

Hamblen County Sheriff Dept. Employee Meeting



Office of the Hamblen County Mayor
August 30, 2016
4:00 p.m. – Hamblen County Courthouse – Large Courtroom

FY 2016/2017 Budget

- Property Tax and Sales Tax Revenues Up 3%
- No Property Tax Increase
- Balanced w/ \$1.17 million Reserves – 16% Unassigned
- Minimum 2.5% Employee Pay Increase
- 5 New Courtroom Security Officers
- Education/Military Service Incentive
- Longevity Pay for Sheriff's Dept.
- General Fund Increases
 - Inmate Medical - + \$120,000 – total \$600,000
 - Inmate Food - + \$30,000 - total \$375,000
- Capital – General Fund
 - Sheriff Patrol Cars - 7
 - Cherokee Park – 1 Pre-Owned Truck
 - Justice Center Video System Upgrade
- Capital – Sanitation
 - Garbage Truck - 1
- Capital – Highway
 - Small Dump Trucks –2
 - \$840,000 Paving; \$540K State Aid, \$300K Local, 6.4 miles

Pay Plan Enhancements

- Bring Patrol and Corrections Officers to 100% of Market Rate.
- Bring Patrol and Corrections Sergeants to 100% of Market Rate.
- Patrol Officers - Minimum \$13.11 - \$15.00/hr
- Patrol Sergeants - Minimum \$15.86 - \$16.50/hr
- Corrections Officers – Minimum \$11.00 - \$12.00/hr (w/.25 increases)
- Corrections Corporals - Minimum \$12.50 - \$13.25/hr
- Corrections Sergeant - Minimum \$14.07 - \$14.50/hr

Pay Plan Enhancements

- 2.5% COLA from July 1st on August 31st check

101 General Fund							
Employee Name	SSN	Tax Exemptions		Period End	Deposit Date	Location	Number
		FED S-0	S-0	08/15/2016	08/31/2016	23-101	9101009638

Payments	Rate	Current Hours	Amount	YTD Amount	Amount	Contract Balance
Salary			1,365.00	4,095.00		
Uniform Allow			400.00	400.00		
Salary			343.98	4,095.00		
Overtime	56.70	1.00	56.70	528.66		
Holiday Pay			15.12	120.00		
Totals		1.00	2,180.80	9,238.66		

Deductions	Current Amount	YTD Amount	PreTax
Federal Income	323.30	2,649.23	
FICA	135.21	1,384.93	
TCRS	89.04	1,096.85	*
MEDICARE	31.62	323.89	
Medical Ins	0.00	0.00	*
Totals	579.17	5,454.90	

Benefits	Current Amount	YTD Amount
Medical Ins	240.62	3,849.92
TCRS	223.67	2,752.13
FICA	135.21	1,384.93
MEDICARE	31.62	323.89
Basic Life Ins	1.09	17.44
Totals	632.21	8,328.31

Time Off Info	Beg. Bal.	Added	Used	Current	Unit
SICK	529:00	0:00	0:00	529:00	Hours
VACATION	48:00	0:00	0:00	48:00	Hours
COMP	0:00	0:00	0:00	0:00	Hours

	Current Amount	YTD Amount
Gross Pay	2,180.80	22,337.44
Pre-Tax Deductions	- 89.04	1,096.85
Taxable Wages	2,091.76	21,240.59
Federal Tax	- 323.30	2,649.23
State Tax	- 0.00	0.00
FICA/Medicare	- 166.83	1,708.82
Other Deductions	- 0.00	0.00
Reimbursed	+ 0.00	0.00
Net Pay	1,601.63	16,882.54

Timesheets

Time Conversion Chart
Rounding to quarter hour increments

Minutes	Hours	Decimal
0:00-0:07	0:00	0.00
0:08-0:22	0:15	0.25
0:23-0:37	0:30	0.50
0:38-0:52	0:45	0.75
0:53-0:60	0:00 (next whole hour)	1.00

