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

DATE: May 10, 2018

TO: Hamblen County Legislative Body

FROM : Cindy Dibb
Office of the Hamblen County Mayor

RE: **May Committee Meeting Information**

Monday, May 14, 2018 at 11:30 a.m. – **Hamblen County Health Department Conference Room**

- **Finance Committee**
- **Public Services Committee -** *Immediately following Finance Committee*
- **Public Safety Committee -** *Immediately following Public Services Committee*
- **Personnel Committee** - *Immediately following Public Services 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
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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

Hamblen County Government
FINANCE COMMITTEE

Monday, May 14, 2018
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 – April 2018 (*Information Only-No Action Necessary*)
   b. Review/Acceptance of Monthly Checks April 2018 Submitted by the County Mayor's Office

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

5. **New Business** – *Chairman Randy DeBord*
   a. Resolution Related to Revisions on Series E-4 Bonds – *County Mayor Bill Brittain and Chris Bessler, Cumberland Securities*
   b. Resolution Authorizing the 2018 Bulletproof Vest Grant Application – *Johnna Harrell*
   c. Resolution Authorizing the Firehouse Subs Public Safety Foundation Grant – *Johnna Harrell*
   d. Resolution Authozizing the 2018 Wal-Mart Foundation Community Grant – *Johnna Harrell*
   e. Budget Amendments:
      i. Fund #101 Capital Projects $890 – *County Mayor Bill Brittain*
      ii. Fund #101 Sheriff's Department $55 – *Chief Wayne Mize*

6. **Items of Interest (No Action Necessary)** – *Chairman Randy DeBord*
   a. Planning Commission Building Permit Report – April 2018
   b. County Attorney Invoices – April 2018
   c. Coroner's Monthly Report – April 2018
   d. Budget Amendments Approved by County Mayor
      i. Fund #101 Administration of the Sexual Offender Registry $100
      ii. Fund #101 Circuit Court $12,259.60
      iii. Fund #101 Civil Defense $83.41
      iv. Fund #101 Jail $1,400
      v. Fund #101 Juvenile Court $120
      vi. Fund #101 Parks and Fair Boards $65
      vii. Fund #101 Planning $300
      viii. Fund #101 Planning $1,200
      ix. Fund #101 Sheriff's Deptarment $1,500

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

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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: 5/4/2018
Time: 10:34 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	12,544.22	138,660.81	23,945.63	30,069.56	15.61%
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	15,467.05	156,795.96	2,017.09	52,424.95	24.82%
101	51400	County Attorney	31,293.00	1,906.19	10,493.72	0.00	20,799.28	66.47%
101	51500	Election Commission	272,927.00	17,258.32	175,486.25	530.69	96,910.06	35.51%
101	51600	Register Of Deeds	305,783.00	23,317.16	231,681.91	10,622.00	63,479.09	20.76%
101	51720	Planning	240,038.00	17,052.99	165,919.95	561.25	73,556.80	30.64%
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	0.00	58,687.97	0.00	48,950.03	45.48%
101	51810	Other Facilities	797,347.00	39,893.54	640,457.17	38,947.68	117,942.15	14.79%
101	51910	Preservation Of Records	20,806.00	2,263.22	15,626.09	810.76	4,369.15	21.00%
101	52100	Accounting And Budgeting	351,928.00	31,767.91	277,349.58	8,377.69	66,200.73	18.81%
101	52200	Purchasing	39,983.00	3,198.64	30,809.50	0.00	9,173.50	22.94%
101	52300	Property Assessor's Office	357,046.00	26,213.80	262,042.51	625.00	94,378.49	26.43%
101	52310	Reappraisal Program	143,502.00	17,101.32	56,560.33	5,817.16	81,124.51	56.53%
101	52400	County Trustee's Office	363,395.00	23,852.91	273,616.47	685.39	89,093.14	24.52%
101	52500	County Clerk's Office	687,144.00	48,187.20	490,891.05	3,425.25	192,827.70	28.06%
101	52600	Data Processing	125,228.00	6,180.35	82,286.78	6,207.13	36,734.09	29.33%
101	52900	Other Finance	313,256.00	24,758.21	251,944.57	2,452.55	58,858.88	18.79%
101	53100	Circuit Court	892,468.60	75,083.00	660,829.41	8,200.92	223,438.27	25.04%
101	53300	General Sessions Court	430,398.00	36,500.77	335,925.28	1,115.36	93,357.36	21.69%
101	53330	Drug Court	156,450.00	8,559.99	115,785.39	2,551.81	38,112.80	24.36%
101	53400	Chancery Court	384,447.00	29,190.92	296,815.98	3,722.24	83,908.78	21.83%
101	53500	Juvenile Court	297,823.00	25,366.88	237,544.25	492.26	59,786.49	20.07%
101	53920	Courtroom Security	796,974.00	87,400.88	748,711.83	11,320.35	36,941.82	4.64%
101	54110	Sheriff's Department	2,986,499.00	222,124.43	2,255,264.74	44,258.89	686,975.37	23.00%
101	54160	Administration Of The Sexual Offender Registry	3,768.00	434.00	1,779.40	0.00	1,988.60	52.78%
101	54210	Jail	4,420,207.00	160,627.87	3,324,995.88	123,221.98	971,989.14	21.99%
101	54220	Workhouse	94,822.00	6,959.82	72,271.00	0.00	22,551.00	23.78%
101	54250	Work Release Program	280,761.00	22,405.56	214,782.73	13,195.39	52,782.88	18.80%
101	54310	Fire Prevention And Control	200,000.00	0.00	190,000.00	0.00	10,000.00	5.00%
101	54410	Civil Defense	97,449.00	6,876.53	69,977.62	1,079.12	26,392.26	27.08%
101	54490	Other Emergency Management	182,147.00	45,536.75	182,147.00	0.00	0.00	0.00%
101	54510	Inspection And Regulation	6,377.00	322.95	3,898.50	1,831.00	647.50	10.15%
101	54610	County Coroner/Medical Examiner	131,186.00	11,868.83	89,059.47	8,500.03	33,626.50	25.63%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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: 5/4/2018
Time: 10:34 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	288.00	14,750.78	55.98	2,193.24	12.90%
101	55110	Local Health Center	915,388.00	49,974.45	470,441.20	18,829.06	426,117.74	46.55%
101	55120	Rabies And Animal Control	133,500.00	11,125.00	111,250.00	0.00	22,250.00	16.67%
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	1,050.00	0.00	3,950.00	79.00%
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	109,233.00	0.00	0.00	0.00%
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	850.00	27,720.00	0.00	12,280.00	30.70%
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	11,600.00	0.00	0.00	0.00%
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	272,250.00	0.00	0.00	0.00%
101	56700	Parks And Fair Boards	269,959.00	20,416.26	198,252.32	4,344.80	67,361.88	24.95%
101	56900	Other Social, Cultural And Recreational	315,900.00	449.51	271,680.45	0.00	44,219.55	14.00%
101	57100	Agricultural Extension Service	152,416.00	37,276.20	111,688.92	36,111.04	4,616.04	3.03%
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	38,944.12	0.00	8,613.88	18.11%
101	57800	Storm Water Management	27,500.00	0.00	4,385.90	3,010.00	20,104.10	73.11%
101	58110	Tourism	54,700.00	9,550.00	34,050.00	11,500.00	9,150.00	16.73%
101	58120	Industrial Development	465,000.00	0.00	538,945.00	0.00	-73,945.00	-15.90%
101	58210	Public Transportation	0.00	0.00	0.00	0.00	0.00	0.00%
101	58300	Veterans' Services	20,314.00	1,676.47	15,561.32	0.00	4,752.68	23.40%
101	58600	Employee Benefits	685,437.00	13,360.72	556,757.72	189.32	128,489.96	18.75%
101	58900	Miscellaneous	225,404.00	0.00	223,922.78	0.00	1,481.22	0.66%
101	73300	Community Services	5,500.00	0.00	5,500.00	0.00	0.00	0.00%
101	91110	General Administration Projects	36,188.00	0.00	33,077.50	0.00	3,110.50	8.60%
101	91120	Administration Of Justice Projects	15,000.00	0.00	11,837.66	675.00	2,487.34	16.58%
101	91130	Public Safety Projects	426,060.00	64,925.14	259,372.98	0.00	166,687.02	39.12%
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	11,949.87	11,949.87	0.00	23,050.13	65.86%
101	99100	Transfers Out	26,227.00	218.26	104,051.94	0.00	-77,824.94	-296.74%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
GENERAL FUND (101)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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: 5/4/2018
Time: 10:34 am

Fnd	Account/Description	Revised Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Encumbrances	Available Funds	Avl Fnds %of Budg
		$ 20,288,438.60	$ 1,344,270.79	$ 15,580,872.56	$ 399,229.82	$ 4,308,336.22	21.24%

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
SOLID WASTE/SANITATION (116)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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: 5/4/2018
Time: 10:36 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	227,875.39	1,609,282.76	33,563.84	604,091.40	26.89%
		$ 2,246,938.00	**$ 227,875.39**	**$ 1,609,282.76**	**$ 33,563.84**	**$ 604,091.40**	**26.89%**

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HAMBLEN COUNTY ACCOUNTS & BUDGETS
HIGHWAY FUND (131)
EXPENDITURE REPORT
REPORT DATE: 04/30/2018

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

Page: 1
Date: 5/4/2018
Time: 10:36 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	21,804.77	303,244.86	7,884.80	102,297.34	24.74%
131	62000	Highway And Bridge Maintenance	1,270,338.00	92,028.14	834,898.76	19,000.00	416,439.24	32.78%
131	63100	Operation And Maintenance Of Equipment	333,210.00	21,756.37	226,757.75	14,013.69	92,438.56	27.74%
131	66000	Employee Benefits	45,381.00	0.00	25,631.94	0.00	19,749.06	43.52%
131	68000	Capital Outlay	488,278.00	0.00	422,192.82	0.00	66,085.18	13.53%
			$ 2,550,634.00	**$ 135,589.28**	**$ 1,812,726.13**	**$ 40,898.49**	**$ 697,009.38**	**27.33%**

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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	2018-04-26	1010260498	Smith, Jerry Allen			100.00
51100	355	Travel	2018-04-05	1010260371	Tennessee School Boards Association			125.00
51100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			194.05
51100	599	Other Charges	2018-04-05	1010260384	Verizon Wireless			49.92
51100	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			4.37
51100	.....	**County Commission**				**Total:**	**5**	**473.34**
51300	307	Communication	2018-04-05	1010260323	Century Link/Business Services			35.19
51300	307	Communication	2018-04-05	1010260384	Verizon Wireless			74.94
51300	307	Communication	2018-04-12	1010260388	AT&T			90.00
51300	348	Postal Charges	2018-04-12	1010260420	Pitney Bowes			292.30
51300	348	Postal Charges	2018-04-12	1010260431	United Parcel Service			48.55
51300	351	Rentals	2018-04-19	1010260438	Canon Solutions America, Inc			227.87
51300	355	Travel	2018-04-05	1010260321	Brittain, William H			63.92
51300	355	Travel	2018-04-05	1010260371	Tennessee School Boards Association			125.00
51300	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			8.54
51300	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			179.52
51300	599	Other Charges	2018-04-12	1010260398	Citizen Tribune			25.00
51300	599	Other Charges	2018-04-12	1010260401	English Mountain Spring Water			25.00
51300	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			-15.35
51300	719	Office Equipment	2018-04-26	1010260482	Evans Office Supply Co			88.75
51300	.....	**County Mayor/Executive**				**Total:**	**14**	**1,269.23**
51400	331	Legal Services	2018-04-05	1010260370	Taylor Law Firm			630.00
51400	331	Legal Services	2018-04-12	1010260395	Capps, Cantwell, Capps & Byrd			1,168.53
51400	.....	**County Attorney**				**Total:**	**2**	**1,798.53**
51500	307	Communication	2018-04-05	1010260323	Century Link/Business Services			5.10
51500	307	Communication	2018-04-12	1010260388	AT&T			18.86
51500	307	Communication	2018-04-26	1010260509	Tucker, Robert			14.87
51500	349	Printing, Stationery And Forms	2018-04-05	1010260352	Morristown Signs, Inc			410.00
51500	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
51500	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			10.00
51500	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			430.36
51500	.....	**Election Commission**				**Total:**	**7**	**1,006.61**
51600	307	Communication	2018-04-05	1010260323	Century Link/Business Services			1.39
51600	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			283.13
51600	435	Office Supplies	2018-04-26	1010260485	Hamblen County Clerk			14.00
51600	435	Office Supplies	2018-04-26	1010260499	Strate Insurance Group			50.00
51600	709	Data Processing Equipment	2018-04-12	1010260392	Business Information Systems			1,244.65
51600	.....	**Register Of Deeds**				**Total:**	**5**	**1,593.17**

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
51720	307	Communication	2018-04-05	1010260323	Century Link/Business Services			6.50
51720	307	Communication	2018-04-05	1010260384	Verizon Wireless			109.84
51720	312	Contracts With Private Agencies	2018-04-05	1010260344	Johns, Mark E			1,650.00
51720	331	Legal Services	2018-04-12	1010260395	Capps, Cantwell, Capps & Byrd			457.50
51720	332	Legal Notices, Recording And Court Costs	2018-04-19	1010260441	Citizen Tribune			86.10
51720	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			98.75
51720	425	Gasoline	2018-04-12	1010260406	Fuelman			80.40
51720	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			487.92
51720	**.....**	**Planning**				**Total:**	**8**	**2,977.01**
51810	307	Communication	2018-04-05	1010260384	Verizon Wireless			235.35
51810	307	Communication	2018-04-12	1010260388	AT&T			827.27
51810	307	Communication	2018-04-12	1010260389	AT&T			653.36
51810	334	Maintenance Agreements	2018-04-05	1010260382	United Elevator Services LLC			1,829.91
51810	334	Maintenance Agreements	2018-04-19	1010260454	Lakeway Fire Protection, Inc			250.00
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260333	Fenco Supply Co			21.28
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260349	Lowe's			337.11
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260352	Morristown Signs, Inc			50.00
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260357	Panther Steel Co			50.00
51810	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260386	Wholesale Supply Group			19.81
51810	335	Maintenance And Repair Service - Buildings	2018-04-12	1010260429	Town & Country Lock & Key			178.00
51810	336	Maintenance And Repair Services - Equipment	2018-04-12	1010260418	NAPA Auto Parts Of Morristown			15.66
51810	347	Pest Control	2018-04-12	1010260387	Adrian Hale Pest Control Inc			57.00
51810	347	Pest Control	2018-04-26	1010260473	Adrian Hale Pest Control Inc			20.00
51810	399	Other Contracted Services	2018-04-05	1010260330	Electrical Technology Recycling			141.05
51810	399	Other Contracted Services	2018-04-12	1010260401	English Mountain Spring Water			23.00
51810	410	Custodial Supplies	2018-04-05	1010260324	Cintas Corp., Loc. 207			175.32
51810	410	Custodial Supplies	2018-04-05	1010260347	Kelsan Inc			2,772.29
51810	415	Electricity	2018-04-26	1010260493	Morristown Utilities			5,157.00
51810	425	Gasoline	2018-04-12	1010260406	Fuelman			348.60
51810	434	Natural Gas	2018-04-19	1010260436	Atmos Energy			2,412.33
51810	451	Uniforms	2018-04-05	1010260324	Cintas Corp., Loc. 207			355.68
51810	**.....**	**Other Facilities**				**Total:**	**22**	**15,930.02**
51910	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
51910	435	Office Supplies	2018-04-05	1010260335	Gaylord Bros			43.62
51910	435	Office Supplies	2018-04-12	1010260407	Gaylord Bros			36.56
51910	435	Office Supplies	2018-04-19	1010260441	Citizen Tribune			75.00
51910	719	Office Equipment	2018-04-12	1010260393	Business Systems & Consultants			861.00
51910	**.....**	**Preservation Of Records**				**Total:**	**5**	**1,133.60**
52100	334	Maintenance Agreements	2018-04-26	1010260501	Suntrust Bankcard, NA			495.00
52100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			540.32

