



SULLIVAN COUNTY EMPLOYEE HANDBOOK

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Register of Deeds

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Judge of the General Sessions
Court, Part II

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Judge of the General Sessions
Court, Part I

HON. BILL WATSON
Judge of the General Sessions
Court, Part IV

HON. DUANE SNODGRASS
Judge of the General Sessions
Court, Part III

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Sheriff

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**SULLIVAN COUNTY
APPOINTED OFFICIALS**

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Director of Schools

NELDA HULSE
Purchasing Agent

GENA FRYE
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SARAH HOUSEWRIGHT
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HISTORICAL SKETCH OF SULLIVAN COUNTY

SULLIVAN COUNTY was formed in 1779 by division from Washington County and named for General John Sullivan, an officer in the Continental Army. On February 7, 1780, the county court was organized at the home of Moses Looney. Hawkins County, which broke off from Sullivan County in 1796, was included within Sullivan County's first boundaries. Until 1795, the County courts met in residences (in the county) including Looney's and Yancey's (near Kingsport) and Cox's at Thomas' Bridge.

STATE OF FRANKLIN: North Carolina, finding the protection of its western lands difficult, offered them to the United States in 1783, and then withdrew the offer. Washington, Sullivan, and Greene counties organized the State of Franklin in 1784. During this period, residents of the newly formed state had divided loyalties and operated with two sets of government officials — one North Carolina's — one Franklin's. The State of Franklin collapsed in 1788.

SOUTHWEST TERRITORY TO STATE: North Carolina again offered its western lands to the United States and in 1790 Congress passed an act for governing the "Southwest Territory" with William Blount as first Territorial Governor. Blount operated the government, for a short period, at Rocky Mount. Sullivan County was on the main overland routes west as well as at the "head of navigation" of the Tennessee River system and grew rapidly--1790 census showed 4,447 persons in the county and Governor Blount's 1795 report showed 8,457. Tennessee was admitted to the Union June 1, 1796 as the 16th state.

BLOUNTVILLE, THE COUNTY SEAT, was laid off as a town in 1795 and the first courthouse was built of massive logs with a jail in the rear. It was replaced in 1825 by a brick courthouse and jail. The present courthouse was built in 1853, burned with nearly all its archives in 1863 by Federal forces during the Civil War, rebuilt within the walls in 1866, remodeled in 1920, and additions made in 1958. A new jail was built in 1956. The Justice Center was built in Blountville in 1987.

OTHER TOWNS IN SULLIVAN COUNTY: Bluff City, (also called Shoate's Ford, Zollicoffer, or Union), a planned town, was established by 1798. Kingsport settlement was first attempted in 1761, and permanently settled in the 1770's. Boating migration from the Netherland Inn made it known as "The Boat Yard". Paperville, named for a paper mill built by Burkhart who settled here in 1794, was a town in about 1810. Bristol was settled in the 1770's, and was first known as "Sapling Grove". This area, along with a section nearby, known as "King's Meadows", became a town in 1853.

THE WAR BETWEEN THE STATES found Sullivan County with bitterly divided loyalties. It was the site of much activity with two battles, one in Blountville and one in Kingsport. The railroad, completed in 1859, was the target of many raids and much destruction.

SULLIVAN COUNTY TODAY: Among the 95 counties in Tennessee, Sullivan is the 6th in population though 55th in land area with 428 square miles. The Federal Census of 2000 showed 153,048 persons in Sullivan County.

Provided by Mrs. Hal T. Spoden

INTRODUCTION

The Sullivan County Employee Handbook has been designed to outline and summarize the many good benefits, procedures and rules enjoyed by employees of the County. This handbook has been adopted by the County governing body, elected and appointed County Officials. We want the County to be the best possible place to work. We are striving to make that happen, which requires continually improving communications. If you have any questions about anything in this handbook, please ask your supervisor for clarification.

This handbook is only a starting point -- we will continue to add to it and improve it as we go forward together. *Sullivan County reserves the right to change this handbook at any time.* We will find needs for changes as new challenges and opportunities add value to our working relationship. A brief summary of employee benefits, employee rights, and employee responsibilities are included. The information provided in this handbook is not, however, intended to and does not create a contract or agreement of employment.

