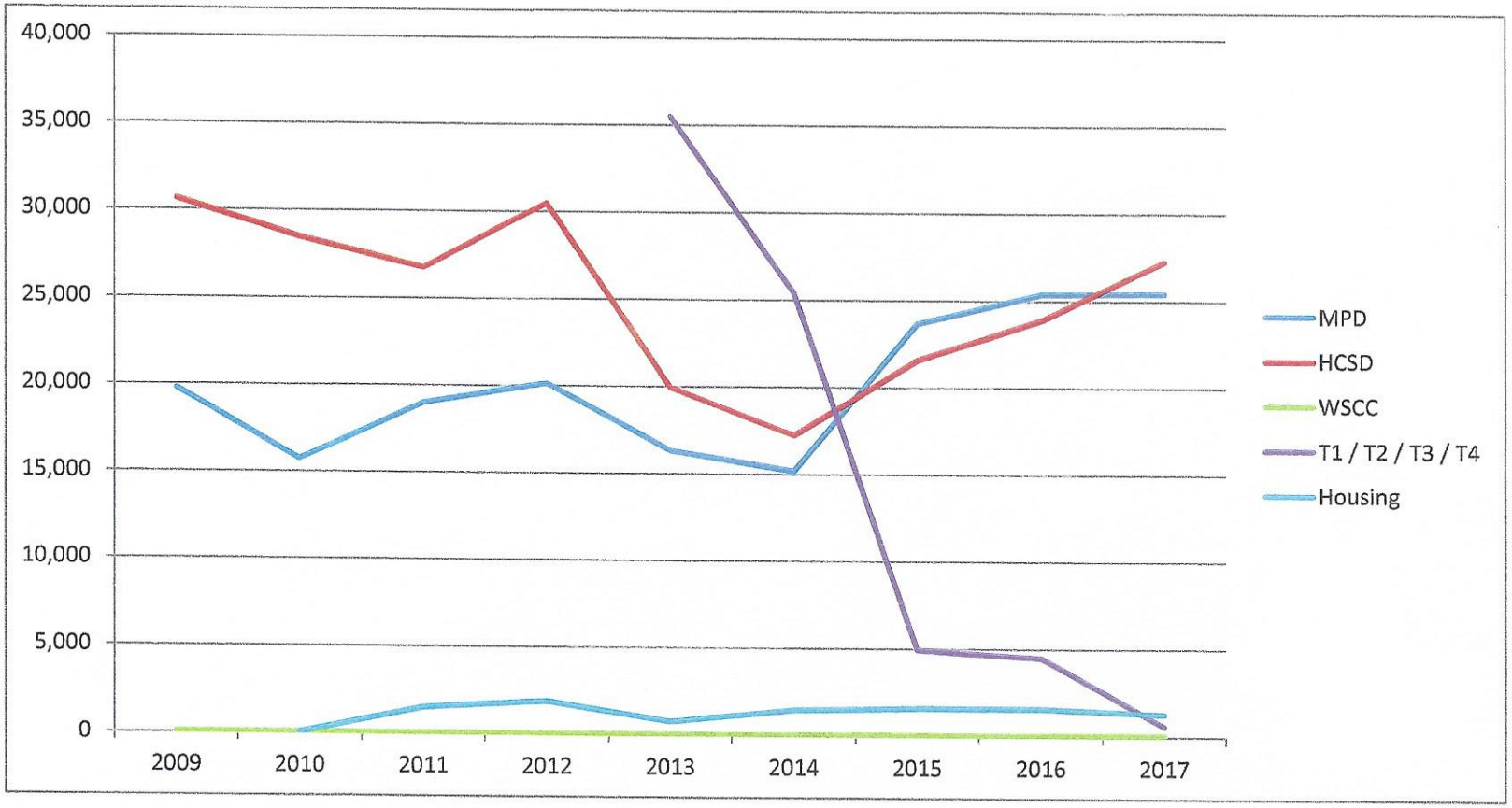
NCIC Activity Report

Annual Message Key Stats by ORI



	MPD	HCSD	WSCC	Juv. Ct.	Drug Ct.	Housing	PCSP	911	T1	T2	T3	T4	TOTALS
2009	19,735	30,619	10	28	166	0	2	---	---	---	---	---	**50,560**
2010	15,683	28,470	8	34	116	0	0	---	---	---	---	---	**44,311**
2011	18,956	26,773	31	16	469	1,473	0	---	---	---	---	---	**47,718**
2012	20,129	30,477	10	21	158	1,866	1	---	---	---	---	---	**52,662**
2013	16,305	19,945	5	8	1	752	2	11	17,324	926	17,248	---	**72,527**
2014	15,182	17,232	30	44	---	1,448	4	14	12,660	84	12,659	---	**46,698**
2015	23,650	21,566	31	29	---	1,569	17	16	2,263	11	2,662	---	**51,814**
2016	25,376	23,905	40	77	---	1,568	35	20	1,688	195	2,605	---	**55,509**
2017	25,438	27,312	85	90	---	1,271	52	421	245	141	198		**55,253**

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Morristown-Hamblen EMS

Director Chris Bell
Emergency Management Agency

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Hamblen County Sheriff's Dept.

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Department Chiefs *(Rotating)*

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David M. Peoples

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