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COMMISSION APPROVAL LISTING
MONTHLY CHECKS

Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52100	524	In Service/Staff Development	2018-04-12	1010260413	Lakeway HR Mgmt Assn			75.00
52100	524	In Service/Staff Development	2018-04-26	1010260501	Suntrust Bankcard, NA			343.41
52100	524	In Service/Staff Development	2018-04-30	1010260512	Healthcare 21			25.00
52100	.....	**Accounting And Budgeting**				**Total:**	**5**	**1,478.73**
52200	302	Advertising	2018-04-12	1010260398	Citizen Tribune			104.92
52200	.....	**Purchasing**				**Total:**	**1**	**104.92**
52300	307	Communication	2018-04-05	1010260323	Century Link/Business Services			3.83
52300	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260361	Porter's Tire Store			15.95
52300	338	Maintenance And Repair Services - Vehicles	2018-04-26	1010260492	Morristown Chevrolet			47.95
52300	425	Gasoline	2018-04-12	1010260406	Fuelman			150.73
52300	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			15.00
52300	.....	**Property Assessor's Office**				**Total:**	**5**	**233.46**
52310	312	Contracts With Private Agencies	2018-04-05	1010260369	Tax Management Associates, Inc			12,815.00
52310	351	Rentals	2018-04-19	1010260438	Canon Solutions America, Inc			108.58
52310	.....	**Reappraisal Program**				**Total:**	**2**	**12,923.58**
52400	307	Communication	2018-04-05	1010260323	Century Link/Business Services			0.25
52400	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
52400	.....	**County Trustee's Office**				**Total:**	**2**	**117.67**
52500	307	Communication	2018-04-05	1010260323	Century Link/Business Services			8.06
52500	307	Communication	2018-04-05	1010260384	Verizon Wireless			96.36
52500	307	Communication	2018-04-12	1010260388	AT&T			37.72
52500	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			147.75
52500	355	Travel	2018-04-05	1010260326	Conway, Sharon L			86.95
52500	355	Travel	2018-04-05	1010260356	Newman, Eugenia L			18.85
52500	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			25.00
52500	435	Office Supplies	2018-04-19	1010260437	Business Information Systems			845.42
52500	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			414.61
52500	435	Office Supplies	2018-04-26	1010260484	Government Forms and Supplies LLC			1,205.00
52500	709	Data Processing Equipment	2018-04-19	1010260437	Business Information Systems			695.00
52500	.....	**County Clerk's Office**				**Total:**	**11**	**3,580.72**
52600	307	Communication	2018-04-05	1010260384	Verizon Wireless			28.45
52600	312	Contracts With Private Agencies	2018-04-19	1010260460	MUS Fibernet			259.90
52600	317	Data Processing Services	2018-04-19	1010260460	MUS Fibernet			389.55
52600	709	Data Processing Equipment	2018-04-05	1010260322	CDW Government, Inc			50.75
52600	709	Data Processing Equipment	2018-04-26	1010260476	CDW Government, Inc			354.96
52600	.....	**Data Processing**				**Total:**	**5**	**1,083.61**

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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
52900	307	Communication	2018-04-05	1010260323	Century Link/Business Services			1.85
52900	307	Communication	2018-04-12	1010260388	AT&T			390.92
52900	317	Data Processing Services	2018-04-05	1010260355	MUS Fibernet			128.22
52900	330	Operating Lease Payments	2018-04-26	1010260497	Sawyer, Mark			1,850.00
52900	335	Maintenance And Repair Service - Buildings	2018-04-12	1010260403	Fish Window Cleaning			23.00
52900	351	Rentals	2018-04-12	1010260425	Thermocopy Of Tennessee			18.00
52900	351	Rentals	2018-04-12	1010260432	Waste Industries/102 Tidiwaste			45.53
52900	351	Rentals	2018-04-26	1010260502	Thermocopy Of Tennessee			40.00
52900	415	Electricity	2018-04-05	1010260353	Morristown Utilities			823.00
52900	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			18.00
52900	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			58.11
52900	.....	**Other Finance**				**Total:**	**11**	**3,396.63**
53100	307	Communication	2018-04-05	1010260323	Century Link/Business Services			15.55
53100	307	Communication	2018-04-05	1010260384	Verizon Wireless			59.92
53100	307	Communication	2018-04-12	1010260388	AT&T			37.72
53100	334	Maintenance Agreements	2018-04-26	1010260475	Business Info Systems, Inc			3,383.80
53100	348	Postal Charges	2018-04-12	1010260420	Pitney Bowes			266.44
53100	349	Printing, Stationery And Forms	2018-04-19	1010260462	Shred-It			13.56
53100	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			457.95
53100	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			346.08
53100	435	Office Supplies	2018-04-05	1010260349	Lowe's			386.10
53100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			4,822.70
53100	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			69.03
53100	.....	**Circuit Court**				**Total:**	**11**	**9,858.85**
53300	307	Communication	2018-04-05	1010260323	Century Link/Business Services			4.54
53300	307	Communication	2018-04-12	1010260388	AT&T			18.86
53300	320	Dues And Memberships	2018-04-12	1010260426	TN Bar Association			295.00
53300	320	Dues And Memberships	2018-04-26	1010260478	Collins, Wayne Douglas			409.40
53300	351	Rentals	2018-04-19	1010260438	Canon Solutions America, Inc			84.70
53300	355	Travel	2018-04-05	1010260365	Snider-Morgan, Janice			407.54
53300	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			387.98
53300	399	Other Contracted Services	2018-04-19	1010260453	Judicial Commissioners Assn			225.00
53300	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			39.00
53300	.....	**General Sessions Court**				**Total:**	**9**	**1,872.02**
53330	307	Communication	2018-04-05	1010260384	Verizon Wireless			199.68
53330	307	Communication	2018-04-12	1010260388	AT&T			37.72
53330	322	Evaluation And Testing	2018-04-12	1010260415	Medtox Laboratories Inc			57.23
53330	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
53330	355	Travel	2018-04-26	1010260488	Horton, Barbara R			67.00
53330	355	Travel	2018-04-26	1010260490	McCarter, Lori			70.00

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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
53330	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			13.00
53330	.....	**Drug Court**				**Total:**	**7**	**562.05**
53400	307	Communication	2018-04-05	1010260323	Century Link/Business Services			8.64
53400	307	Communication	2018-04-12	1010260388	AT&T			18.86
53400	334	Maintenance Agreements	2018-04-05	1010260368	Sturgis Web Services			1,050.00
53400	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			147.75
53400	355	Travel	2018-04-02	1010260310	Embassy Suites Murfreesboro			309.60
53400	355	Travel	2018-04-12	1010260396	Carey, Teresa H			47.00
53400	355	Travel	2018-04-12	1010260406	Fuelman			13.27
53400	435	Office Supplies	2018-04-05	1010260328	County Record Services			799.64
53400	435	Office Supplies	2018-04-12	1010260401	English Mountain Spring Water			23.00
53400	719	Office Equipment	2018-04-05	1010260378	Town & Country Lock & Key			90.00
53400	.....	**Chancery Court**				**Total:**	**10**	**2,507.76**
53500	307	Communication	2018-04-05	1010260323	Century Link/Business Services			5.28
53500	307	Communication	2018-04-05	1010260384	Verizon Wireless			41.73
53500	322	Evaluation And Testing	2018-04-19	1010260433	Acme Printing Company, Inc			56.00
53500	322	Evaluation And Testing	2018-04-26	1010260482	Evans Office Supply Co			19.95
53500	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260361	Porter's Tire Store			395.89
53500	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			117.42
53500	422	Food Supplies	2018-04-12	1010260401	English Mountain Spring Water			30.00
53500	422	Food Supplies	2018-04-26	1010260510	Walmart Community BRC			262.85
53500	425	Gasoline	2018-04-12	1010260406	Fuelman			150.44
53500	.....	**Juvenile Court**				**Total:**	**9**	**1,079.56**
53920	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			901.00
53920	524	In Service/Staff Development	2018-04-12	1010260428	TN Law Enforcement Training Academy			1,650.00
53920	716	Law Enforcement Equipment	2018-04-05	1010260380	TruBlu Tactical Police Supply			987.98
53920	716	Law Enforcement Equipment	2018-04-12	1010260390	Axon Enterprise, Inc.			845.00
53920	716	Law Enforcement Equipment	2018-04-26	1010260501	Suntrust Bankcard, NA			1,100.28
53920	.....	**Courtroom Security**				**Total:**	**5**	**5,484.26**
54110	307	Communication	2018-04-05	1010260323	Century Link/Business Services			66.02
54110	307	Communication	2018-04-05	1010260384	Verizon Wireless			1,488.61
54110	307	Communication	2018-04-12	1010260388	AT&T			94.30
54110	307	Communication	2018-04-19	1010260470	Verizon Wireless			1,828.30
54110	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260351	Morristown Ford			1,886.44
54110	338	Maintenance And Repair Services - Vehicles	2018-04-19	1010260466	Synergy Auto Wash			908.72
54110	338	Maintenance And Repair Services - Vehicles	2018-04-26	1010260480	Drinnon, Kenny			92.72
54110	338	Maintenance And Repair Services - Vehicles	2018-04-26	1010260495	Royston Chrysler Dodge Jeep			3,800.12
54110	348	Postal Charges	2018-04-12	1010260402	Federal Express			16.61
54110	348	Postal Charges	2018-04-12	1010260420	Pitney Bowes			266.44

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ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54110	348	Postal Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			93.72
54110	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			173.21
54110	351	Rentals	2018-04-12	1010260422	T.E.G. Enterprises			65.00
54110	353	Towing Services	2018-04-05	1010260374	Tipton, Ronald			50.00
54110	353	Towing Services	2018-04-19	1010260468	Tipton, Ronald			25.00
54110	353	Towing Services	2018-04-26	1010260504	Tipton, Ronald			25.00
54110	355	Travel	2018-04-05	1010260359	Peralez, Joe			103.50
54110	355	Travel	2018-04-05	1010260367	Standifer, Jimmy			103.50
54110	355	Travel	2018-04-19	1010260448	Haag, Steven Earl			352.00
54110	355	Travel	2018-04-19	1010260452	Ingram, Eddie			352.00
54110	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			2,182.96
54110	399	Other Contracted Services	2018-04-12	1010260417	Murrell Burglar Alarm Co Inc			39.00
54110	399	Other Contracted Services	2018-04-12	1010260430	Transunion Risk & Alternative			36.80
54110	425	Gasoline	2018-04-12	1010260406	Fuelman			10,255.39
54110	431	Law Enforcement Supplies	2018-04-05	1010260349	Lowe's			143.41
54110	431	Law Enforcement Supplies	2018-04-05	1010260385	Walter Curtis Company, Llc			46.00
54110	433	Lubricants	2018-04-05	1010260351	Morristown Ford			139.63
54110	433	Lubricants	2018-04-19	1010260466	Synergy Auto Wash			100.96
54110	433	Lubricants	2018-04-26	1010260495	Royston Chrysler Dodge Jeep			353.08
54110	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			937.67
54110	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			415.97
54110	450	Tires And Tubes	2018-04-05	1010260361	Porter's Tire Store			10.00
54110	450	Tires And Tubes	2018-04-26	1010260495	Royston Chrysler Dodge Jeep			16.97
54110	450	Tires And Tubes	2018-04-26	1010260496	S&S Tire			528.76
54110	451	Uniforms	2018-04-26	1010260508	TruBlu Tactical Police Supply			879.92
54110	599	Other Charges	2018-04-05	1010260314	Akins, Jim			126.21
54110	599	Other Charges	2018-04-05	1010260337	Hamblen County Clerk			35.00
54110	599	Other Charges	2018-04-05	1010260363	Shred-It			20.34
54110	599	Other Charges	2018-04-12	1010260401	English Mountain Spring Water			40.00
54110	599	Other Charges	2018-04-12	1010260409	Hamblen County Boat Dock, Inc			100.00
54110	599	Other Charges	2018-04-19	1010260459	Morristown-Hamblen Hospital			41.00
54110	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			12.00
54110	716	Law Enforcement Equipment	2018-04-05	1010260334	Gall's Inc			66.53
54110	716	Law Enforcement Equipment	2018-04-05	1010260380	TruBlu Tactical Police Supply			1,360.00
54110	716	Law Enforcement Equipment	2018-04-19	1010260447	Gall's Inc			825.26
54110	716	Law Enforcement Equipment	2018-04-26	1010260483	Gall's Inc			174.42
54110	**.....**	**Sheriff's Department**				**Total:**	**46**	**30,678.49**
54160	309	Contracts With Government Agencies	2018-04-05	1010260376	TN Bureau Of Investigation			50.00
54160	317	Data Processing Services	2018-04-05	1010260384	Verizon Wireless			34.00
54160	334	Maintenance Agreements	2018-04-12	1010260411	Imaging Technology Consulting			350.00
54160	**.....**	**Administration Of The Sexual Offender Registry**				**Total:**	**3**	**434.00**

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ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54210	334	Maintenance Agreements	2018-04-12	1010260421	South Western Comm, Inc			4,780.00
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260332	Fastenal Company			47.65
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260333	Fenco Supply Co			113.76
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260349	Lowe's			137.15
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260375	TMS - Marlin			771.78
54210	335	Maintenance And Repair Service - Buildings	2018-04-05	1010260386	Wholesale Supply Group			41.12
54210	335	Maintenance And Repair Service - Buildings	2018-04-12	1010260422	T.E.G. Enterprises			178.50
54210	335	Maintenance And Repair Service - Buildings	2018-04-26	1010260474	American Detention			113.78
54210	335	Maintenance And Repair Service - Buildings	2018-04-26	1010260505	TMS - Marlin			2,409.91
54210	336	Maintenance And Repair Services - Equipment	2018-04-19	1010260456	Large Equipment Inc			1,585.61
54210	340	Medical And Dental Services	2018-04-05	1010260327	Correctional Risk Services Inc			7,530.81
54210	340	Medical And Dental Services	2018-04-12	1010260399	Correctional Risk Services Inc			2,144.17
54210	340	Medical And Dental Services	2018-04-12	1010260424	TDMHSAS			800.00
54210	340	Medical And Dental Services	2018-04-19	1010260434	American Esoteric Laboratories			394.70
54210	340	Medical And Dental Services	2018-04-19	1010260444	Correcthealth, LLC			45,025.01
54210	340	Medical And Dental Services	2018-04-19	1010260445	Correctional Risk Services Inc			2,165.04
54210	340	Medical And Dental Services	2018-04-19	1010260457	Mobile Images Acquisition LLC			2,700.00
54210	340	Medical And Dental Services	2018-04-19	1010260458	Morristown-Hamblen EMS			200.00
54210	340	Medical And Dental Services	2018-04-19	1010260459	Morristown-Hamblen Hospital			24,645.94
54210	340	Medical And Dental Services	2018-04-26	1010260479	Correctional Risk Services Inc			1,970.10
54210	351	Rentals	2018-04-12	1010260394	Canon Solutions America, Inc			147.75
54210	355	Travel	2018-04-12	1010260414	Marsee, Joshua Steven			178.50
54210	355	Travel	2018-04-26	1010260501	Suntrust Bankcard, NA			590.00
54210	410	Custodial Supplies	2018-04-05	1010260347	Kelsan Inc			4,139.59
54210	410	Custodial Supplies	2018-04-12	1010260397	Chem Clean Systems LLC			449.93
54210	410	Custodial Supplies	2018-04-12	1010260432	Waste Industries/102 Tidiwaste			553.47
54210	410	Custodial Supplies	2018-04-26	1010260477	Chem Clean Systems LLC			984.85
54210	422	Food Supplies	2018-04-05	1010260360	Pfg Hale , Inc			41,876.87
54210	422	Food Supplies	2018-04-12	1010260391	Borden Dairy Of Ky / Flavorich			1,840.15
54210	422	Food Supplies	2018-04-12	1010260404	Flowers Baking Company			2,836.20
54210	599	Other Charges	2018-04-19	1010260462	Shred-It			13.56
54210	716	Law Enforcement Equipment	2018-04-05	1010260334	Gall's Inc			370.87
54210	716	Law Enforcement Equipment	2018-04-05	1010260380	TruBlu Tactical Police Supply			233.00
54210	.....	**Jail**				**Total:**	**33**	**151,969.77**
54250	307	Communication	2018-04-05	1010260323	Century Link/Business Services			8.84
54250	307	Communication	2018-04-05	1010260384	Verizon Wireless			103.07
54250	338	Maintenance And Repair Services - Vehicles	2018-04-05	1010260343	Interstate Battery System			74.22
54250	399	Other Contracted Services	2018-04-05	1010260339	Helen Ross McNabb Center			6,000.00
54250	425	Gasoline	2018-04-12	1010260406	Fuelman			73.88
54250	.....	**Work Release Program**				**Total:**	**5**	**6,260.01**
54410	307	Communication	2018-04-05	1010260320	Bell, Chris E			56.00

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ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
54410	322	Evaluation And Testing	2018-04-26	1010260503	Thompson, Claude, JR			70.00
54410	338	Maintenance And Repair Services - Vehicles	2018-04-19	1010260466	Synergy Auto Wash			62.97
54410	425	Gasoline	2018-04-12	1010260406	Fuelman			388.34
54410	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co			109.26
54410	435	Office Supplies	2018-04-26	1010260501	Suntrust Bankcard, NA			139.72
54410	599	Other Charges	2018-04-05	1010260384	Verizon Wireless			34.00
54410	599	Other Charges	2018-04-12	1010260405	Food City			7.98
54410	599	Other Charges	2018-04-26	1010260501	Suntrust Bankcard, NA			155.98
54410	.....	**Civil Defense**				**Total:**	**9**	**1,024.25**
54490	316	Contributions	2018-04-05	1010260338	Hamblen County E.C.D. / 911			45,536.75
54490	.....	**Other Emergency Management**				**Total:**	**1**	**45,536.75**
54610	312	Contracts With Private Agencies	2018-04-05	1010260315	Allen Funeral Home Inc			750.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260336	Giles, Todd E			160.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260342	Holt, Jeffrey E.			160.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260358	Peoples, Jimmy W			240.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260372	Thompson, Claude, JR			640.00
54610	312	Contracts With Private Agencies	2018-04-05	1010260373	Thompson, Tom C, MD			2,083.33
54610	312	Contracts With Private Agencies	2018-04-12	1010260416	Morristown-Hamblen EMS			50.00
54610	312	Contracts With Private Agencies	2018-04-26	1010260489	Knox County Medical Examiner			7,035.50
54610	399	Other Contracted Services	2018-04-05	1010260329	Davis, Eddie			750.00
54610	.....	**County Coroner/Medical Examiner**				**Total:**	**9**	**11,868.83**
54900	790	Other Equipment	2018-04-26	1010260501	Suntrust Bankcard, NA			288.00
54900	.....	**Other Public Safety**				**Total:**	**1**	**288.00**
55110	309	Contracts With Government Agencies	2018-04-04	1010260311	Roberts Cleaning Company			1,699.00
55110	309	Contracts With Government Agencies	2018-04-05	1010260323	Century Link/Business Services			54.02
55110	309	Contracts With Government Agencies	2018-04-05	1010260331	English Mountain Coffee			150.00
55110	309	Contracts With Government Agencies	2018-04-05	1010260341	Holston Gases			48.55
55110	309	Contracts With Government Agencies	2018-04-05	1010260352	Morristown Signs, Inc			40.00
55110	309	Contracts With Government Agencies	2018-04-05	1010260366	Southern Trophy House Inc.			67.00
55110	309	Contracts With Government Agencies	2018-04-12	1010260388	AT&T			241.20
55110	309	Contracts With Government Agencies	2018-04-12	1010260394	Canon Solutions America, Inc			20.22
55110	309	Contracts With Government Agencies	2018-04-12	1010260400	Ellison Sanitary Supply Co			102.88
55110	309	Contracts With Government Agencies	2018-04-19	1010260436	Atmos Energy			107.98
55110	309	Contracts With Government Agencies	2018-04-19	1010260446	E & A Monogram			393.46
55110	309	Contracts With Government Agencies	2018-04-19	1010260465	Stewart, Dennis J.			140.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260472	Acme Printing Company, Inc			126.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260481	English Mountain Coffee			65.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260493	Morristown Utilities			1,458.00
55110	309	Contracts With Government Agencies	2018-04-26	1010260501	Suntrust Bankcard, NA			34.98