Any alterations to this handbook shall conform with the following process: (1) modifications must be suggested in writing by elected/appointed County Officials and forwarded to the County Mayor; (2) the County Mayor's Office will organize issues and present them to the County Attorney for legal review advising as to the legality of each issue; (3) the County Mayor will set a meeting date with the County Attorney and appoint a committee of elected/appointed officials (all officials will be invited to participate) to discuss issues and make recommendations; (4) the recommendations as determined favorable by the County Officials and County Attorney will be presented to the Sullivan County Executive Committee for its consideration and further action by the Sullivan County Commission.

This handbook provides personnel policies over and above that required by law. If these policies should violate State or Federal law, State and Federal law will control. Tennessee Code Annotated §5-23-101, et seq, requires certain minimum written personnel policies be on file with the County Clerk; wherein this Handbook conflicts with such minimum personnel policies adopted and of record pursuant to T.C.A. §5-23-101, the policies adopted pursuant to T.C.A. §5-23-101 will control.

This handbook revokes and supersedes all prior handbooks, policies, practices and communications, whether written or verbal. Each department may adopt additional policies tailored to its specific needs. Such policies are to be read consistently with those included in this handbook. *In the event information contained in a departmental policy statement is inconsistent with the provisions of this manual, the departmental statement governs unless contrary to law.*

School Department professional employees are not covered under this handbook.

GENERAL PERSONNEL PRACTICES & ADMINISTRATIVE GUIDELINES

EQUAL EMPLOYMENT OPPORTUNITY

Sullivan County is an equal employment opportunity employer, fully committed to ensuring equal employment opportunity to all employees and applicants regardless of race, creed, gender, age, color, religion, national origin, handicap or veteran status. The County's commitment to equal opportunity is reflected in our advertising, recruiting, hiring, compensation, promotions, transfers, training, benefits, and all other terms and conditions of employment.

EMPLOYMENT AT-WILL

All employees are at-will employees. As an at-will employee, you may resign or the County may release you or you may be terminated at any time during your employment.

PERSONNEL RECORDS

An employment and personnel record, including but not limited to wage, payroll deductions, insurance information, compensatory time, and overtime is maintained for each employee of the County. All general county employee records will be maintained by the Payroll & Personnel Office, a division of the Sullivan County Accounts & Budgets Office. All school department employee records will be maintained in the Department of Human Resources, a division of the Sullivan County School Department. Information contained in these records is confidential to the greatest degree possible; however, records may be subject to review under State and Federal Public Access Legislation.

To assure that you receive all the benefits to which you are entitled under conditions of employment, it is important that you keep your personnel records up-to-date. If you have a change in marital status, number of dependents, address, telephone number, insurance beneficiary, legal name, etc., you should promptly furnish a written notice of such change to your department head/supervisor (or the individual designated in your department) and the Payroll & Personnel Office. You may also be required to sign formal change of record forms.

All potential employees must complete an I-9 form before the first day of employment to show proof of citizenship.

PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS/BACKGROUND CHECKS

Some departments, at their expense, may require a prospective employee to pass a physical and in some cases, a psychological examination after receiving an offer of employment but prior to beginning work. Such examinations will be reviewed to assure job-relatedness, and consistency with business necessity. Likewise, some employees may be required to submit to a background check to determine suitability for a particular position with the County.

PROBATIONARY/TRAINING PERIOD

Every effort will be made to help you adjust to your new job. During your probationary period, your supervisor will provide training, assistance, and close supervision to aid you in becoming thoroughly familiar with your duties and responsibilities. Your attitude toward your work and co-workers, the quality of your work, and your willingness to assume responsibility will be carefully observed. During your probationary period, your supervisor will observe and evaluate your ability. This period of time also gives you the opportunity to decide whether you wish to continue your service for the county government.

A training period of at least six (6) months will begin your employment. Your probationary period may be longer than six (6) months in certain departments. Employees who are transferred from one department to another may be required to serve a new probationary period in the new department.

DRESS CODE AND UNIFORMS

All employees are required to maintain as neat an appearance as possible. Employees should recognize that their appearance is a reflection on the County and should groom themselves accordingly. Employees are expected to maintain themselves in a manner that will favorably impress members of the general public. All employees are required to wear shirts at all times. Shirts with slogans, sayings, advertisements, etc. are likewise not permitted. Undercover agents of the Sheriff's Department are specifically exempted from this policy. Those employees, who are required to wear uniforms during their employment, are expected to maintain their uniforms in a neat, freshly-laundered manner.