No Time Sheet
No Pay

Hamblen County Government

Employee Name (printed) Full Name
 Pay Period 10/1/2014 TO 10/15/2014
 Department HCSD

Day	Date	IN	OUT	IN	OUT	1 Actual Hours Worked	2 Holiday Time	3 Sick Leave	4 Vacation Time	5 Comp Time Used	Total Hours 1+2+3+4+5	Comments
Mon	/ /											
Tue	/ /											
wed	/ /											
Thu	/ /											
Fri	/ /											
Sat	10/01/14											
Sun	0/02/14											
SUBTOTAL												

Mon	10/03/14											
Tue	10/04/14											
wed	10/05/14	05:00			17:00	12:00					12:00	
Thu	10/06/14	05:00			17:30	12:30					12:30	
Fri	10/07/14	05:00			18:00	13:00					13:00	
Sat	10/08/14	05:00			17:00	12:00					12:00	
Sun	10/09/14											
SUBTOTAL						49:30					49:30	

Mon	10/10/14											
Tue	10/11/14											
wed	10/12/14											
Thu	10/13/14	05:00			14:00	9:00		3:00			12:00	
Fri	10/14/14	05:00			17:00	12:00					12:00	
Sat	10/15/14								12:00		12:00	
Sun	/ /								12:00		12:00	
SUBTOTAL						21:00		3:00	24:00		48:00	

Total Hours Worked			3:00	24:00		97:30
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I certify the hours claimed are true and correct to the best of my Knowledge:

Employee
 Employee Signature
10/15/14
 Date

Supervisor
 Supervisor Signature
10/15/14
 Date

Health Insurance

- No Premium Increase for 3 Consecutive Years
- County Pays – S Plan/HRA Completed

Employee	\$ 6,250.92
Dependent Coverage	85%
- Open Enrollment for Health, Dental and Vision Insurance
October
- Open Enrollment for Voluntary Benefits
December
- Flu Shots
 - Tuesday, 10/18 ~ 8:00 a.m. – 4:00 p.m. Courthouse West Wing Conf. Room
 - Wednesday, 10/19 ~ 2:30 p.m. – 4:00 p.m. Hwy Dept.
 - Wednesday, 10/19 ~ 4:00 p.m. – 6:00 p.m. Justice Center
 - Thursday, 10/20 ~ 7:00 a.m. – 12:00 p.m. Justice Center

Pay Plan Enhancements

Longevity Pay – Sheriff's Dept. Employees

- Pay \$75 For Each Year Of Service With a Minimum of 3 Years Full-time Service

Example: Deputy Sheriff With 5 Years Experience Receives \$375 Annual Payment the Month Of His/Her Hiring

- Longevity Pay Tops Out at 30 Years
- Not Included In Base Pay of Employee
- Must Submit Application Available From Human Resource Manager

Pay Plan Enhancements

Education Component - All Full-Time County Employees

- Added to base pay of employee
- Must Complete Application w/Copy of Diploma, Certificate, Official College Transcript
- Certified Public Administrator (CTAS/COCTP Program) \$ 200
- Associates/CTE Certificate \$ 350
- Bachelor's Degree \$ 850
- Master's Degree (applicable to job duties) \$1,600

Pay Plan Enhancements

Military Service Component for All County Employees

- Added To Base Pay Of Employee
- Time with Reserves Does Not Qualify for Program
- Must Complete Application w/Copy of Military Discharge Papers

• Active Military Service 2 – 10 years	\$ 350
• Active Military Service 11-15 years	\$ 850
• Active Military Service 16+ years	\$1,600

Holiday Schedule

- Thanksgiving

Closed Thursday/Friday – November 24th & 25th

- Christmas

Close Noon Friday - December 23rd

Closed Monday/Tuesday – December 26th & 27th

- New Year's

Closed Friday - Dec 30th

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