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Fund: 101 General Fund #(101)

ACCT	OBJ	NAME	DATE	Check Nbr	Description			Amount Paid
55110	309	Contracts With Government Agencies	2018-04-26	1010260510	Walmart Community BRC			281.35
55110	355	Travel	2018-04-05	1010260318	Becerra, Michele L			51.70
55110	355	Travel	2018-04-05	1010260364	Smith, Kim			159.33
55110	355	Travel	2018-04-19	1010260461	Rodriguez, Kawaela S			434.28
55110	399	Other Contracted Services	2018-04-12	1010260398	Citizen Tribune			1,390.69
55110	399	Other Contracted Services	2018-04-19	1010260442	College Square Mall			150.00
55110	399	Other Contracted Services	2018-04-26	1010260491	Media Directions Advertising Inc.			1,235.30
55110	.....	**Local Health Center**				**Total:**	**23**	**8,450.94**
55120	316	Contributions	2018-04-05	1010260354	Morristown-Hamblen Humane Soc			11,125.00
55120	.....	**Rabies And Animal Control**				**Total:**	**1**	**11,125.00**
55590	316	Contributions	2018-04-05	1010260339	Helen Ross McNabb Center			680.00
55590	316	Contributions	2018-04-26	1010260486	Helen Ross McNabb Center			170.00
55590	.....	**Other Local Welfare Services**				**Total:**	**2**	**850.00**
56500	316	Contributions	2018-04-26	1010260494	Morristown-Hamblen Library			68,062.50
56500	.....	**Libraries**				**Total:**	**1**	**68,062.50**
56700	307	Communication	2018-04-05	1010260355	MUS Fibernet			103.69
56700	307	Communication	2018-04-05	1010260384	Verizon Wireless			49.92
56700	336	Maintenance And Repair Services - Equipment	2018-04-19	1010260455	Lane Sales Power Equipment			257.30
56700	336	Maintenance And Repair Services - Equipment	2018-04-26	1010260501	Suntrust Bankcard, NA			55.29
56700	399	Other Contracted Services	2018-04-26	1010260511	Williams, Cindy			400.00
56700	410	Custodial Supplies	2018-04-05	1010260347	Kelsan Inc			855.43
56700	410	Custodial Supplies	2018-04-12	1010260432	Waste Industries/102 Tidiwaste			285.97
56700	412	Diesel Fuel	2018-04-19	1010260471	Voyager Fleet Systems Inc			99.49
56700	415	Electricity	2018-04-05	1010260353	Morristown Utilities			4,129.00
56700	415	Electricity	2018-04-19	1010260435	Appalachian Electric Co-Op			22.56
56700	425	Gasoline	2018-04-19	1010260471	Voyager Fleet Systems Inc			383.33
56700	451	Uniforms	2018-04-26	1010260501	Suntrust Bankcard, NA			131.69
56700	454	Water And Sewer	2018-04-05	1010260353	Morristown Utilities			2,221.00
56700	509	Refunds	2018-04-19	1010260463	Singleton, Charlotte			65.00
56700	599	Other Charges	2018-04-05	1010260386	Wholesale Supply Group			22.46
56700	599	Other Charges	2018-04-12	1010260401	English Mountain Spring Water			16.00
56700	.....	**Parks And Fair Boards**				**Total:**	**16**	**9,098.13**
56900	309	Contracts With Government Agencies	2018-04-05	1010260346	Keep M'town Hamblen Beautiful			129.94
56900	309	Contracts With Government Agencies	2018-04-12	1010260412	Keep M'town Hamblen Beautiful			319.57
56900	.....	**Other Social, Cultural And Recreational**				**Total:**	**2**	**449.51**
57100	140	Salary Supplements	2018-04-19	1010260467	The University Of TN Extension			36,694.94
57100	307	Communication	2018-04-05	1010260323	Century Link/Business Services			9.38

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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	2018-04-05	1010260319	Bedwell, Emmanuel	45.12
57100	355	Travel	2018-04-05	1010260340	Hobbs, Elizabeth	125.96
57100	355	Travel	2018-04-05	1010260348	Long, Debra	50.29
57100	355	Travel	2018-04-12	1010260410	Henry, Martha	62.98
57100	355	Travel	2018-04-19	1010260464	Singleton, Samanthia	45.12
57100	355	Travel	2018-04-26	1010260487	Henry, Martha	16.45
57100	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co	225.96
57100	.....	**Agricultural Extension Service**			**Total: 9**	**37,276.20**
58110	399	Other Contracted Services	2018-04-05	1010260345	Keating, John	2,000.00
58110	399	Other Contracted Services	2018-04-05	1010260362	Pyro Shows Inc	7,500.00
58110	399	Other Contracted Services	2018-04-26	1010260506	TN Dept of Commerce & Insurance	50.00
58110	.....	**Tourism**			**Total: 3**	**9,550.00**
58300	307	Communication	2018-04-05	1010260323	Century Link/Business Services	2.39
58300	435	Office Supplies	2018-04-26	1010260482	Evans Office Supply Co	158.00
58300	.....	**Veterans' Services**			**Total: 2**	**160.39**
58600	202	Handling Charges & Administrative Costs	2018-04-12	1010260423	TASC - Client Invoices	195.00
58600	210	Unemployment Compensation	2018-04-26	1010260507	TN Dept Of Labor & Workforce Development	1,506.22
58600	299	Other Fringe Benefits	2018-04-19	1010260451	Hamblen County Government	212.50
58600	506	Liability Insurance	2018-04-26	1010260500	Strate Insurance Group	7,712.00
58600	515	Liability Claims	2018-04-05	1010260379	Travelers	3,735.00
58600	.....	**Employee Benefits**			**Total: 5**	**13,360.72**
91130	718	Motor Vehicles	2018-04-05	1010260325	Columbia Chrysler Dodge Jeep	64,925.14
91130	.....	**Public Safety Projects**			**Total: 1**	**64,925.14**
91190	399	Other Contracted Services	2018-04-05	1010260377	TN Dept Of Transportation	11,949.87
91190	.....	**Other General Government Proje**			**Total: 1**	**11,949.87**
					Total of checks for General Fund #(101)	**553,783.83**

Return to Committee Cover Page

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	2018-04-19	1160023322	Hamblen County Government	37.50
55710	302	Advertising	2018-04-12	1160023310	Citizen Tribune	465.70
55710	312	Contracts With Private Agencies	2018-04-19	1160023323	Quality Waste - S & B Recycling	11,115.05
55710	336	Maintenance And Repair Services - Equipment	2018-04-05	1160023305	NAPA Auto Parts Of Morristown	1,914.43
55710	336	Maintenance And Repair Services - Equipment	2018-04-05	1160023307	Premier Truck Group	1,676.35
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023314	Interstate Battery System	349.85
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023316	Moore's Tractor & Trailer	70.50
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023318	Premier Truck Group	4,660.15
55710	336	Maintenance And Repair Services - Equipment	2018-04-12	1160023319	Triad Freightliner	1,131.21
55710	336	Maintenance And Repair Services - Equipment	2018-04-19	1160023320	D&J Hydraulic Service, Inc.	6,402.69
55710	353	Towing Services	2018-04-12	1160023315	Lynn Malone Wrecker	400.00
55710	359	Disposal Fees	2018-04-26	1160023326	Hamblen County-Morristown Solid Waste	116,324.52
55710	412	Diesel Fuel	2018-04-12	1160023312	Fuelman	10,129.30
55710	425	Gasoline	2018-04-12	1160023312	Fuelman	273.94
55710	451	Uniforms	2018-04-26	1160023324	Cintas Corp., Loc. 207	599.55
55710	499	Other Supplies And Materials	2018-04-05	1160023302	American Continental Techlab	403.00
55710	499	Other Supplies And Materials	2018-04-12	1160023311	Elliott Boots	100.00
55710	499	Other Supplies And Materials	2018-04-26	1160023324	Cintas Corp., Loc. 207	114.99
55710	499	Other Supplies And Materials	2018-04-26	1160023325	Elliott Boots	189.99
55710	733	Solid Waste Equipment	2018-04-05	1160023306	Otto Environmental Systems LLC	710.68
55710	**.....**	**Sanitation Management**			**Total: 20**	**157,069.40**
					Total of checks for Solid Waste/Sanitation Fund #(116)	**157,069.40**

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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	2018-04-05	1313041716	Comcast Cable			66.00
61000	307	Communication	2018-04-05	1313041728	Verizon Wireless			147.53
61000	307	Communication	2018-04-12	1313041729	AT&T			77.54
61000	317	Data Processing Services	2018-04-19	1313041743	Gravity Networks			135.00
61000	415	Electricity	2018-04-19	1313041745	Holston Electric Cooperative			721.53
61000	415	Electricity	2018-04-26	1313041752	Morristown Utilities			30.00
61000	435	Office Supplies	2018-04-26	1313041751	Evans Office Supply Co			119.96
61000	442	Propane Gas	2018-04-12	1313041735	Heritage Propane			618.55
61000	454	Water and Sewer	2018-04-19	1313041747	Morristown Utilities			78.00
61000	599	Other Charges	2018-04-05	1313041715	Cocke Farmers Co-Op			200.00
61000	599	Other Charges	2018-04-05	1313041717	Elliott Boots			174.80
61000	599	Other Charges	2018-04-05	1313041719	Kennedy, Thomas A.			187.00
61000	599	Other Charges	2018-04-05	1313041720	Lowe's			237.77
61000	599	Other Charges	2018-04-12	1313041732	Elliott Boots			100.00
61000	599	Other Charges	2018-04-26	1313041750	Elliott Boots			100.00
61000	.....	**Administration**				**Total:**	**15**	**2,993.68**
62000	312	Contracts With Private Agencies	2018-04-05	1313041718	Highway Markings, Inc			15,350.39
62000	404	Asphalt - Hot Mix	2018-04-12	1313041730	Blalock & Sons Inc			6,550.25
62000	404	Asphalt - Hot Mix	2018-04-12	1313041738	Newport Paving & Ready Mix			4,102.17
62000	404	Asphalt - Hot Mix	2018-04-26	1313041749	Apac Atlantic, Inc			910.93
62000	409	Crushed Stone	2018-04-12	1313041740	Vulcan Materials Company			1,413.23
62000	451	Uniforms	2018-04-19	1313041742	Cintas Corp., Loc. 207			249.40
62000	467	Fencing	2018-04-05	1313041718	Highway Markings, Inc			1,830.63
62000	.....	**Highway And Bridge Maintenance**				**Total:**	**7**	**30,407.00**
63100	412	Diesel Fuel	2018-04-05	1313041715	Cocke Farmers Co-Op			456.88
63100	412	Diesel Fuel	2018-04-12	1313041733	Fuelman			1,767.54
63100	416	Equipment Parts - Heavy	2018-04-05	1313041723	NAPA Auto Parts Of Morristown			668.68
63100	416	Equipment Parts - Heavy	2018-04-05	1313041725	TN Valley Custom Trailers, Inc			202.29
63100	416	Equipment Parts - Heavy	2018-04-12	1313041736	Interstate Tractor			237.88
63100	416	Equipment Parts - Heavy	2018-04-19	1313041744	Heavy Machines Inc			206.92
63100	416	Equipment Parts - Heavy	2018-04-19	1313041746	Interstate Tractor			2,166.05
63100	416	Equipment Parts - Heavy	2018-04-19	1313041748	Town & Country Lock & Key			10.00
63100	424	Garage Supplies	2018-04-05	1313041724	Scott-Gross Co Inc			37.32
63100	424	Garage Supplies	2018-04-26	1313041753	Safety-Kleen Systems, Inc			1,146.36
63100	425	Gasoline	2018-04-12	1313041731	BP			205.15
63100	425	Gasoline	2018-04-12	1313041733	Fuelman			1,487.21
63100	433	Lubricants	2018-04-05	1313041721	Lubricorp, dba Petrochoice			3,199.00
63100	.....	**Operation And Maintenance Of Equipment**				**Total:**	**13**	**11,791.28**
					Total of checks for Highway/Public Works Fund (#131)			**45,191.96**

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A RESOLUTION APPROVING AMENDMENTS TO LOCAL GOVERNMENT PUBLIC IMPROVEMENT BONDS, SERIES E-4-A AND RELATED LOAN AGREEMENT, SUPPLEMENTAL INDENTURES AND CREDIT AGREEMENTS TO REVISE THE INTEREST RATES PAID BY HAMBLEN COUNTY AND EXTEND THE APPLICABLE INDEX RATE PERIODS RELATING TO SUCH BONDS

WHEREAS, The Public Building Authority of Blount County, Tennessee (the "Blount Authority") has previously issued its Local Government Public Improvement Bonds, Series E-4-A, dated August 13, 2008, as reissued on May 7, 2013 (the "Series E-4-A Bonds"), which were purchased by Regions Capital Advantage, Inc. (the "Lender") in the Index Rate Period pursuant to a Credit Agreement (the "Series E-4-A Credit Agreement") and an Amended and Restated Indenture of Trust, dated as of June 1, 2008, the Series E-4-A Supplemental Indenture of Trust, dated as of August 1, 2008 and the Series E-4-A Second Supplemental Indenture, dated as of May 1, 2013 (collectively the "Series E-4-A Indenture") for the purpose of making a loan to Hamblen County, Tennessee (the "County") pursuant to an Amended and Restated Loan Agreement dated May 1, 2013 (the "Series E-4-A Loan Agreement"); and

WHEREAS, the Lender has offered to adjust the interest rate with respect to the Series E-4-A Loan Agreement and the Series E-4-A Bonds and to extend the Index Rate Period as set forth in and subject to the terms and conditions provided in the term sheet presented to this meeting (the "Lender Term Sheet"); and

WHEREAS, the County has additionally determined to revise the Series E-4-A Indenture, the Series E-4-A Bonds, the Series E-4-A Loan Agreement and the Series E-4-A Credit Agreement (collectively, the "Series E-4-A Documents") to allow for the remarketing of the Series E-4-A Bonds at the end of each Index Rate Period or earlier at the election of the County at a new Index Rate; and

WHEREAS, it is hereby determined by the Board of County Commissioners (the "Governing Body") to be in the best interest of the County to: (i) authorize amendments (the "Series E-4-A Amendments") to the Series E-4-A Documents and other documents relating to the Series E-4-A Bonds for the purposes set forth herein, and (ii) approve the execution and delivery of the Series E-4-A Amendments; and

WHEREAS, for the purposes recited above, the Governing Body of the County adopts this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Hamblen County, Tennessee, as follows:

Section 1. Approval of the Series E-4-A Amendments. The Series E-4-A Amendments are hereby approved and shall contain terms and provisions substantially consistent with the Lender Term Sheet and provisions allowing the Series E-4-A Bonds to be remarketed at, or prior to, the end of the Index Rate Period, at the election of the County. The County Mayor and County Clerk are hereby authorized, empowered and directed to execute and deliver the Series E-4-A Amendments, to which the County is a party, in the name and on behalf of the County. From and after the execution and delivery of the Series E-4-A Amendments, the County Mayor and the County Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Series E-4-A Amendments as executed. All fees and expenses associated with the amendment and the conversion shall be paid by the County.

Section 2. Request the Authorities to Approve Amendments. The County hereby directs the County Mayor to request that the Blount Authority and the Trustee approve and consent to the Series E-4-A Amendments to which they are a party, and such other documents necessary to effect the amendments described herein.

Section 3. Additional Authorizations. All acts and doings of the County Mayor and the County Clerk and any other representative or officer of the County which are in conformity with the purposes and intent of this Resolution and in furtherance of the amendments and the conversion as set forth herein shall be and the same hereby are in all respects, approved and confirmed.

Section 4. Separability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal of Conflicting Resolutions and Effective Date. All other resolutions and orders, or parts thereof, in conflict with the provisions of this Resolution, are, to the extent of such conflict, hereby repealed and this Resolution shall be in immediate effect from and after its adoption.

Adopted and approved this _____ day of _____, 2018.