HOUSEKEEPING

Whether you work in an office, clinic, or in the field, the way you handle and maintain the equipment assigned to you reflects the quality of your work in general, and it certainly has a bearing on the opinions formed by the general public. All equipment assigned to the employee should be handled properly to eliminate unnecessary losses. All employees should make sure that all equipment, including lights, is turned off at the end of each workday unless otherwise directed by your supervisor.

OPEN DOOR POLICY

The County is sincerely interested in your personal welfare and makes every effort to be fair and considerate and consistent at all times. However, if you believe you have been treated unfairly, or if you are in disagreement with a specific county policy or practice, you should discuss the problem with your department head/supervisor.

You should feel free at any time to discuss problems of any nature which affect your ability to perform your job or your working relationship. The County's open door policy includes access to elected officials, department heads, and supervisors. If you need help or have questions, you should first discuss the problem with your supervisor. If the problem cannot be resolved at this level, you should refer the problem to the appropriate department head or constitutional officer.

COMPLAINT PROCEDURE

It is the intent of the County to provide fair, consistent, and constructive problem solving for use by all employees. The County recognizes that problems may arise with regard to interpretation or application of the County's policies; and that occasional disagreements may arise with co-workers or supervisors. If you find yourself in this situation, or if you feel that you have been unfairly treated in resolution of a problem, you are encouraged to bring that concern forward for further discussion and resolution.

Action under this complaint procedure may be taken without fear of recrimination and will be met with sincerity and a desire to achieve a mutual understanding of the situation. The County assures all employees access to additional management personnel. However, every effort should be made to deal with the concerns at your closest management level.

1. Issues should first be discussed with your immediate supervisor. After a thorough discussion of the issue, which includes an opportunity for you to present your concerns, your supervisor will investigate and respond to you. If your supervisor fails to respond to your complaint in a timely manner, or if you find that you and the supervisor have failed to reach an understanding, you may consider the next step.
2. If you are not satisfied with the first step of the complaint procedure, you may then refer your concerns to the appropriate department head. You should prepare a written summary of the situation or concern so that your position will be fully understood. The department head will review all information relevant to your concern and will review the relevant County policies and procedures with you. After a consideration of all the facts, the department head will render a decision in writing to you and your supervisor.

RETURN TO COUNTY EMPLOYMENT

Consistent with our policy of obtaining and keeping the most qualified employees possible, the County does not prohibit reemployment. If your employment with the County has been terminated by either you or the County on good terms, you may be considered for reemployment at a later date. Employees who return to work for the County may have their previous pay scale longevity and vacation longevity benefits restored at the request of the department head.

EMPLOYEE CONDUCT

PERFORMANCE EVALUATIONS

The County recognizes that you like to know how you are doing on the job. Therefore, in addition to the day to day comments from supervisors, a need exists to occasionally review all phases of your work performance. The performance evaluation procedure requires each supervisor to evaluate your performance periodically. You are encouraged to participate in your performance evaluation by expressing your opinion, asking questions, and making suggestions concerning your job.

The purpose of these performance evaluations is to provide both you and the County with a periodic evaluation of your performance on the job, to identify any areas where you can improve your performance, and to highlight the areas of exceptional job performance. The performance evaluation allows you to discuss your goals and express your comments and any concerns regarding your job. Your review will cover areas such as:

1. The amount of work which you accomplish.
2. The accuracy and thoroughness of your work.
3. Your dependability and attendance on the job.
4. Your attitude toward your job, co-workers, and supervisors.
5. Your ability to organize and plan your work.
6. Your knowledge of your job duties.
7. The enthusiasm, attitude, and initiative you demonstrate in your work.
8. Your comments, questions and concerns.

The performance evaluation also gives you a formal opportunity to have a personal, two-way discussion with your supervisor, and to learn how you can improve your job performance, and what your department can do to help you. You will be given the opportunity to include your comments on the performance evaluation form, and will be requested to sign the form. The County uses the performance evaluation program to assist its employees in attaining maximum development of their individual talents and abilities.