/s/_____
County Mayor

ATTEST:

/s/_____
County Clerk

CERTIFICATE OF COUNTY CLERK

I, Penny Petty, certify that I am the duly qualified and acting County Clerk of Hamblen County, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regular meeting of the governing body of the County held on _____, 2018; that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to the amendments of the Series E-4-A Bonds.

WITNESS my official signature and seal of said County on this the _____ day of _____, 2018.

/s/_____
County Clerk

(SEAL)

24634936.1

April 15, 2018
Revised April 20, 2018

Chris Bessler
Cumberland Securities
chris.bessler@cumberlandsecurities.com
Via Electronic submission

Reference: Summary of Term Sheet for the Non-Bank Qualified, Tax-Exempt Term Loan

Borrower:	Hamblen County, Tennessee
Lender:	Regions Capital Advantage, Inc.
Issuer:	The Public Building Authority of Blount County, Tennessee (the "Issuer").
Purpose:	Amendment of the existing series E-4-A public improvement bonds with the terms contained herein.
Loan Amount:	Up to $10,100,000
Structure:	Non-Bank Qualified Tax-Exempt General Obligation Term Loan evidenced by a promissory note, bond or other debt instrument (the "Debt Instrument")
Interest Rate:	The Loan is a Tax-Exempt, Non-Bank Qualified Loan. The Loan will bear interest at a variable rate per annum equal to a minimum of (a) 79% of 30-Day LIBOR, plus (b) 42 basis points.
Repayment:	Interest will be payable quarterly (calculated on the basis of a 30 day month and a 360 day year) on the 1st calendar day of each March, June, September and December, commencing June 1st, 2019. Annual principal payments will be payable each June 1st, commencing June 1st, 2020 and, subject to the Put Option terms, each Purchase Date. All payments are due on the same calendar day of the month.
Put Date:	June 1, 2021.
Facility Fee and Prepayment:	None; Acceptable at any time without penalty.
Other Fees, Costs and Expenses:	The Borrower will be responsible for all out-of-pocket fees, costs and expenses of the Lender (including, without limitation, counsel fees and expenses and costs associated with lien searches, and recordation) incurred in connection with the negotiation, execution, delivery, administration and enforcement of the Loan Documents. In consideration of the undertakings of the Lender hereunder, and recognizing that in connection herewith the Lender will be incurring such fees, costs and expenses, the Borrower agrees to reimburse the Lender for all such fees, costs and expenses, regardless of whether, or to what extent, any of the transactions contemplated hereby are consummated. Lender Counsel fees will not exceed $5,000. Lender Counsel will invoice Borrower directly.
Security:	Unlimited ad valorem taxes levied on all taxable property within the County.

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

May 7, 2018

Re: Bulletproof Vest Grant Application

Hamblen County Government would like to apply for the 2018 Bulletproof Vest Grant through the Department of Justice. This 50/50 match grant is routinely used to pay for uniquely-fitted bulletproof vests and covers a 2-year period. It is mandatory that all bulletproof vests are replaced every five years. The bulk of the requested $17,500 will be used to replace vests that will be reaching the 5-year maximum usage.

Bill Brittain
Hamblen County Mayor

Bill Brittain, *County Mayor*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1921 • *fax.* 423.586.4699
www.HamblenCountyTN.gov • *email.* bbrittain@co.hamblen.tn.us

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Resolution 18-_____

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018 BULLETPROOF VEST GRANT APPLICATION

Resolution authorizing submission of an application for a Bulletproof Vest Grant for FY 2018-2019 from the U.S. Department of Justice and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the U.S. Department of Justice, and

Whereas, the contract for the grant for FY 2018-2019 will impose certain legal obligations upon Hamblen County.

Now, therefore, be it resolved:

1. That Bill Brittain, County Mayor of Hamblen County, is hereby authorized to apply on behalf of Hamblen County for a Bulletproof Vest Grant for FY 2018-2019 from the U.S. Department of Justice.

2. That should said application be approved by the U.S. Department of Justice, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Bulletproof Vest Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____

County Clerk

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor BB

Date: May 7, 2018

Re: Firehouse Subs Public Safety Foundation Grant – ***Hamblen County Narcotics Unit***

The Hamblen County Sheriff's department would like to apply for a grant *up to* $25,000 from the Firehouse Subs Public Safety Foundation. If awarded, the money will be used to purchase basic protective equipment for the Narcotics Unit. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Return to Committee Cover Page

Resolution 18-_____

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT APPLICATION – **HAMBLEN COUNTY NARCOTICS UNIT**

Resolution authorizing submission of an application for a Public Safety Grant for FY 2018-2019 from the Firehouse Subs Public Safety Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Firehouse Subs Public Safety Foundation, and

Whereas, the contract for the grant for FY 2018-2019 will impose certain legal obligations upon Hamblen County.

Now, therefore, be it resolved:

1. That Bill Brittain, County Mayor of Hamblen County, is hereby authorized to apply on behalf of Hamblen County for a Firehouse Subs Public Safety Foundation Grant for FY 2018-2019 from the Firehouse Subs Public Safety Foundation.

2. That should said application be approved by the Firehouse Subs Public Safety Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Firehouse Subs Public Safety Foundation Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____ Notary:_____

County Clerk

Date:_____

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

To: Hamblen County Commissioners

From: Bill Brittain, County Mayor

Date: May 7, 2018

Re: Wal-Mart Foundation Community Grant – ***Hamblen County Narcotics Unit***

The Hamblen County Sheriff's department would like to apply for a $5,000 Wal-Mart Foundation Community Grant. If awarded, the money will be used to purchase basic protective equipment for the Narcotics Unit. This is a non-matching grant. **I am asking for approval to apply for this grant.**

Resolution 18-_____

A RESOLUTION OF THE COUNTY COMMISSON OF HAMBLEN COUNTY, TENNESSEE AUTHORIZING THE 2018-2019 WAL-MART FOUNDATION COMMUNITY GRANT APPLICATION – **HAMBLEN COUNTY NARCOTICS UNIT**

Resolution authorizing submission of an application for Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation and authorizing the acceptance of said grant.

Whereas, the Hamblen County Commission intends to apply for the aforementioned grant from the Wal-Mart Foundation, and

Whereas, the contract for the grant for FY 2018-2019 will impose certain legal obligations upon Hamblen County.

Now, therefore, be it resolved:

1. That Bill Brittain, County Mayor of Hamblen County, is hereby authorized to apply on behalf of Hamblen County for a Wal-Mart Foundation Community Grant for FY 2018-2019 from the Wal-Mart Foundation.

2. That should said application be approved by the Wal-Mart Foundation, then Bill Brittain of Hamblen County is authorized to execute contracts or other necessary documents, which may be required to signify acceptance of the Wal-Mart Foundation Community Grant by Hamblen County.

Approved at the regular meeting held on the 24th day of May, 2018.

_____ _____

County Mayor Chairman

Attest:

_____ Notary:_____

County Clerk

Date:_____

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

Hamblen County Commission

Month MAY Year 2018

Fund #101 *DEPT:* CAPITAL PROJECTS

Account Number	Description	Increase	Decrease
	INCREASE APPROPRIATIONS:		
	GENERAL ADMINISTRATION PROJECTS		
91110.707	Building Improvements	890	
	DECREASE APPROPRIATIONS:		
	ADMINISTRATION OF JUSTICE PROJECTS		
91120.709	Data Processing Equipment		890

Brief Descriptions of issue:
To increase appropriations in General Administration Projects, Building Improvements to cover the cost of a structural assessment for the Jail Annex. The total cost of the assessment is $4,000.

Signature: Bill Sullivan
Title : County Mayor
Date: 5-9-18

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

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

Hamblen County Commission

Month APRIL Year 2018

Fund #101 *DEPT:* SHERIFF'S DEPARTMENT

Account Number	Description	Increase	Increase
	INCREASE APPROPRIATIONS:		
	SHERIFF'S DEPARTMENT		
54110.451	Uniforms	55.00	
	INCREASE REVENUE		
44170.000	Miscellaneous Refunds		55.00

Brief Descriptions of issue:
To increase appropriations and revenue relating to the restitution from a court settlement for damages sustained to officer uniform during an altercation with an inmate.

Signature: [illegible]
Title : Executive Assistant
Date: 4/23/18

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

April	2018													
Permit	Date	Applicant	Type	Address	Construction	Permit	SW	Plumbing	Mech.	Gas	Total	Tax Map	Group	Parcel
14-1047	4/2/18	Hopkins	access bldg -100 sf	2021 Fernwood Church Rd	$1,000.00	$0.00					$0.00	056		074.00
14-1048	4/3/18	Connor	porch cover	4036 Scarlett Dr	$1,200.00	$192.00					$192.00	040C	A	070.0
14-1049	4/3/18	Wolfe	access bldg-Ag expt	1661 Slop Creek Rd	$90,000.00	$0.00		$20.00			$20.00	036		003.01
14-1050	4/3/18	Barrett	SWMH	7391 Stagecoach Rd	$1,000.00	$100.00					$100.00	019		111.03
14-1051	4/16/18	Stephan	House 1352 sq ft	7855 Greenbriar Rd	$125,000.00	$753.60	$100.00	$85.00	$15.00		$953.60	053		018.02
14-1052	4/3/18	Neely	access bldg 8x12	5728 Buell St	$1,300.00	$0.00					$0.00	054E	D	002.01
14-1053	4/6/18	Huff	access bldg 4x8	6803 Westgate Cr		$0.00					$0.00	054F	E	038.00
14-1054	4/6/18	Colangelo	porch cover	1488 Overview Dr	$250.00	$24.00					$24.00	032N	B	010.00
14-1055	4/6/18	Schwartz	carport 18x21	5355 Bullard Dr	$1,000.00	$25.00					$25.00	040P	D	020.00
14-1056	4/11/18	Young	garage 22x36	1740 Fisher Road	$8,400.00	$198.00					$198.00	025F	A	010.01
14-1057	4/11/18	Blizzard	garage 22x23	4077 Wide View Dr	$10,000.00	$126.50					$126.50	018		005.04
14-1058	4/13/18	Moore	access bldg 24x32	W Croxdale Rd	$8,000.00	$192.00					$192.00	050		099.03
14-1059	4/13/18	Rucker	garage 24x30	705 New Poplar Ridge Rd	$22,000.00	$180.00					$180.00	047K	C	018.00
14-1060	4/16/18	Eden	access bldg 12x20	1705 Pembrook Dr		$120.00					$120.00	035O	A	026.00
14-1061	4/16/18	Wilde	deck 10x30	1180 McIntosh Lane	$1,300.00	$25.00					$25.00	027I	A	032.00
14-1062	4/17/18	Perkey	access bldg 10x12	1711 Pembrook Dr	$0.00	$0.00					$0.00	035O	A	025.00
14-1063	4/17/18	Shockley	SWMH/2 porches	526 Panther Creek Rd	$3,000.00	$150.00					$150.00	048A	D	022.00
14-1064	4/17/18	Dalton	pool	2548 Lakemont Circle	$3,799.98	$50.00					$50.00	011P	D	019.00
14-1065	Void					$0.00					$0.00			
14-1066	4/18/18	Howard	inground pool	2948 Kidwell Ridge Rd	$23,000.00	$50.00					$50.00	031		002.12
14-1067	4/19/18	Winstead	deck 12x12	5668 Remmington Dr	$600.00	$25.00					$25.00	018C	A	014.00
14-1068	4/19/18	Verizon	add equip to tower	3335 Chucky River Rd	$7,500.00	$50.00					$50.00	043		100.16
141069	4/20/18	Kimbrough	garage 36x32	2220 Herron Drive	$4,000.00	$263.00					$263.00	043B	B	013.00
14-1070	4/25/18	Thornton	remodel 216 sq ft	4570 Harbor Drive	$5,000.00	$46.60					$46.60	010K	A	100.00
14-1071	4/27/18	Jefferson	deck at pool	5454 Long Creek Road	$2,000.00	$25.00					$25.00	063		003.15
14-1072	4/30/18	Durigon	modular 2438 sq ft	1118 Elijah Martin Rd	$180,000.00	$709.00					$709.00	020		034.09
14-1073	4/30/18	Ortz	pool/deck	1047 Greenbriar Rd	$998.00	$75.00					$75.00	054		001.09
											$0.00			
											$0.00			
	Total	26		Total:	$500,347.98	$3,379.70	$100.00	$105.00	$15.00	$0.00	$3,599.70			
Running	Total	243			$12,142,667.09	$65,110.95	$2,500.00	$2,560.00	$265.00	$70.00	$81,265.90			

												ETHRA	Monthly	YTD
					Total No.	Amount		Total				HOMES	0	0
				Copies and Miscellaneous		$7.00		$0.00	April					
				Re-Zoning Request		$75.00		$75.00	Grand					
				Variance Request		$50.00		$50.00	Total:		$3,924.70			
				Plat Approval		$150.00		$150.00						
		3 lots or	more	Land Disturbance/Development		$100.00		$0.00	2017-2018					
				Use on Review		$50.00		$50.00	Running					
				Refunds				**$0.00**						
			Total Collected					**$325.00**	**Total:**		**$87,371.40**			
			Running Total Collected					**$6,055.50**						

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

April 30, 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 - APRIL, 2018

Dear Bill:

Please find enclosed three (3) invoices representing legal services rendered on behalf of Hamblen County, Tennessee during the month of April, 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)-04-30-18.DOCX

Law Office of Capps, Cantwell, Capps, & Byrd

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

INVOICE

Invoice # 324
Date: 05/03/2018
Due On: 06/02/2018

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	04/06/2018	E-mail from Cindy Dibb re: 4/9 committee meeting	0.05	$150.00	$7.50
Service	04/09/2018	Committee meeting	1.20	$150.00	$180.00
Service	04/10/2018	E-mail from Tom Jessee re: opioid case	0.05	$150.00	$7.50
Service	04/12/2018	Review e-mail from Bill Brittain and respond re: opioid suit	0.05	$150.00	$7.50
Service	04/13/2018	E-mail from Cindy Dibb re: 4/19 commission meeting	0.05	$150.00	$7.50
Service	04/16/2018	E-mails to and from Crystal Jessee re: opioid case; e-mail from Bill Brittain re: Nolen Road	0.20	$150.00	$30.00
Service	04/17/2018	E-mails from Bill Brittain re: pending litigation and Nolen Road	0.10	$150.00	$15.00
Service	04/18/2018	E-mails from and to Jeff Thompson re: pending litigation	0.20	$150.00	$30.00
Service	04/19/2018	E-mail from Peter Bender re: pending litigation; e-mails to and from Bill Brittain re: Nolen Road	0.10	$150.00	$15.00
Service	04/20/2018	E-mail from Jeff Thompson re: pending litigation; letter to Bill Brittain re: Nolen Road	0.50	$150.00	$75.00
Service	04/25/2018	E-mails from Bill Brittain re: civil service law	0.05	$150.00	$7.50
Service	04/26/2018	E-mail from Cindy Dibb re: resolution	0.05	$150.00	$7.50

Service	04/27/2018	Review e-mailed contract from Johnna Harrell and respond; e-mails from Amanda Hale and Debra Robinson re: correspondence from David Tilson	0.25	$150.00	$37.50
Service	04/30/2018	E-mail from Laura Anderson re: opioid case	0.05	$150.00	$7.50
				Total	**$435.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
324	06/02/2018	$435.00	$0.00	$435.00
			Outstanding Balance	**$435.00**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$435.00**

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 # 323
Date: 05/03/2018
Due On: 06/02/2018

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	04/02/2018	E-mail from Tina Whitaker re: junkyard regulations; review attachment and research	0.30	$150.00	$45.00
Service	04/04/2018	E-mails from and to Bill Brittain re: subdivision	0.10	$150.00	$15.00
Service	04/06/2018	E-mail from Tina Whitaker re: 4/12 meeting	0.05	$150.00	$7.50
Service	04/10/2018	E-mails to and from Bill Brittain and Tina Whitaker re: 4/12 meeting; e-mail from and to Bill Brittain re: subdivision	0.10	$150.00	$15.00
Service	04/11/2018	E-mail to and from Tina Whitaker re: Gulley	0.30	$150.00	$45.00
Service	04/12/2018	Meeting at Planning	1.25	$150.00	$187.50
Service	04/16/2018	Modify Citation; e-mail to and from Tina Whitaker and Bill Brittain; research	0.50	$150.00	$75.00
Service	04/26/2018	E-mail from and to Bill Brittain re: property maintenace enforcement	0.10	$150.00	$15.00

Total **$405.00**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
323	06/02/2018	$405.00	$0.00	$405.00
			Outstanding Balance	**$405.00**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$405.00**

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 # 321
Date: 05/03/2018
Due On: 06/02/2018

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	04/03/2018	E-mails from and to Debbie Hammond re: pending litigation, copy Jeff Thompson and Bill Brittain	0.15	$150.00	$22.50
Service	04/04/2018	Review MOU with Cease, e-mails from and to Bill Brittain	0.20	$150.00	$30.00
				Total	**$52.50**

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
321	06/02/2018	$52.50	$0.00	$52.50
			Outstanding Balance	**$52.50**
			Amount in Trust	**$0.00**
			Total Amount Outstanding	**$52.50**

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

May 1, 2018

RECEIVED
MAY 01 2018
OFFICE OF 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 April 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.	18139	04-02-18	Mrs. Elizabeth Russell, 83, 449 Ash Street
2.	18140	04-02-18	Mrs. Betty Welch, 82, 520 South Liberty Hill Road
3.	18142	04-02-18	Mr. Warren Wells, 82, 2643 Lowe Drive
4.	18143	04-03-18	Mrs. Loraine Lawless, 84, 528 East Hillcrest Drive
5.	18144	04-05-18	Mrs. Argelene Sizemore, 87, 1721 Jaybird Road
6.	18147	04-10-18	Mrs. Carolyn Free, 65, 401 Gilliam Circle
7.	18149	04-12-18	Mr. Fred Owens, 86, 2683 Harbin Circle
8.	18150	04-14-18	Mrs. Mabel Wilder, 81, 2131 Walters Drive
9.	18154	04-15-18	Mr. Frank Lewis, 81, 401 Cain Avenue
10.	18155	04-16-18	Mrs. Elizabeth Johnson, 75, 1448 Fernwood Church Road
11.	18157	04-16-18	Mr. James Brummitt, 68, 1646 Springvale Road
12.	18159	04-17-18	Mr. Derwayne Fritz, 86, 3840 San Fransico Drive
13.	18162	04-18-18	Mrs. Sandy Rovia, 69, 1643 Meadowview Lane
14.	18166	04-21-18	Mrs. Sharon Long, 68, 3410 Mill Wheel Road
15.	18169	04-23-18	Mr. Larry Weaver, 68, 4732 Cameron Road
16.	18172	04-26-18	Mr. William Poole, 76, 1343 Greenbriar Road
17.	18173	04-30-18	Mrs. Clella Cup, 83, 5883 Fall Creek Dock Road
18.	18174	04-30-18	Mr. Duane Larkin, 81, 819 Cleveland Avenue

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

May 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 April.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18137	04-01-18	Ms. Janice Boyd, 62, 2665 Harbin Circle
2.	18161	04-17-18	Mr. Rolland Smith, 77, 1809 Pine Cone Drive
3.	18168	04-23-18	Mrs. Esther Stallard, 80, 4344 Dublan Lane
4.	18171	04-25-18	Mr. Walter Plankenhorn, 76, 1717 Morningside Drive

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

4 Calls X $40. = $160.00

Sincerely,

SIGNATURE ON FILE

Todd Giles
Deputy Coroner

erd/tg

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
437 Britton Drive
Talbott, Tennessee 37877
Phone: 423-312-7510

May 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 March.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18094	04-11-18	Ms. Tracy Carpenter, 50, 2165 Valley Home Road
2.	18167	04-22-18	Mrs. Robbie Barbee, 72, 375 Parkway Church Road

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

2 Calls X $40. = $80.00

Sincerely,

SIGNATURE ON FILE

Jeffery Holt
Deputy Coroner

erd/jh

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

May 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 April.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	**18136	03-03-18	Mr. Kenneth Shemanski, 63, Rutledge, TN
2.	18138	04-03-18	Mrs. Shelby Ketron, 79, 3735 Halifax Circle
3.	18146	04-07-18	Mrs. Elnora Bowers, 73, Talbott, TN
4.	18151	04-14-18	Mr. Lewis Humphries, 70, 6146 Woodcrest Drive
5.	18152	04-15-18	Ms. Treva Swafford, 73, 4471 East A.J. Highway
6.	18153	04-15-18	Mr. Odis Harris, 90, Bean Station, TN
7.	18156	04-16-18	Mr. Shane Camper, 46, 535 Highland Drive
8.	18158	04-17-18	Mrs. Avelina Goins, 68, 223 Converse Street
9.	18160	04-17-18	Mr. Richard French, 46, 2670 Holston Drive
10.	18163	04-20-18	Mr. Charles Watson, 88, 1171 McFarland Avenue
11.	18165	04-21-18	Ms. Candice Short, 33, 1471 Short Street
12.	18170	04-24-18	Mr. Bill Bailey, 63, 1824 Hugh Drive
13.	18175	04-30-18	Mrs. Edith Roark, 88, Jefferson City, TN
14.	18176	04-30-18	Mr. Billy Watkins, 54, 5957 Old White Pine Road

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

14 Calls X $40. = $560.00

Sincerely,

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

erd/jrt

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
** Omitted from previous Monthly Report

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

May 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 April.

CALL#	CASE#	DATE	NAME, AGE, HOME ADDRESS *1
1.	18141	04-02-18	Mrs. Shirley Carroll, 67, White Pine, TN
2.	18145	04-07-18	Ms. Crystal Eldridge, 32, Bean Station, TN
3.	18164	04-21-18	Mrs. Phyllis Rosenbalm, 77, 4515 Brights Pike

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

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

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 April

Month APRIL Year 2018

Fund #101 *DEPT:* ADMINISTRATION OF THE SEXUAL OFFENDER REGISTRY

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
54160.334	Maintenance Agreements	100	
54160.355	Travel		100

Brief Descriptions of issue:

To reclassify appropriations to cover an additional Doc-Star license for the Sexual Offender Registry Department

Requesting Department

Signature: Willie Hammond

Title : Executive Assistant

Date: 4-2-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-2-2018

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-052

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 April

Month APRIL Year 2018

Fund #101 DEPT: CIRCUIT COURT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	CIRCUIT COURT		
53100.436	Office Supplies	12,259.60	
53100.349	Printing, Stationery and Forms		5,000.00
53100.399	Other Contracted Services		5,000.00
53100.355	Travel		500.00
53100.719	Office Equipment		1,759.60

Brief Descriptions of issue:

To reclassify appropriations to cover purchase of additional shelving for Circuit Court office

Requesting Department

Signature: Thresa West

Title: Circuit Court Clerk

Date: 4/13/18

Approval by County Mayor

Signature: Bill Burkhart

Title: County Mayor

Date: 4/19/18

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-058

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 April

Month APRIL Year 2018

Fund #101 *DEPT:* CIVIL DEFENSE

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	CIVIL DEFENSE		
54410.307	Communication	83.41	
54410.599	Other Charges		83.41

Brief Descriptions of issue:

To reclassify appropriations to cover mobile phone allowance for Director through the end of the year.

Requesting Department

Signature: Chris Bell

Title : Director

Date: 4-3-18

Approval by County Mayor

Signature: Bill Bunch

Title : County Mayor

Date: 4-4-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-054

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 April

Month April Year 2018

Fund #101 *DEPT:* JAIL

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	JAIL		
54210.355	Travel	1,400.00	
54210.716	Law Enforcement Equipment		1,400.00

Brief Descriptions of issue:

To reclassify appropriations to cover travel related expenses for four jail employees attending PTS computer training.

Requesting Department

Signature: Debbie Hammond

Title : Executive Assistant

Date: 4-25-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-26-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-060

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 April

Month April Year 2018

Fund #101 *DEPT:* JUVENILE COURT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	JUVENILE COURT		
53500.338	Maintenance and Repair Services	120.00	
53500.435	Office Supplies		120.00

Brief Descriptions of issue:

To reclassify appropriations to cover cost of tires and maintenance on Juvenile Court vehicle

Requesting Department

Signature: Cyndi Jerrell Doty

Title : Director

Date: 4/19/18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4/19/18

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-056

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 April

Month APRIL Year 2018

Fund #101 *DEPT:* **PARKS AND FAIR BOARDS**

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PARKS AND FAIR BOARDS		
56700.509	Refunds	65.00	
56700.599	Other Charges		65.00

Brief Descriptions of issue:

To reclassify appropriations to cover refund of difference in rental cost of Veteran's Pavilion and Hale-Matney Pavilion

Requesting Department

Signature:

Title : Cherokee Park Manager

Date: 4/16/18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-16-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-055

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 April

Month April Year 2018

Fund #101 *DEPT:* **PLANNING**

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
51720.524	In Service / Staff Development	300.00	
51720.355	Travel		300.00

Brief Descriptions of issue:

To reclassify appropriations to cover cost of building inspection classes for Darrell Chase

Requesting Department

Signature: Lina Whitaker

Title : Department Manager

Date: April 23, 2018

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-23-18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-059

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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 April

Month APRIL Year 2018

Fund #101 *DEPT:* PLANNING

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	PLANNING		
51720.435	Office Supplies	1,200.00	
51720.349	Printing, Stationery and Forms		1,200.00

Brief Descriptions of issue:

To reclassify appropriations to cover purchase of additional office supplies for Planning Dept. through the remainder of the year.

Requesting Department

Signature: Lina Whitaker

Title : Department Manager

Date: 4/4/18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4/4/18

For Finance Department Only:
Reviewed by: ADH
Budget Amendment 101-053

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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 April

Month April Year 2018

Fund #101 *DEPT:* SHERIFF'S DEPARTMENT

Account Number	Description	Increase	Decrease
	APPROPRIATIONS:		
	SHERIFF'S DEPARTMENT		
54110.450	Tires and Tubes	1,500.00	
54110.355	Travel		1,500.00

Brief Descriptions of issue:

To reclassify appropriations to cover the cost of tires for three Sheriff's Department vehicles

Requesting Department

Signature: Debbie Hammond

Title : Executive Assistant

Date: 4-27-18

Approval by County Mayor

Signature: Bill Brittain

Title : County Mayor

Date: 4-27-18

For Finance Department Only:
Reviewed by: AOH
Budget Amendment 101-061

Return to Committee Cover Page

Hamblen County Government

PUBLIC SERVICES COMMITTEE

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

PUBLIC SERVICES COMMITTEE

Hubert Davis
Chairman

Tim Goins
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Larry Carter
Member

Randy DeBord
Member

Stancil Ford
Member

Howard Shipley
Member

John Smyth
Member

Johnny Walker
Member

Monday, May 14, 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*
   (*Visitors will be allotted 5 minutes to speak)*

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

4. **New Business** – *Chairman Hubert Davis*
   a. Surplus of Computer Items - *IT Manager Jeff Atkins*

5. **Items of Interest (No Action Necessary)** – *Chairman Hubert Davis*
   a. Morristown Hamblen Humane Society Reports
   b. Comcast Letter

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

Cindy Dibb

From: Jeff Atkins
Sent: Thursday, April 26, 2018 4:10 PM
To: Cindy Dibb
Subject: Assets for disposal

Cindy,

Please see below for computer equipment which has reached the end of its useful life, and is ready for disposal.

Asset ID	Tag No	Office	Description	Serial No
2041	150	Clerk & Master	HP DX2250	MSX75103B4
1836	155	Clerk & Master	Dell Dimension 1100	CFB4191
1312	154	Clerk & Master	Dell Dimension 3000	5HSMR61
2045	128	Trustee	Dell Optiplex 390	8V4C9R1
2047	130	Trustee	Dell Optiplex 390	BV4C9R1
2046	129	Trustee	Dell Optiplex 390	935C9R1
1373	126	Trustee	Dell Dimension 3000	4D46P61
2044	127	Trustee	Dell Optiplex 390	C35C9R1
1977	131	Trustee	Dell Optiplex 380	1BH8LN1
361	N/A	Assessor of Property	black box/custom	N/A
304	N/A	EMA	white box/custom	N/A
1450	173	Election Commission	Dell Optiplex GX520	1X662B1
1978	132	Trustee	HP 500B MT	MXL1162TKD
1902	144	Trustee	Dell Precision T3400	DH6CJH1
361	156	Assessor of Property	Dell Optiplex 745	CHZ7LD1
2362	280	Circuit Court	Dell Optiplex 3020	6F5QD42
1423	N/A	County Mayor	Dell Optiplex 330	674VWG1
1718	N/A	County Clerk	Dell Optiplex 780	6RR4JN1
2063	N/A	Highway	HP 8200 Elite	2UA21418ST
143	N/A	Trustee	Dell Dimension 2400	2CW4M31

State of TN equipment- listed for informational purposes only:

Dell Optiplex 755, serial number J559HH1

As always, please don't hesitate to contact me if any further information is needed.

Regards,
Jeff Atkins
IT Manager

Morristown-Hamblen Humane Society, Inc.
Balance Sheet
As of March 31, 2018

		Mar 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1000 · Jefferson Federal - Building		213,191.34
1010 · Jefferson Federal - Operations		25,858.83
1015 · Citizens Bank		8,477.68
1030 · PayPal Account		2,247.77
1040 · Petty Cash - General		369.90
1041 · Petty Cash - Meals		398.07
8111 · Transfer Funds		100.00
Total Checking/Savings		250,643.59
Accounts Receivable		
1100 · Accounts Receivable		-2.00
Total Accounts Receivable		-2.00
Other Current Assets		
1150 · Promises to Give		271,390.00
1175 · Prepaid Insurance		9,049.46
1500 · Investments - Edward Jones		
1510 · FMV	275,287.61	
1520 · Unrealized Gains/Losses	111,228.72	
1500 · Investments - Edward Jones - Other	-343,231.34	
Total 1500 · Investments - Edward Jones		43,284.99
Total Other Current Assets		323,724.45
Total Current Assets		574,366.04
Fixed Assets		
1700 · Furniture & Fixtures		104.29
1705 · Land		351,354.39
1710 · Equipment		
1711 · Petsmart Grant-MedicalEquipment	15,704.87	
1710 · Equipment - Other	51,086.87	
Total 1710 · Equipment		66,791.74
1720 · Vehicles		49,788.00
1730 · Computers		1,444.00
1740 · Leasehold Improvements		112,264.00
1789 · Accumulated Depreciation		-167,740.83
Total Fixed Assets		414,005.59
TOTAL ASSETS		**988,371.63**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		-2,088.77
Total Accounts Payable		-2,088.77
Other Current Liabilities		
2001 · Accounts Payable - Auditor		-16,100.00
2102 · Accrued Payroll		10.00
2106 · PALS Clinic Deposits		-65.00
2110 · Payroll Tax Payable - 941		3,846.86
2120 · SUTA Payable		1,825.93
2130 · FUTA Payable		696.16
2135 · Health Premiums Payable		-423.16
2140 · Child Support Payable		307.02
2155 · Employee Receivable		-50.00

Morristown-Hamblen Humane Society, Inc.
Balance Sheet
As of March 31, 2018

	Mar 31, 18
Total Other Current Liabilities	-9,952.19
Total Current Liabilities	-12,040.96
Total Liabilities	-12,040.96
Equity	
3000 · Opening Bal Equity	10,914.70
3200 · Unrestricted Net Assets	475,398.91
3300 · Temp Restricted Net Assets	
3301 · Petsmart Restricted Net Assets	-34,100.00
3300 · Temp Restricted Net Assets - Other	356,971.00
Total 3300 · Temp Restricted Net Assets	322,871.00
Net Income	191,227.98
Total Equity	1,000,412.59
TOTAL LIABILITIES & EQUITY	**988,371.63**

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
A-Z Office Resources, Inc.	0.00	166.00	0.00
ABC Check Printing	0.00	0.00	110.66
Access Technology Group, INC	0.00	0.00	219.37
Aimee Sykes	0.00	0.00	50.00
Amazon	366.49	143.96	2,396.66
Amy Jarnigan	0.00	50.00	0.00
Andrew Bacon	0.00	0.00	50.00
Angel Oakley	0.00	0.00	119.17
Animal Hospital	1,733.55	746.00	7,420.11
Animal Medical Center of Greeneville	0.00	0.00	73.00
Appalachian Animal Hospital	0.00	0.00	74.00
Ashlee Barnholdt	0.00	0.00	100.00
Ashley Williamson	0.00	0.00	50.00
Ashton Britt Service Company Inc.	0.00	0.00	589.10
AT&T	224.10	164.16	1,435.91
Atmos Energy	737.30	0.00	3,850.94
Benchmark Insurance Co.	0.00	0.00	1,917.00
Bill Luttrell	0.00	0.00	50.00
BlueCross BlueShield of Tennessee	209.94	104.97	944.73
Board of Veterinary Medical Examiners	0.00	60.00	0.00
Brande Voiles	50.00	0.00	50.00
Brenda Navarro	3,200.00	0.00	3,200.00
Carol Crotty	0.00	0.00	110.00
Carolyn Joyce	0.00	0.00	50.00
Carrie Ealy	0.00	0.00	50.00
Chad Gibson	0.00	0.00	50.00
Charity Berry	0.00	0.00	50.00
Chelsea Fogal	0.00	0.00	1,717.00
Christopher Johns	0.00	0.00	50.00
City of Morristown	0.00	0.00	599.16
Cook's Pest Control	70.00	70.00	752.00
Crystal Westmoreland	0.00	0.00	50.00
Delux Business Systems Business Products	0.00	61.90	0.00
Divanni Hernandez	0.00	0.00	50.00
Donna Lindsey	0.00	0.00	50.00
Doyle Bibbins	0.00	0.00	540.00
Dr. Amanda D. Dykstra Wessel	862.50	0.00	2,237.50
DRE Medical Equipment	0.00	0.00	0.00
Edward Wolf	0.00	0.00	50.00
Ellen Pillsbury	0.00	0.00	35.00
Estrella Hernandez	0.00	0.00	50.00
Evans Office Supply Co.	0.00	62.50	0.00
Express Health Clinic	0.00	38.00	38.00
Express Lane	50.70	91.90	386.33
Federated Auto Parts	13.50	171.94	172.15
First Impressions Printing	0.00	40.00	120.00
Five Rivers Mobile Vet Services	0.00	120.00	0.00
Fleetcore Fuel	0.00	0.00	39.77
Frankenmuth Insurance	952.58	713.08	8,455.12
Fuelman	730.85	448.84	5,388.33
Ginger Myers	0.00	0.00	50.00
GO Daddy	0.00	0.00	18.17
Goodhire.com	0.00	0.00	109.98
Greg Oparyk	0.00	0.00	50.00
Hamblen Co/Morristown Solid Waste	0.00	0.00	129.85
Hamblen County Trustee	0.00	0.00	949.00
Hines and Company	0.00	0.00	1,000.00
Home Depot	0.00	127.88	150.18
hometrust bank	0.00	0.00	61.90
Humane Society of Tennessee	0.00	0.00	2,840.00
Hyatt Place Nashville TN	0.00	0.00	594.10
Internal Revenue Service	0.00	0.00	1,102.07
Intervet	9.99	544.99	6,940.94
Intuit	19.76	80.12	162.46
Janie Sexton	0.00	0.00	50.00
Jeffrey Sweet	0.00	0.00	50.00