INABILITY OR UNWILLINGNESS TO PERFORM

If, after being placed in a position, an employee demonstrates, in the opinion of the departmental supervisor, the inability or unwillingness to perform his or her assigned tasks, the departmental supervisor will have the option to reduce the employee's classification, pay, and job responsibility, and/or impose appropriate discipline. The County may reassign the employee to a more suitable position, if available, or otherwise discharge the employee. Each County employee is employed at will, and employment may be terminated by either the employee or the County at any time.

DISCIPLINARY ACTION

The County expects you to follow County policies and conduct yourself in a mature, safe, responsible manner while at work. The County believes that all disciplinary measures should be commensurate with the severity of the offense. The decision to issue a warning or take more serious action will depend on the nature of the offense and the circumstances involved. These decisions are made at the County's discretion.

The following infractions are meant to be illustrative, not exhaustive, and may result in immediate termination or other disciplinary action:

1. Abusive, threatening or inconsiderate treatment of the public or co-workers.
2. Arrest for or conviction of a criminal charge.
3. Theft or destruction of County property, whether the result of carelessness, misuse or willful behavior.
4. Violation of rules and regulations of his or her department or any other failure of good behavior which reflects discredit upon the employee, the department, and the County Government.
7. Stealing, deceit or other dishonesty.
8. Conduct during working hours below the standard of his or her department head.
9. Reporting to work under the influence of alcohol or drugs, or use or possession of the same during work time.
10. Provoking a fight, personal harassment or unprovoked attack while at work or in County buildings.
11. Falsification of your own or another employee's time card.
12. Disloyalty to the aims and ideals of the department and County.
13. Tardiness, absences or abuses of leave of absence.
12. Inefficiency.
13. Insubordination, which includes failure or refusal to carry out instructions and job assignments from a supervisor and the use of abusive language toward supervision.
14. Horse-play in County buildings or while on the job.
15. Possession of firearms or other dangerous weapons while at work, where such is not an express requirement of your job.
16. Unauthorized use of County tools, equipment or vehicles.
17. Conducting personal business on County time.
18. Excessive receipt or making of non-emergency personal telephone calls.
19. Failure to observe safety in all work practices.
20. Failure to obey all County policies and procedures.
21. Removing or making inoperative the safety devices on a piece of County equipment or County vehicle, whether or not injury results from such violation.

Acts other than those listed may result in disciplinary action as well. If you have any questions about acts which may cause an employee to be disciplined, please see your supervisor.

The following are types of disciplinary action the County may utilize:

- (a) Oral Warning;
- (b) Written Reprimand;
- (c) Suspension With Pay;
- (d) Suspension Without Pay;
- (e) Dismissal.

Although these procedures suggest an order of consequences due to severity and frequency of incidents, the County reserves the right to skip any or all of these steps when disciplinary action becomes necessary because of misconduct.

FALSIFYING, DESTROYING OR TAMPERING WITH GOVERNMENTAL RECORDS

Tennessee Code Annotated §39-16-504 "Destruction of and tampering with governmental records" provides:

- (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 a genuine governmental record; and
 - (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility, or availability of a governmental record.

Violation of this section is a Class A misdemeanor. [Acts 1989, Ch. 591, §1.]

SEXUAL HARASSMENT

Sexual harassment is a violation of law. The County will not tolerate such activity. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such is made, either explicitly or implicitly, a term or condition of an individual's employment, or is used as a basis for employment decisions, and/or is such as to interfere with an individual's work performance, or to create an intimidating, hostile, or offensive working environment are strictly prohibited. Sexual harassment charges will not be taken lightly, and all reports of sexual harassment will be thoroughly investigated. Any employee found responsible for harassment of another employee will be subject to discipline up to and including discharge.

An employee who feels he or she has suffered sexual harassment, or who has knowledge of any incident that may involve sexual harassment, should immediately report the incident. The employee may choose to report the incident to a supervisor within the organizational structure of their department or the employee may choose to report the incident to a staff member in the Payroll & Personnel Office. If an employee feels uncomfortable reporting the incident to either of the above noted personnel, the employee may report it to one of the following Constitutional Officers of the County: Sheriff, Assessor of Property, County Clerk, Register of Deeds, County Trustee, Circuit Court Clerk, Clerk & Master, or County Mayor.

TELEPHONE AND VOICE MAIL USAGE

When you are talking to people over the telephone, you represent Sullivan County and your department. Employees should make every effort to provide prompt and accurate information to the general public. What you say, as well as how you say it, can affect the image of the County, your department and yourself. Use these telephone tips: answer promptly; identify the department and/or yourself; speak distinctly; transfer calls properly; and hang up gently.

Employees should place reasonable limits on telephone calls of personal nature. Employees should understand that all messages on voice mail systems have the potential of being public information. Your department head/supervisor reserves the right to define a reasonable level of use.

ELECTRONIC MAIL AND COMPUTER USAGE

The purpose of this policy is to provide employees with information to assist them in understanding what Sullivan County considers acceptable use of internet technology and computers systems.

All data stored in Sullivan County's electronic mail and computer systems have the potential of being public information.

Sullivan County's computer systems, including but not limited to electronic mail and internet access, are business tools and the primary use of these systems by employees should be for business purposes.

While Sullivan County's computers, electronic mail, and internet access are business tools, it is acceptable for employees to use these systems in a similar manner as they would use a telephone for personal reasons at work. Good judgment in utilizing these systems must be exercised by the employee. Your department head/supervisor reserves the right to monitor internet usage and to define a reasonable level of use.

Employees shall not access pornographic materials via the Internet. Violations will subject the employee to disciplinary action up to and including discharge from employment.

Consistent with applicable laws and regulations, Sullivan County reserves the right and sole discretion of each elected or appointed official to generate internet activity reports for any employee and/or IP address under the control of his/her office. Each elected or appointed official may retrieve or review information contained in such employee's computer system at any time without notice to the employee. All such information available to the elected or appointed official may be used for possible disciplinary action up to and including termination of employment, legal proceedings, or other lawful purposes.

Please check with department head/supervisor regarding departmental policy concerning backing up data systems, passwords, licensing agreements, virus scans, etc.

By using Sullivan County's computer systems, employees expressly consent to the above conditions.

SUBSTANCE USE POLICY

The County is concerned about the effects of the use of illegal drugs and the use and abuse of alcohol upon the health and safety of its employees. The County recognizes that alcohol impairment, alcoholism and the use of illegal drugs lead to increased accidents and medical problems, and can lead to the destruction of an employee's health, ability to perform well at work, and quality of life. Employees who abuse drugs or alcohol are not only a danger to themselves, but to their fellow employees as well. In addition, employees who abuse drugs and/or alcohol incur increased medical costs for both the County and for the employee. These costs are generally much higher than those of other employees, and a decrease in productivity of these individuals results from absenteeism and turnover that can adversely affect the employment of every County department.

In light of these concerns, and in keeping with the provisions of the Drug-Free Workplace Act, the County intends to maintain a work environment free of the problems associated with the use of alcohol and the use of illegal drugs. Therefore, the County has adopted the following policy, the purpose of which is the maintenance of a drug and alcohol free workplace.

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is hereby prohibited.
2. Any employee found to be engaged in the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance in the workplace or on County property shall be immediately disciplined, up to and including discharge from employment upon discovery.
3. Possession and/or use of alcoholic beverages during work time on work premises is prohibited. Likewise, reporting for work with the presence of non-prescribed controlled substances or alcohol in the system is prohibited. Violators will be subject to discipline up to and including discharge from employment upon discovery. Law enforcement officers who have lawful custody of evidence and are transporting same are not subject to discipline under this policy so long as such evidence is legally maintained.
4. Employees who must maintain a commercial driver's license as a condition of their employment are further subject to the rules and regulations of the United States Department of Transportation and the Tennessee Department of Transportation.
5. Certain departments of the County may require drug and alcohol testing in conjunction with employment in that department. Your supervisor will notify you if your department is among those that require testing. In the event that your department requires testing for safety-sensitive positions, your agreement to submit to testing is an express condition of your continued employment with the County.
6. As an express condition of employment, employees of the County must agree as follows:
 - a. To abide by this policy; and
 - b. In the event any employee is arrested and/or convicted under any criminal drug or alcohol statute for a violation occurring in the workplace, or during working time, the employee must notify his or her supervisor or department head of the arrest and/or conviction immediately. Convictions shall include pleas of guilty or nolo contendere (no contest).
 - c. Within thirty (30) days of receipt of notice of conviction by the supervisor or department head, the employee in questions shall be disciplined up to and including discharge.