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Joe Peralez	10,245.00	0.00	10,245.00
Johnson & Johnson	0.00	0.00	1,294.00
Jose. Rojas	0.00	0.00	78.00
Junior Bewley	0.00	0.00	50.00
Kathy Stolica	50.00	0.00	50.00
Katy Tiller	0.00	0.00	110.00
Kristi Bush	0.00	0.00	50.00
Lakeway Animal Hospital	0.00	30.00	625.00
Laundry Systems of Tennessee	0.00	1,411.93	1,191.01
Life Insurance Company of Alabama	63.26	19.73	629.84
Link A Gibbons	2,500.00	0.00	2,500.00
Lisa Bryant	0.00	0.00	50.00
lisa Lawrence	0.00	0.00	50.00
Mac Cody	0.00	0.00	50.00
Makensie Jones	0.00	0.00	50.00
McKenlee Hall	3,134.50	0.00	3,134.50
Med-Vet International	0.00	0.00	3,253.23
Melissa Kelley	0.00	0.00	90.00
Merl Jarnigan	0.00	50.00	0.00
Meshelle Robbins	0.00	0.00	50.00
MHHS Petty Cash	170.00	0.00	3,200.00
Michael D. Price AIA	0.00	0.00	6,000.00
Michelle Collier	0.00	0.00	50.00
Midwest Veterinary Supply, Inc.	1,476.21	0.00	2,902.31
Miranda Malone	0.00	0.00	50.00
Morristown Animal Hospital, PC	98.00	2,681.00	1,754.00
Morristown Chamber of Commerce	0.00	0.00	260.00
Morristown Milling Co.	114.42	0.00	502.25
Morristown Signs	0.00	0.00	579.00
Morristown Utilities	1,167.00	1,176.00	11,263.83
Morristown Utility System	0.00	0.00	148.00
Moyers Veterinary Hospital	0.00	95.00	635.00
Mr. Herbert Carpenter	0.00	0.00	50.00
Mr. Lawrence England	0.00	0.00	50.00
Mr. Mark Rader	0.00	0.00	50.00
Mr. Paul Howard	0.00	0.00	494.42
Mr. Phillip Watkins	0.00	0.00	50.00
Ms. Lisa Hartman	0.00	0.00	175.00
Murrell Burglar Alarms	20.00	40.00	476.36
MUS Fibernet	0.00	118.54	980.38
Pam Velder	146.65	0.00	688.30
Petty Cash	631.69	601.87	6,276.20
Philadelphia Insurance Company	0.00	0.00	300.00
Porter's Tire Stores, Inc.	0.00	0.00	333.40
Postmaster General	0.00	0.00	98.00
Precision Automotive	0.00	0.00	326.74
Price & Ramey Group	300.00	0.00	550.00
QuickBooks Payroll Service	8.75	0.00	484.98
Raeleen L Whitaker	0.00	500.00	750.00
Randy Everhart	0.00	0.00	13.00
Revival Animal Health	0.00	214.97	2,055.13
Ridgefield Animal Hospital	0.00	0.00	1,022.00
Rix Copies	0.00	0.00	246.00
Rogersville Animal Hospital	0.00	0.00	75.80
Samantha Gray	0.00	0.00	50.00
Sandra Dunn	0.00	0.00	50.00
Scott Hayes	0.00	0.00	50.00
Screen Designs	0.00	48.00	507.00
Shannon Nuttall	0.00	0.00	50.00
Sharon Love	5,000.00	0.00	5,000.00
Shawn Brooks	0.00	0.00	50.00
Sheila. Jackson	0.00	186.70	109.74
Shelter Planners of America	0.00	0.00	1,925.00
Slimware Holdings	0.00	0.00	29.97
Southern Care Veterinary Hospital	1,472.35	0.00	6,378.77
southern Global Refrigeration	0.00	0.00	469.41

Morristown-Hamblen Humane Society, Inc.
Expenses by Vendor Summary
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Specialties, Inc	0.00	0.00	267.43
State of Tennessee	0.00	0.00	482.26
State of Tennessee, Corporate Filings	0.00	0.00	20.95
Stericycle, Inc.	0.00	0.00	713.97
Tabitha Shelley	0.00	0.00	50.00
Tammy Degregoio	0.00	0.00	50.00
Teresa Hickey	0.00	50.00	0.00
The Argos Group	0.00	662.00	1,920.00
The Mail Station	94.00	0.00	94.00
Tim Schneider	0.00	0.00	50.00
Tina Cook	35.00	0.00	85.00
Tina Grooms	0.00	0.00	50.00
Tina Pugh	0.00	0.00	50.00
TN Department of Labor & Workforce Develo	0.00	0.00	278.64
Tractor Supply Credit Plan	0.00	0.00	1,696.17
Tri-County Animal Clinic	0.00	0.00	35.00
Tyler & Chasli Keister	0.00	0.00	50.00
Uline	0.00	0.00	255.09
Volunteer Party Rental	0.00	0.00	50.00
Vortech Pharmaceuticals LTD	0.00	0.00	680.93
Wal-Mart Community	709.05	558.63	7,041.02
Waste Industries	173.17	160.35	1,494.43
Wayman Skelton	0.00	0.00	23.64
Wayne R. Stambaugh, ATTY.	140.00	20.00	380.00
Wendy Burroughs	0.00	50.00	0.00
Wendy Daniels	0.00	0.00	50.00
White Pine Veterinary Practice	0.00	0.00	670.00
Wimberly Lawson Wright Daves & Jones, PLL	0.00	0.00	3,716.97
Zoetis	493.62	987.32	10,785.87
TOTAL	**37,473.93**	**13,668.28**	**170,201.60**

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Ordinary Income/Expense			
Income			
3999 · Training / Education Refund	0.00	0.00	72.00
4000 · Adoption			
4001 · Fees	0.00	0.00	0.00
4002 · Refunds			
Vetting for Rescue refund.	0.00	0.00	85.00
4002 · Refunds - Other	0.00	0.00	-115.00
Total 4002 · Refunds	0.00	0.00	-30.00
4004 · Adoption - Pet Sense	75.00	410.00	1,760.00
4007 · Adoption - Puppy	1,770.00	1,080.00	17,630.00
4000 · Adoption - Other	1,765.00	1,605.00	15,065.00
Total 4000 · Adoption	3,610.00	3,095.00	34,425.00
4003 · Medical Fee	529.00	420.00	2,810.00
4005 · After Hours Pick-up Charge	25.00	0.00	350.00
4008 · Microchip Fee	430.00	550.00	5,480.00
4010 · Animal Pick-up - County	0.00	0.00	270.00
4015 · Animal Pickups - Vet	200.00	200.00	980.00
4020 · Boarding Fees	374.00	30.00	1,118.00
4030 · Citations	300.00	582.30	3,483.20
4040 · Donations			
4041 · Donations - AJ Fund	366.40	0.00	8,546.46
4042 · Building Fund	0.00	0.00	221,223.15
4044 · Pet Sense Red Box	45.26	24.59	506.51
4045 · Memorial	175.00	0.00	1,165.00
4048 · Rescue	0.00	0.00	85.00
4049 · Amazon	0.00	0.00	98.02
4040 · Donations - Other	950.50	2,648.29	12,172.41
Total 4040 · Donations	1,537.16	2,672.88	243,796.55
4060 · Euthanasia Fees	45.00	120.00	1,570.00
4061 · Animal Disposal Fee	0.00	40.00	380.00
4100 · Fundraising			
4103 · Fundraising Bake Sale	0.00	0.00	812.00
4107 · Smile Amazon	0.00	0.00	57.88
4152 · Mama Mia	0.00	0.00	4,878.01
Total 4100 · Fundraising	0.00	0.00	5,747.89
4135 · T-shirts Income	0.00	48.00	681.00
4200 · Funds - City of Morristown	11,490.00	11,490.00	103,410.00
4210 · Funds - Hamblen County	11,125.00	11,125.00	100,125.00
4250 · Membership Fees	100.00	0.00	2,385.00
4270 · Rabies Vaccination Deposit	208.00	221.00	1,523.00
4280 · Reclaim Fee	482.00	525.00	3,834.00
4290 · Surrender Fee	365.00	460.00	3,020.00
4300 · Spay / Neuter			
4301 · Spay / Neuter Deposit	0.00	0.00	2,525.00
4302 · Spay / Neuter Refund	-135.00	-200.00	-2,555.00
4304 · Spay / Neuter - Deposit	0.00	500.00	1,600.00
4300 · Spay / Neuter - Other	0.00	0.00	-1,743.50
Total 4300 · Spay / Neuter	-135.00	300.00	-173.50
4400 · Frozen Cats	192.00	116.00	944.00
Total Income	30,877.16	31,995.18	516,231.14
Gross Profit	30,877.16	31,995.18	516,231.14
Expense			
Professional Fee	106.41	0.00	238.34
55555 · Christmas Bonus	0.00	0.00	435.94

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
6000 · Payroll Expense			
6010 · ACO	6,144.11	2,833.22	38,332.28
6020 · Admin	5,173.10	5,173.10	40,350.18
6030 · Office	4,754.24	4,927.17	41,660.70
6040 · Kennel	4,525.99	6,061.47	38,042.37
6100 · Payroll Tax Expense	1,801.32	1,710.56	13,552.47
Total 6000 · Payroll Expense	22,398.76	20,705.52	171,938.00
6400 · New Location			
6401 · Professional Fees	0.00	0.00	1,925.00
6402 · Bank Fees	0.00	0.00	61.90
6403 · Advertising	0.00	0.00	150.00
Total 6400 · New Location	0.00	0.00	2,136.90
6500 · MonthlyExpenses for New Shelter			
6501 · Utilities Gas	279.81	0.00	1,975.05
6502 · Utilities Electric N	73.89	0.00	2,325.79
6503 · Security Light	19.96	0.00	152.82
6504 · Garbage Fee	10.00	0.00	80.45
6505 · Metered Water	12.65	0.00	119.44
6506 · Sewage Fee	22.50	0.00	157.50
6507 · Utility Service Charge	0.00	0.00	35.53
Total 6500 · MonthlyExpenses for New Shelter	418.81	0.00	4,846.58
7000 · Advertising	94.00	0.00	963.00
7001 · Refund on Adoption	0.00	0.00	90.00
7010 · Alarm Monitoring	20.00	40.00	476.36
7020 · Animal Care			
7021 · Animal Care Supplies	0.00	0.00	267.43
7024 · Kitty Litter	0.00	0.00	1,680.19
Total 7020 · Animal Care	0.00	0.00	1,947.62
7030 · Bank Charges	102.48	90.03	1,149.21
7035 · Bad Debt Expense	0.00	0.00	-195.30
7040 · Bookkeeping & Audit	0.00	61.90	1,029.99
7050 · Communications			
7051 · ACO Radios	284.10	164.16	1,495.91
7053 · Internet Service	0.00	24.98	233.02
7054 · Telephone	0.00	77.96	929.01
7055 · Web Site	0.00	0.00	18.17
Total 7050 · Communications	284.10	267.10	2,676.11
7060 · Computer / Software Supplies	0.00	0.00	449.98
7090 · Food - Animal	505.08	0.00	3,818.49
7110 · Insurance			
7112 · Auto	952.58	713.08	6,422.54
7113 · D&O Liability	0.00	0.00	2,130.00
7114 · Group Medical	89.63	62.53	-393.14
7116 · Volunteer Accident Coverage	300.00	0.00	600.00
7117 · Workmen's Comp	0.00	662.00	1,920.00
7119 · Commercial Property	0.00	0.00	2,141.00
7127 · Group Life	0.00	0.00	93.51
7110 · Insurance - Other	0.00	0.00	1,222.58
Total 7110 · Insurance	1,342.21	1,437.61	14,136.49
7120 · Landfill Fees			
7121 · TIDI Dumpster	173.17	160.35	1,494.43
7120 · Landfill Fees - Other	0.00	0.00	129.85
Total 7120 · Landfill Fees	173.17	160.35	1,624.28
7122 · Group Dental/Vision	0.00	104.97	314.91
7130 · Legal Fees	2,640.00	20.00	6,596.97

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
7140 · License & Fees	0.00	60.00	730.11
7150 · Meals			
7152 · Inmates	592.38	552.23	5,586.48
Total 7150 · Meals	592.38	552.23	5,586.48
7159 · Medicine / Medical			
1759.5 · -Petsmart Grant Medicine / Med	1,476.21	0.00	1,476.21
7160 · Medicine / Medical Supplies	493.62	1,737.29	17,281.04
7161 · Reimbursement	-36.74	0.00	-36.74
7159 · Medicine / Medical - Other	0.00	0.00	1,095.08
Total 7159 · Medicine / Medical	1,933.09	1,737.29	19,815.59
7169 · Microchip			
7170 · Microchip Supplies	0.00	9.99	6,033.96
7171 · Reimbursement	0.00	0.00	10.00
7169 · Microchip - Other	9.99	-10.00	-0.01
Total 7169 · Microchip	9.99	-0.01	6,043.95
7200 · Office Expenses	35.00	118.12	1,106.14
7210 · Penalties & Late Fees	0.00	0.00	1,102.07
7220 · Postage	0.00	0.00	176.32
7230 · Repairs & Maintenance			
7231 · Equipment	64.20	1,525.13	3,199.62
7232 · Property	0.00	0.00	24.08
Total 7230 · Repairs & Maintenance	64.20	1,525.13	3,223.70
7240 · Supplies			
7241 · ACO Supplies	0.00	12.73	0.00
7242 · Cleaning	211.35	504.63	2,369.22
7243 · Office			
7240a · Shipping Expense	0.00	0.00	27.30
7243 · Office - Other	236.22	54.00	1,350.25
Total 7243 · Office	236.22	54.00	1,377.55
7244 · Kennel Supplies			
7244a · Pest Control	70.00	70.00	752.00
7244 · Kennel Supplies - Other	182.86	167.88	1,867.18
Total 7244 · Kennel Supplies	252.86	237.88	2,619.18
7245 · Condiments	58.76	0.00	695.30
7240 · Supplies - Other	0.00	309.96	390.02
Total 7240 · Supplies	759.19	1,119.20	7,451.27
7250 · Taxes			
7251 · Property Tax			
4251.1 · New Shelter Locations	0.00	0.00	674.00
7251 · Property Tax - Other	0.00	0.00	275.00
Total 7251 · Property Tax	0.00	0.00	949.00
7250 · Taxes - Other	0.00	0.00	482.26
Total 7250 · Taxes	0.00	0.00	1,431.26
7252 · Taxes & Fees	0.00	15.60	32.39
7255 · Training / Education	0.00	0.00	844.10
7260 · Transportation			
7261 · Fuel			
Fuel- ACO Truck	0.00	448.84	3,283.87
7261 · Fuel - Other	730.85	0.00	2,111.84
Total 7261 · Fuel	730.85	448.84	5,395.71
7263 · Repair & Maintenance	0.00	156.85	333.40

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
7260 · Transportation - Other	0.00	43.56	0.00
Total 7260 · Transportation	730.85	649.25	5,729.11
7270 · Uniforms	0.00	0.00	0.00
7280 · Utilities			
7281 · Electric	1,028.00	513.00	7,839.00
7282 · Utilities Security light	0.00	0.00	701.30
7283 · Gas	457.49	0.00	1,875.89
7280 · Utilities - Other	0.00	663.00	0.00
Total 7280 · Utilities	1,485.49	1,176.00	10,416.19
7300 · Veterinary Fees			
7310 · Regular Vet Fees	1,946.90	994.00	4,427.96
7315 · Veterinary Fees Rabies Certific	100.00	90.00	676.00
7316 · Spay & Neuter			
Spay & Neuter Grants	73.00	0.00	928.00
7317 · Spay/Neuter Red Box Grant	0.00	0.00	400.00
7316 · Spay & Neuter - Other	769.00	2,588.00	10,715.80
Total 7316 · Spay & Neuter	842.00	2,588.00	12,043.80
7318 · Cruelty Case	415.00	0.00	415.00
7320 · Special Medical	0.00	0.00	68.59
7300 · Veterinary Fees - Other	0.00	0.00	2,596.42
Total 7300 · Veterinary Fees	3,303.90	3,672.00	20,227.77
7304 · Claw & Paw 4 The Cause Mobile	170.00	0.00	3,200.00
7500 · W/C Medical / Medications	0.00	49.64	0.00
7600 · Fundraising Expense			
7610 · Fundraising Bake Sale Expense	0.00	0.00	16.76
7612 · Motorcycle Ride	0.00	0.00	344.98
7635 · T-shirt Expenses	0.00	48.00	507.00
7636 · Mama Mia	0.00	0.00	382.74
7600 · Fundraising Expense - Other	0.00	0.00	-70.00
Total 7600 · Fundraising Expense	0.00	48.00	1,181.48
Total Expense	37,169.11	33,609.93	302,971.80
Net Ordinary Income	-6,291.95	-1,614.75	213,259.34
Other Income/Expense			
Other Income			
8040 · Gain / Loss on Investments	0.00	0.00	-26,624.67
8050 · Interest Income	17.38	2.53	153.83
8090 · Grants			
8091 · Grants - Spay Neuter	320.00	0.00	320.00
8090 · Grants - Other	0.00	0.00	37,220.00
Total 8090 · Grants	320.00	0.00	37,540.00
Total Other Income	337.38	2.53	11,069.16
Other Expense			
Late fees & charges	0.00	0.00	6.52
5555 · Contract Labor	22,442.00	500.00	32,944.00
9010 · Rescue Van Expenses			
9011 · Rescue Van - Fuel	0.00	0.00	0.00
Total 9010 · Rescue Van Expenses	0.00	0.00	0.00
9091 · Reimbursement Misc Expense	0.00	0.00	150.00
Total Other Expense	22,442.00	500.00	33,100.52
Net Other Income	-22,104.62	-497.47	-22,031.36

Morristown-Hamblen Humane Society, Inc.
Profit & Loss
March 2018

	Mar 18	Mar 17	Jul '17 - Mar 18
Net Income	-28,396.57	-2,112.22	191,227.98

COMCAST

RECEIVED
APR - 9 2018
OFFICE OF THE
HAMBLEN COUNTY MAYOR

April 6, 2018

The Honorable Bill Brittain
Hamblen County
511 West Second North Street
Morristown, Tennessee 37814

RE: Important Information—Channel Lineup Changes

Dear Mayor Brittain:

I am contacting you today regarding upcoming programing changes in Hamblen County. The changes are as follows:

- Effective April 10, 2018:
  - We will no longer carry Great American Country (GAC) on the Digital Starter tier. That channel will be available on the Digital Preferred tier.
  - We will no longer carry RFD TV on the Digital Preferred or Sports and Entertainment tier.
  - We will no longer carry the Big Ten Network on the Sports and Entertainment tier.
- Effective May 10, 2018:
  - We will no longer carry the Cartoon Network, Disney Channel, Food Network, and TruTV on the Digital Economy tier. Those channels will be available on the Digital Starter tier.
  - We will add BBC America, BBC World News, Bloomberg, Hallmark Movies & Mysteries, and Smithsonian to the Digital Economy tier.
- Effective June 1, 2018, we will no longer carry MGM HD.