SAFETY POLICY

The County realizes that accidents can not only cause personal injury, pain, and hardship, but are also expensive. The County makes every effort to provide safe working conditions, equipment, and work procedures. All employees are expected and required to practice safety at all times.

If you observe any unsafe conditions or work practices, you should report them to your supervisor IMMEDIATELY. Do not take any risks on the assumption that "it probably won't cause harm this time." The one exception taken could result in personal tragedy or harm to you or a fellow employee.

Most accidents are preventable through proper care, use and maintenance of equipment and facilities, alertness on the job and thorough, good housekeeping practices. Most accidents are the result of unsafe work practices. At any time during your employment, if you find that you are physically unable to perform the functions of your job; your concerns should be brought to the attention of your supervisor so that reasonable accommodation may be considered if appropriate in your situation.

ACCIDENTS

All accidents, no matter how slight, must be immediately reported by employees to their supervisors or managers. Even if no permanent physical injury or property damage occurs, problems can often arise later if accidents are not reported immediately and the appropriate accident forms are not promptly and accurately completed. If you are not employed by the County in the capacity that requires emergency response training, and you are involved in, or witness, an accident and/or injury, you should give whatever assistance you can to the injured person, including notifying emergency medical personnel by calling 9-1-1. If the person appears seriously injured, DO NOT MOVE him or her unless directed to do so by emergency personnel.

An investigation of every accident will be conducted to determine the cause of the accident and to prevent other accidents of the same nature. The purpose of the investigation is to help prevent future accidents, not to place blame on anyone.

WORKERS COMPENSATION

If you are injured on the job, you will be paid by the County for the remainder of the workday in which the injury takes place. If you are required to miss work to recover from the injury, you will receive no further wages, but may receive benefits through worker's compensation. If your injury requires an absence of less than fourteen (14) working days, you may be permitted to use accrued sick leave, vacation or personal days to receive compensation for the first seven (7) days. If your injury requires you to be absent from work for fourteen (14) days or more, worker's compensation benefits may be paid retroactively to the first day missed. For this reason, you will not receive compensation for the first seven (7) days until after it is determined whether worker's compensation benefits will be available. You are not permitted to receive nor accumulate vacation, sick or personal leave while receiving worker's compensation benefits. If you are injured on the job and require non-emergency medical treatment, please see your supervisor for the proper course of action to pursue. Performing unauthorized work for personal gain while on workers compensation leave will be cause for termination.

The County will not be responsible for payment of worker's compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not part of the employee's work-related duties with the County. Attempting to collect workers compensation benefits for injuries which do not occur on the job and/or artificially inflating the value of a legitimate claim is considered fraud and is a violation of the law. Employees who fraudulently attempt to obtain benefits will be subject to immediate discipline, up to and including termination, and may be subject to criminal prosecution.

PROCUREMENT/CREDIT CARD POLICY

The use of procurement/credit cards must be authorized by the Purchasing Agent upon request from each respective official or department head. The Purchasing Agent shall establish credit limits applicable to each card. Any additions, deletions, changes or cancellations must be executed by the Purchasing Agent or by the Accounts/Budgets Director (in the Purchasing Agent's absence).

Procurement/credit cards will be issued in the name of the official, department head or individual employee who is responsible for the use of the card. The official, department head or employee whose name appears on the card is responsible for assuring that all purchases made with the card are in accordance with the rules and regulations set forth in this policy. The person whose name appears on the card may be held personally liable for any unauthorized purchases and/or for any purchases exceeding the limits established by the purchasing agent. Cards which are used in any manner inconsistent with this policy are subject to immediate revocation by the Purchasing Agent. All purchases will be reconciled monthly by the person whose name appears on the card. The appropriate official or department head must approve and sign the monthly statements prior to submitting same to the Accounts/Budgets or School Finance Departments for payment.