We know you may have questions about these changes. Please feel free to contact me at 865.862.5001 if you have any questions.

Sincerely,

Katy Brown
Manager, External Affairs

6200 The Corners Parkway, Suite 200 Peachtree Corners, GA 30092 www.comcastcorporation.com
Return to Committee Cover Page

Hamblen County Government
PUBLIC SAFETY COMMITTEE

Monday, May 14, 2018
Immediately Following Adjournment of Public Services Committee
Hamblen County Health Department – Conference Room

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY

PUBLIC SAFETY COMMITTEE

Joe Huntsman, Sr.
Chairman

Dana Wampler
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Larry Carter
Member

Rick Eldridge
Member

Howard Shipley
Member

John Smyth
Member

Johnny Walker
Member

Taylor Ward
Member

AGENDA

1. **Call to Order** – *Chairman Joe Huntsman, Sr.*

2. **Visitors Wishing to Address the Committee** – *Chairman Joe Huntsman, Sr.*
   (*Visitors will be allotted 5 minutes to speak)*

3. **Old Business** – *Chairman Joe Huntsman, Sr.*
   a. None

4. **New Business** – *Chairman Joe Huntsman, Sr.*
   a. Amendments to the Hamblen County Hazard Mitigation Plan – *EMA Director Chris Bell*
   b. Update of 3 Way Stop at the Intersection of Spout Spring Springs Road - *Rood Superintendent Barry Poole*

5. **Items of Interest (No Action Necessary)** – *Chairman Joe Huntsman, Sr.*
   a. None.

6. **Adjournment** – *Chairman Joe Huntsman, Sr.*

Morristown-Hamblen Emergency Management Agency
Hamblen County Courthouse
511 West Second North Street
Morristown, Tennessee 37814
(423) 581-6225
cbell@co.hamblen.tn.us

MEMORANDUM

TO: **Mayor Brittain, Public Safety Chair Commissioner Huntsman,**
FROM: **Chris Bell, Director**
DATE: **12 April 2018**
RE: **Hamblen Hazard Mitigation Plan**
CC: **Cindy Dibb**

The Hamblen county Hazard Mitigation Plan Update was approved by the Hamblen County Commission on 18 January 2018. When the plan was presented to the City of Morristown, the City requested the "Sinkhole" section of the plan be reworded to more accurately reflect their Preliminary Plat & Construction Plans form. The rewording would also more accurately reflect some preliminary knowledge and information that the city already possessed on sinkholes. I have attached the revised "Sinkhole" section of the plan below and ask that we adopt the plan as amended at the next commission meeting. FEMA has confirmed that the changes would not affect the plans current approval from them. Please let me know if you have any questions.

Sinkholes

Both the City of Morristown and Hamblen County have begun to see a rise in the occurrence of sink holes in both jurisdictions in recent years. Because of the costs and time associated with repairing the sink holes, we would like to try and mitigate through study where we are vulnerable, what the cause is to the increase of to these sinkholes, and if certain areas are more at risk for sinkhole activity. The City of Morristown's planning department process takes into account sink holes issues and inform potential developers of any known possible issues. Hamblen

County recognizes that sinkhole activity is not a new issue, but as the occurrence of sinkhole activity increases, a study would be beneficial to attempt to understand the risk associated and attempt to draw some better understanding of this risk.

According to the Geologic Hazards Map of Tennessee, because of the potential for property damage if a structure is located over a cavern, it is imperative to study existing karst features and associated hydrologic conditions. Already stated in this plan is Hamblen County's flood risk. When Hamblen County floods, there is risk to the karst's in the area flooding as well. The flooding of a karst causes an imbalance between surface runoff into the sinkhole and discharge into the underlying cavern system.

Significant sinkholes which require repair occur about 2-3 times per year, on average. Accurate data on the extent of sinkholes, in units of measurement, is not currently available. Units of measurement are not gathered by those who remediate sinkholes because there is yet to be a standard established in reference to the overall documentation of the issue.

TENNESSEE
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PERSONNEL COMMITTEE

Hubert Davis
Chairman

Joe Huntsman, Sr.
Vice-Chairman

Louis "Doe" Jarvis
Ex-Officio

Randy DeBord
Member

Stancil Ford
Member

Herbert Harville
Member

John Smyth
Member

Hamblen County Government
PERSONNEL COMMITTEE

Monday, May 14, 2018
Immediately Following Adjournment of Public Safety 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. Approval of Changes to Hamblen County Employee Handbook – *County Mayor Bill Brittain*
   b. Approval of Longevity Pay Submissions

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

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

TENNESSEE
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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, and may resign at their own will. 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, genetics, 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, genetics, status as a Vietnam-era veteran or special disabled 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 Amendments Act (ADAAA) ~~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 § 1101) and the Tennessee Lawful Employment Act (TCA § 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, genetics or veteran status.

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, genetics, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law is illegal.

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. § 8-17-101 *et seq*

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 participating ~~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. § 701) and the State of Tennessee Drug-Free Workplace Program. TCA § 50-9-101.

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
- Post accident 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 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.

IMPLEMENTATION PROCEDURES

NOTICE: **Applicants and Employees** 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 or Employee 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 or Employee 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 or 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 all applicants and employees meeting the criteria for required testing. The criteria includes those required to have a commercial driver's license. In cases of reasonable suspicion where alcohol use is suspected, both breath analysis and urinalysis may be used to test for alcohol and/or drugs.

Testing Conditions – All individuals offered employment shall be required to submit to post-offer alcohol and/or drug testing as a condition of employment. Active employees meeting one or more of the conditions requiring testing will be required to submit to alcohol and/or drug testing as a condition of continued employment.

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. Refusal of an active 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 subject to immediate dismissal from employment with Hamblen County.

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. Failure of an employee 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 immediate dismal. 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 or employee 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 or immediately dismiss the employee. Such actions shall be grounds for disqualification for all positions.

Failure to Report to Collection Site – Failure by an applicant or 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 shall result in withdrawal of the conditional offer of employment or the immediate dismissal of the employee.

Consequences of a Positive Alcohol and/or Drug Test on Conditional Offer – 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

Consequences of a Positive Alcohol and/or Drug Test for an Active Employee – 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 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, in a timely manner as designated by the 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

CONDITIONS REQUIRING TESTING FOR ACTIVE EMPLOYEES

- **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 an employee being under the influence of alcohol and/or drugs in the workplace. ~~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, and 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 required to obtain a CDL, 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.

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:

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.

Hamblen County reserves the right to take any and all steps deemed necessary in the course of investigations relating to the work place, including the right to search or to require Employees to exhibit the contents of their personal property, including, but not limited to, work spaces, bags, purses, vehicles, briefcases, packages, tool boxes, lockers and other such items. Though Employees may decline to have their personal belongings searched, Hamblen County will draw any appropriate inference from the refusal to cooperate with an investigation and may subject the Employee to appropriate disciplinary action, up to and including termination.

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.

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 of authorized physcians/providers. 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 and return to work status. 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.

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, or refuses to submit to such testing, 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.

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

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, genetics, 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.

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.

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
- at-will of Hamblen County or employee; 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.

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 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.

3.11 TRAVEL EXPENSE

Employees shall be reimbursed for travel expenses resulting from approved official county business, including registration fees for conferences, conventions, seminars, mileage, etc. Expenses must be documented on the Reimbursable Expense Statement form or employees have the option to be reimbursed on a per diem basis.

Travel may not be undertaken unless it is authorized in advance by proper authority. Approved county travel is the basis for reimbursement in accordance with the provisions in the Travel Policy of Hamblen County.

When traveling, county employees should be as conservative as circumstances permit. The lower cost should be selected whenever practical. Receipts and proof of mileage and attendance are required. If the employee chooses the per diem method for reimbursement, the employee must submit proof of registration, fee and attendance for the function attended.

Hamblen County Government will adhere to maximum rates of reimbursement. Those rates will be established by the State of Tennessee Commissioner of Finance and Administration and maintained by the Finance Director.

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.

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.*

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.

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 leave. *Refer to Section 3.4 for details*

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*

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 AND 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.~~

The Family Medical Leave Act of 1993 (FMLA) as amended requires employers with fifty (50) or more employees to provide eligible employees with unpaid leave. There are two (2) types of leave available, including the basic twelve (12) week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy.

Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they:

- Have worked for at least twelve (12) months for Hamblen County. The twelve (12) months need not be consecutive. Employment prior to a break in service of seven (7) years or more will not be counted, unless the break in service was caused by the employee's active duty with the National Guard or reserve, or there was a written agreement that Hamblen County intended to rehire the employee after the break in service.
- Have worked at least 1,250 hours for Hamblen County during the twelve (12) calendar months immediately prior to the start of the leave; and
- Are employed at a work site that has fifty (50) or more employees within a seventy-five (75) mile radius.

The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently these hours of leave, paid or unpaid, will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA leave.

Employees with any questions about their eligibility for FMLA leave should contact Human Resources for more information.

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to twelve (12) weeks of unpaid leave during any twelve (12) month period. The twelve (12) month period is a rolling period measured backward from the date an employee last uses any FMLA leave. Each time an employee takes leave, Hamblen County will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. Leave may be taken for the following reasons:

- To care for the employee's son or daughter during the first twelve (12) months following birth;
- To care for the employee's son or daughter, under the age of eighteen (18), during the first twelve (12) months following placement with the employee for adoption or foster care;
- For incapacity due to the employee's pregnancy, prenatal care or childbirth;
- To care for a spouse, son, daughter or parent with a serious health condition; or
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of her or his position.

For purposes of definition of child, spouse and parent, the U.S. Department of Labor FMLA Final Regulations will be followed.

Military Family Leave

The National Defense Authorization Act (NDAA) for 2008 amended the FMLA to allow eligible employees two types of Military Family Leave:

1. Qualifying Exigency Leave – Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies.

Leave may be used because of any qualifying exigency arising out of the fact that the employee's spouse, son or daughter is on a Federal call to covered active duty or called to covered active duty status in the Armed Forces, including the National Guard or Reserves, in support of an operation.

Covered active duty means duty during deployment with the Armed Forces to a foreign country for a member of a regular component of the Armed Forces; or duty during deployment with the Armed Forces to a foreign country under a call or order to active duty for a member of a reserve component of the Armed Forces.

Qualifying exigencies may include:

- Issues arising from a covered military member's short-notice deployment (i.e., deployment on seven (7) or less days of notice) for a period of seven (7) days from the date of notification;
- Attending certain military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to covered active duty or call to covered active duty status of a covered military member;
- Certain child care or related activities arising from the covered active duty or call to covered active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the covered active duty or call to covered active duty status of the covered military member;
- Taking up to five (5) days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's covered active duty status, and addressing issues arising from the death of a covered military member; and
- Other activities arising out of the servicemember's covered active duty or call to covered active duty that the employee and Hamblen County agree is a qualifying exigency.

2. Leave to Care for a covered servicemember There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to twenty-six (26) weeks of leave for an employee to care for a spouse, son, daughter, parent or next of kin (closest blood relative) covered servicemember during a single twelve (12) month period. The single twelve (12) month period begins on the first day the eligible employees takes military caregiver leave and ends twelve (12) months after that date.

A "covered servicemember" is:

- A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

- A veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

A "serious injury or illness" means:

- For a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on covered active duty in the Armed Forces (or that existed before the beginning of the member's covered active duty and was aggravated by service in the line of duty on covered active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; or
- For a veteran who was a covered servicemember of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the member in the line of duty on covered active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on covered active duty in the Armed Forces) and that manifested itself before or after the member became a veteran

Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or

- Continuing treatment by a health care provider, which includes:

  (1) A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:

  - Treatment two (2) or more times by or under the supervision of a health care provider (i.e., in-person visits), the first within seven (7) days and both within thirty (30) days of the first day of incapacity; or
  - One treatment by a health care provider (i.e., in-person visit) within seven (7) days of the first day of incapacity with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or

  (2) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes, epilepsy). A visit to the health care provider is not necessary for each absence; or

(3) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's disease). Only supervision by a health care provider is required, rather than active treatment; or

(4) Any period of incapacity to receive multiple treatments (including recovery from those treatments) for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) consecutive full calendar days if not treated, such as cancer (chemotherapy) or kidney disease (dialysis);

(5) Any period of incapacity because of pregnancy or prenatal care. A visit to a health care provider is not necessary for each absence.

For purposes of definition with respect to the military leave provisions, covered servicemember, covered veteran, serious health condition and serious injury or illness, the U.S. Department of Labor FMLA Final Regulations will be followed.

For purposes of definition of child, spouse, parent and next of kin, the U.S. Department of Labor FMLA Final Regulations will be followed. Note that son or daughter for a qualifying exigency leave may be of any age.

Employees with questions about what illnesses, injuries or conditions are covered under the FMLA Leave policy, or under any leave policy, are encouraged to consult with the Human Resources Manager.

Employee Responsibilities When Requesting FMLA Leave

If the need to use FMLA Leave is foreseeable, such as the birth or placement for adoption or foster care of a child, or planned medical treatment, the employee must give Hamblen County at least thirty (30) days' prior notice of the need to take leave. When thirty (30) days' notice is not possible, the employee must give notice as soon as practicable (i.e., the same day of learning of the need for leave or the next business day) except in extraordinary circumstances. Generally it should be practicable to provide notice for unforeseeable leave within the time established by Hamblen County's usual and customary notice requirements. Failure to provide timely notice may be grounds for delaying the start of, or denying, the FMLA leave and the employee's absences may be subject to Hamblen County's Absenteeism and Tardiness Policy.

When submitting a request for leave, the employee must provide sufficient information for Hamblen County to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave.

Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee is pregnant; that the employee or family members need hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform Hamblen County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Whenever possible, requests for FMLA leave should be submitted to Human Resources using the FMLA Employee Leave Request Form available from the Human Resources Department.

When an employee requests leave; Hamblen County will inform the employee in writing whether he/she is eligible under the FMLA within five (5) business days absent extenuating circumstances. If the employee is eligible, he/she will be given a written notice that includes details on any additional information he/she will be required to provide. If the employee is not eligible under the FMLA, Hamblen County will provide the employee with a written notice indicating the reason for ineligibility.

Hamblen County may require that a request for leave for a qualifying exigency be supported by a certification, i.e., copy of the covered military member's active duty orders or other documentation issued by the military, that the service member is on or has been called to active duty.

If the qualifying exigency involves meeting with a third party, Hamblen County may contact the individual or entity with whom the employee is meeting for purposes of verifying a meeting or appointment schedule and the nature of the meeting the employee and the specified individual or entity.

When an employee seeks leave due to a FMLA-qualifying reason for which Hamblen County has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employees who take intermittent leave (in separate blocks of time due to a single health condition) for planned medical treatment have an obligation to make a reasonable effort to schedule such treatment so as not unduly disrupt Hamblen County's operation.

Medical Certification

If the employee is requesting leave because of the employee's own or covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification.

Certification of the serious health condition shall include the date the condition began, its expected duration; and the appropriate medical facts regarding the condition which are within the knowledge of the health care provider; and a statement why the employee is needed to care for an ill family member. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of her or his position.

Employees may obtain medical certification forms from the Human Resources Department. The employee must return the completed forms within fifteen (15) days or provide a reasonable explanation for the delay. If the employee provides at least thirty (30) days' notice of medical leave, he/she should also provide the medical certification before the leave begins.

If Hamblen County determines a medical certification to be incomplete or insufficient, Hamblen County must specify in writing what information is lacking, and give the employee seven (7)

calendar days to provide the information unless seven (7) days is not practicable under the particular circumstances despite the employee's efforts.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. Also, failure to provide requested documentation of the reason for an absence from work may subject the employee's absences to Hamblen County's Absenteeism and Tardiness Policy.

If the employee plans to take intermittent leave (in separate blocks of time due to a single health condition) or work a reduced schedule (reducing the usual number of hours worked per workweek or workday), the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Hamblen County may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Hamblen County will not use the employee's direct supervisor for this contact. Before Hamblen County makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with the HIPAA Medical Privacy Rules, Hamblen County will obtain the employee's permission for clarification of individually identifiable health information.

Hamblen County may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's, or the employee's family member's serious health condition.

In its discretion Hamblen County may require a second examination and medical opinion and periodic recertification at its own expense if it reasonably doubts the medical certification initially provided for a Basic FMLA Leave. If the first and second opinions differ, Hamblen County, at its own expense, may require another examination and the binding opinion of a third health care provider, approved jointly by Hamblen County and the employee.

While on leave, employees are requested to report periodically to Hamblen County regarding the status of the medical condition and their intent to return to work. Hamblen County will require recertification that supports the need for leave for a Basic FMLA Leave no more frequently than every thirty (30) days and only in conjunction with an FMLA absence and only when circumstances have changed significantly, or if Hamblen County receives information that casts doubt upon the employee's stated reason for the absence or if the employee requests an extension of her or his leave. Where the medical condition is a chronic or long-term condition certified to more than thirty (30) days, Hamblen County will wait for the minimum duration of the condition to expire before requesting a recertification. In all cases, Hamblen County will require recertification every six (6) months in connection with an FMLA absence. Failure to provide requested certification within fifteen (15) days, except in extraordinary circumstances, may result in the delay, or denial, of further leave until it is provided.

Under the Basic FMLA Leave, Hamblen County may request a new medical certification each leave year for medical conditions that last longer than one (1) year. Such new medical certifications are subject to second and third opinions.

Use of Leave

Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced schedule leave (reducing the usual number of hours worked per workweek or workday) when medically necessary.

Spouses employed by Hamblen County are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of twelve (12) weeks (or twenty-six weeks for leave to care for a covered servicemember with a serious injury or illness is used). Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Hamblen County's operations.

An eligible employee is entitled to a combined total of twenty-six (26) weeks of leave for any FMLA-qualifying reason during the "single twelve (12) month period," provided that the employee is entitled to no more than twelve (12) weeks of leave for other types of FMLA leave.

This means, for example, that an eligible employee may take sixteen (16) weeks of FMLA leave to care for a covered servicemember and ten (10) weeks of FMLA leave to care for a newborn child during the "single twelve (12) month period." However the employee may not take more than twelve (12) weeks of FMLA leave to care for the newborn child during the "single twelve (12) month period," even if the employee takes fewer than fourteen (14) weeks of FMLA leave to care for a covered servicemember.

If leave qualifies as both military caregiver leave and FMLA medical leave to care for a family member with a serious health condition, it must be first counted as caregiver leave. It may not be counted as both caregiver leave and FMLA medical leave.

Leave for birth or care, or placement for adoption or foster care, must conclude within twelve (12) months of the birth or placement.

Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year of birth, or to care for a child placed with the employee for foster care or adoption, unless Hamblen County and the employee agree to such intermittent leave.

In the case of an employee using intermittent or reduced schedule leave, if an employee would normally be required to work overtime but is unable to do so because of an FMLA qualifying reason, the hours that the employee would have been required to work will be counted against the employee's FMLA entitlement.

While an employee is on an intermittent or reduced schedule leave, Hamblen County may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Pay and Benefits During FMLA Leave

The provisions of this policy shall apply to all family and medical leaves of absence and shall be coordinated with other employment leaves and/or benefit plans or policies to which the employee may be eligible.

The employee must use any such other said paid leave, available for all or any part of the leave period. In other words, if an employee is entitled to vacation or paid leave under another company benefit plan or policy, the employee must take the paid leave concurrently with FMLA leave. The use of any paid leave does not extend the limitation for the basic family leave period (twelve (12) weeks) or the military family leave period (twenty-six (26) weeks).

During an approved family medical leave Hamblen County will maintain the employee's health benefits as if the employee continued to be actively employed and Hamblen County will pay its normal portion of health premiums.

While on paid leave Hamblen County will continue to make payroll deductions to collect the employee's normal portion of the premium as applicable. While on unpaid leave the employee will be required to pay her or his normal portion of the premium. The employee will be required to begin making this payment at the end of the month following the month that the leave begins. The employee will be required to make this payment in person or by mail. The payment must be received in the Human Resources Department by the 10th day of each month beginning with the month following the month the leave begins.

An employee's health coverage will cease if the employee's premium payment is more than thirty (30) days late. If the payment is more than fifteen (15) days late, Hamblen County will send the employee a letter to this effect. If Hamblen County does not receive the premium payment within fifteen (15) days after the date of that letter, the employee's coverage may cease.

In the event that an employee elects not to return to work upon completion of an approved, unpaid leave of absence, Hamblen County may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return to work was for reasons beyond the employee's control.

Employees who are on an approved, unpaid leave of absence will not accrue vacation hours, and will not be eligible for holiday, funeral leave or jury or witness duty pay.

Return to the Job at the end of FMLA Leave

Upon return from FMLA leave, the employee will be reinstated to her or his original job, or a position of similar status and pay, commensurate with her or his skills and qualifications.

The only exceptions include certain employees who hold executive positions within Hamblen County. Under specified and limited circumstances, where restoration to employment will cause substantial and grievous economic injury to our operations, Hamblen County may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. A key employee is a salaried, eligible employee who is among the highest paid ten percent (10%) of employees within seventy-five (75) miles of the work site.

Hamblen County will require a fitness-for-duty certification for certain jobs from the employee's own health care provider certifying ability to return to work. The certification must be provided prior to return from a leave for an employee's serious health condition. The certification must address the employee's ability to perform the essential functions of the position. While there is no guarantee that a position can be provided which meets the restrictions, Hamblen County will seek to do so when practicable.

Additionally Hamblen County will require a fitness-for-duty certification up to once every thirty (30) days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform her or his duties based on the condition for which leave was taken. A return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner.

An employee who fails to return at the conclusion of a FMLA leave, and has exhausted any applicable short term disability benefits, will be deemed to have resigned, no matter what the reason or circumstances, and will be terminated.

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

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 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 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.
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 - Employees 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.

Social Media – Hamblen County recognizes that many people use "social media" as a means of regular communication. Social Media is defined as internet chat rooms, blogs, wikis, social networks, virtual worlds, on-line journals or diaries, personal newsletters on the internet, Facebook, YouTube, Linkedin, Plaxo, Twitter, Topix, Instagram, and other similar media. Set forth below are Hamblen County's guidelines for use of social media.

1. Do not disclose home addresses or other personal information about your co-workers, any customer information, or any information regarding Hamblen County's business plans, financial information, contracts, or other confidential information. You are required to comply with Hamblen County's confidentiality policy when using social media.
2. Do not use social media to harass, threaten, libel, slander, or discriminate against coworkers, supervisors, managers, customers, clients, vendors or suppliers.
3. Do not use county owned computers, software or other electronic equipment or facilities provided by Hamblen County for the use of social media during work time.
4. Do not use the name, logo or trademarks of any business partners, suppliers, vendors or affiliates of Hamblen County, unless this use is expressly approved in advance by Hamblen County.
5. Do not post any of Hamblen County's copyrighted information or material on social media.
6. Do not use social media to engage in illegal or unlawful activities or publish pictures, video or other information about your participation in illegal activities. Similarly, do not publish anything that infers or implies that you are engaging in illegal or unlawful conduct.
7. Do not use social media to engage in any conduct that violates Hamblen County's rules of conduct, policies or procedures. Any conduct that would violate Hamblen County's rules, policies or procedures if performed at work will also be considered a violation of the applicable rules, policies or procedures if performed using social media and will subject the employee to disciplinary action, up to and including termination of employment.

8. Personal blogs and similar forms of on-line journals or diaries should have clear disclaimers that the views expressed by the author are the author's alone and do not represent the views of Hamblen County. Make your writing clear that you are speaking for yourself and not on behalf of Hamblen County.

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 and 12-4-101*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 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.

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.

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

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.

Additional security procedures will be implemented as needed based on departmental needs.

Various methods of identification may be adopted to ensure that only authorized individuals are admitted access to Hamblen County property beyond those areas open to the public. These methods may include employee identification badges or technologically controlled entrance devices.

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 that 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.

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 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 § 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

(Personnel File Copy)

EMPLOYEE ACKNOWLEDGEMENT

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_____

Employee Name (type or print)

_____ _____

Employee Signature Date

(Employee Copy)

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~~
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~~Reason for Leaving~~		
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~~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 _____

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? ____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
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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.

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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, TENNESSEE
OFFICE OF COUNTY MAYOR
LONGEVITY APPLICANTS PRESENTED TO PERSONNEL COMMITTEE ON
May 14, 2018

LONGEVITY

Last Name	First Name	Hire Date	Years of Service	Amount	Notes
Coffey	James	1/24/2017	15	$ 1,125.00	12/27/1999 to 09/16/2014 then 01/24/2017
Lawson	Kendall	4/28/2014	4	$ 300.00	

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Hamblen County Government
CALENDAR & RULES COMMITTEE

Monday, May 14, 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

Howard Shipley
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**
   a. None

6. **Adjournment** – *Chairman Herbert Harville*

HAMBLEN COUNTY LEGISLATIVE BODY

Regularly Scheduled Monthly Meeting
Thursday, May 24, 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

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	Vote	**Nominations/Appointments (Commission Chairman Louis "Doe" Jarvis)** a. Commissioner District 3 (OTB)
4		**Public Official Bonds (Commission Chairman Louis "Doe" Jarvis)** a. None
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 Vote Vote Vote Vote Vote Vote	**Finance Committee (Chairman Randy DeBord)** a. Monthly Checks April 2018 b. Resolution Related to Revisions on Series E-4 Bonds c. Resolution Authorizing the 2018 Bulletproof Vest Grant Application d. Resolution Authorizing the Firehouse Subs Public Safety Foundation Grant e. Resolution Authorizing the 2018 Wal-Mart Foundation Community Grant f. Budget Amendments I. Fund #101 Capital Projects $890 II. Fund #101 Sheriff's Department $55
8	Vote	**Public Services Committee (Chairman Hubert Davis)** a. Surplus of Computer Equipment
9	Vote	**Public Safety Committee (Chairman Joe Huntsman, Sr.)** a. Amendments to the Hamblen County Hazard Mitigation Plan
10	Vote	**Personnel Committee (Chairman Hubert Davis)** a. Amendments to the 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. May Budget Committee Meetings: May 10, 15, 17, 22, 24, 29, 31 - 4:00 p.m. at Courthouse Large Courtroom b. June Committee Meetings: 6/11/18 @ 11:30 a.m. at Rose Center Prater Hall c. June County Commission Meeting: 6/21/18 @ 5 p.m. at Courthouse Large Courtroom
13		**Adjournment (Commission Chairman Louis "Doe" Jarvis)**

Thursday, May 24, 2018

DRAFT

CONSENT CALENDAR

Hamblen County Legislative Body

Order #	Item	Placed From
1	Approval of the Previous Month's Minutes – April 19, 2018	Commission Chairman
2	Approval of Notaries	County Clerk Penny Petty
3	Expenditure Reports – April 2018	Finance Committee
4	Planning Commission Building Permit Log – April 2018	Finance Committee
5	County Attorney Invoices – April 2018	Finance Committee
6	Coroner's Monthly Report – April 2018	Finance Committee
7	Budget Amendments Approved by the County Mayor a. Fund #101 Administration of the Sexual Offender Registry $100 b. Fund #101 Circuit Court $12,259.60 c. Fund #101 Civil Defense $83.41 d. Fund #101 Jail $1,400 e. Fund #101 Juvenile Court $120 f. Fund #101 Parks and Fair Boards $65 g. Fund #101 Planning $300 h. Fund #101 Planning $1,200 i. Fund #101 Sheriff's Department $1,500	Finance Committee
8	Morristown Hamblen Humane Society - Reports	Public Services Committee
9	Comcast Letter	Public Services Committee
10	Longevity Pay Submission	Personnel Committee

Thursday, May 24, 2018

DRAFT

TENNESSEE
Hamblen County
SERVICE • COMMUNITY • INDUSTRY
COUNTY COMMISISON

Date: May 7, 2018

To: Hamblen County Legislative Body

From: Louis "Doe" Jarvis, Commission Chairman

Re: Appointment to Fill Vacancy for Commission District 3

Pursuant to Tennessee Code Annotated 5-1-104 (see attached for your reference) notice is hereby given that the Hamblen County Legislative Body will fill one (1) vacancy for the Hamblen County Commission District 3 seat during the regularly scheduled commission meeting on May 24, 2018.

Please come prepared with nominations.

Louis "Doe" Jarvis, *Commission Chairman*
511 West Second North Street • Morristown, TN 37814 • *office.* 423.586.1931 • *fax.* 423.585.4699
www.HamblenCountyTN.gov

Return to Committee Cover Page

Tenn. Code Ann. § 5-1-104

Copy Citation

Current through 2017 Regular Session (Chapter 493).

Tennessee Code Annotated Title 5 Counties Chapter 1 General Provisions Part 1 Counties Generally

5-1-104. County officers -- Filling vacancies.

(a) Each organized county shall have, in addition to the judicial officers elected by the qualified voters or by the county legislative body, such other officers as are authorized by law to manage county business.

(b)

(1) Vacancies in county offices required by the Constitution of Tennessee or by any statutory provision to be filled by the people shall be filled by the county legislative body, and any person so appointed shall serve until a successor is elected at the next general election, as defined in § 2-1-104, in the county and is qualified. The county legislative body shall be required to make an appointment to fill a vacancy within one hundred twenty (120) days of receiving notice of the vacancy unless during that time period there is a general election scheduled in the county and there is sufficient time for the vacancy to be placed on the ballot in accordance with this section. Any appointment to fill a vacancy by the county legislative body shall be made in accordance with chapter 5, part 1 of this title. This subdivision (b)(1) shall not apply to any county that has a metropolitan form of government and a population in excess of five hundred thousand (500,000), according to the 2000 federal census or any subsequent federal census. This subdivision (b)(1) shall not apply in any county having a population of not less than eight hundred ninety-seven thousand four hundred (897,400) nor more than eight hundred ninety-seven thousand five hundred (897,500), according to the 2000 federal census or any subsequent federal census.

(2) If the vacancy occurs after the time for filing nominating petitions for the party primary election and more than sixty (60) days before the party primary election, then nominees of political parties shall be selected in such primary election and a successor elected in the August general election. If the vacancy occurs less than sixty (60) days before the party primary election but sixty (60) days or more before the August election, then nominees of political parties shall be selected by party convention and a successor elected in the August election. If the vacancy occurs less than sixty (60) days before the August election but sixty (60) days or more before the November election, then nominees of political parties shall be selected by party convention and a successor elected in the November election.

(3) If a vacancy occurs more than ten (10) days prior to the regular qualifying deadline, then the regular qualifying deadline shall apply. If the vacancy occurs after the tenth day prior to the regular qualifying deadline, independent candidates and candidates nominated by any political party for the vacancies shall qualify by filing all nominating petitions no later than twelve o'clock (12:00) noon, prevailing time, on the fifty-fifth day before the election. If the qualifying deadline is the fifty-fifth day before the election, candidates must withdraw no later than twelve o'clock (12:00) noon, prevailing time, on the fifty-second day before the election.

https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=ed0e23a3-973c-4441-a0d7-6d334659330f&config=025054JABIOTJjNmIyNi0wYjI0LTRjZGEtYV

(c) Notwithstanding any law or any provision of any charter of a metropolitan government to the contrary, whenever an election is held to fill a vacancy in a county office that is elected from districts, including, but not limited to, county school board members, county legislative body members, county highway commissions, and constables, the county legislative body may provide by resolution duly certified to the county election commission that persons qualifying as candidates shall be elected from the most recently adopted reapportionment plan in the county. If the county legislative body requires the election to be held using districts as adopted in the most recently adopted reapportionment plan in the county, the county legislative body shall specify to the county election commission which district shall be used to fill the vacancy by election. In the absence of a resolution requiring the latest reapportionment plan be used and specifying which district shall be used for the election, the election shall be held using the district as constituted for the election of the vacated incumbent.

History

Code 1858, § 406 (deriv. Const. 1834, art. 7, § 1); impl. am. Acts 1870, ch. 98, § 1; Shan., § 498; Code 1932, § 744; Acts 1975, ch. 354, § 1; 1978, ch. 934, §§ 2, 24; 1979, ch. 10, §§ 1, 2; T.C.A. (orig. ed.), § 5-104; Acts 1981, ch. 314, § 1; 1981, ch. 318, § 1; 1992, ch. 707, § 1; 1997, ch. 558, §§ 24, 25; 2007, ch. 125, § 8; 2008, ch. 871, § 1; 2013, ch. 231, § 11.

TENNESSEE CODE ANNOTATED
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