Each employee who is authorized to use either type of procurement/credit card must complete and sign a 'cardholder agreement'. All agreements must be signed by the appropriate official and/or department head. Copies of all agreements will be maintained by the Purchasing Agent and the Accounts/Budgets Director or School Finance Officer (whichever applies). Sullivan County will not be responsible for payments of invoices for purchases made using procurement/credit cards by an employee who has not been authorized to use the card and who has not completed a 'cardholder agreement'. It is the responsibility of each official or department head to ascertain that a 'cardholder agreement' has been signed by each designated user in their department and that same has been filed with the Purchasing Department prior to usage of the card. Misappropriation or intentional misuse of a county credit card will be subject to criminal prosecution.

The officials or department heads requesting the credit cards will be responsible for assuring that usage of cards are in compliance with this policy and will be held responsible for making financial settlement in regards to any misuse or unaccountable transactions.

A. TRAVEL

The Purchasing Agent has established a procurement/credit card account for out of county travel expenses. Cards are issued to officials, department heads or employees who frequently travel. 'Generic' cards will be maintained by the Accounts/Budgets Director or School Finance Officer and can be scheduled in and out as needed by officials, department heads or employees who have not been issued individual cards. It is the responsibility of each official, department head or employee to request a sales tax exemption certificate for lodging accommodations from the Purchasing Department prior to travel departure. All travel receipts must accompany a travel request form that has been approved by the appropriate official or department head. Travel request forms for officials and/or department heads must be approved by the Chairman of the Executive Committee or School Board (whichever applies) prior to submitting to the Accounts/Budgets or School Finance Departments for payment.

B. FUEL

The Purchasing Agent has established a fleet fuel procurement/credit account for fleet fuel purchases. Fleet fuel cards are issued to officials, department heads or employees who are authorized to drive fleet vehicles. Identification numbers are assigned to each official, department head or employee who is issued a fleet fuel card. The fleet fuel system records all purchases electronically and generates monthly statements to be reconciled by the appropriate official or department head. All applicable receipts must accompany each signed statement prior to submitting to the Accounts/Budgets or School Finance Departments for payment.

C. GENERAL PROCUREMENT (WHOLESALER/RETAILER)

The Purchasing Agent has established procurement/credit accounts for the procurement of commodities/services which require credit card confirmation. Procurement/credit cards are subject to all of the rules and regulations applicable to the Purchasing Department and cannot exceed the allowable limits. Procurement/credit cards will be only issued to procurement officer(s) who have been selected by and work directly under the supervision of the Purchasing Agent. The procurement officer is authorized to use his/her card for the purpose of purchasing commodities/services that require credit card confirmations/payments. A paper purchase order will be processed from each appropriate account and will be maintained in a dedicated file to support the monthly statement. The authorized procurement officer must reconcile the monthly statement prior to submitting to the accounts and budgets or school finance departments for payment.

<p>SULLIVAN COUNTY PURCHASING GENERAL PROCUREMENT GUIDELINES</p> <p>PROCUREMENT/CREDIT CARD POLICY CARDHOLDER AGREEMENT</p>

As part of your employment with Sullivan County, you are being entrusted with a procurement/credit card to be used in compliance to the Procurement/Credit Card Policy and as stated in this Cardholder Agreement.

1. This card is issued in my name and I am the only person authorized to use this card. I will not allow anyone else to use the card without prior authorization from the Purchasing Agent.
2. This card is the property of Sullivan County.
3. I understand that I will be making financial commitments on behalf of Sullivan County when I use the Procurement/Credit Card that has been assigned to me.
4. I have read and completely understand the Procurement/Card Policy adopted for Sullivan County.
5. Under no circumstances will I allow this card to be used to make personal purchases, either for myself or others. I understand that personal purchases using this card will be considered misappropriation of Sullivan County funds and that I am financially responsible for restitution and will be subject to criminal prosecution.
6. If the card assigned to me should be lost or stolen, I will immediately notify the Purchasing Agent and the Accounts/Budgets Director or School Finance Officer (whichever applies) by telephone and/or in person.
7. I will obtain receipts and maintain detailed information for each transaction. I understand that it is my responsibility to match receipts to each transaction.
8. I understand that I will receive a monthly statement reporting all card activity and that it is my responsibility to verify accuracy of all charges.
9. I understand that each monthly statement must indicate my signature to verify that all information is true and accurate and must also indicate the signature of the appropriate official or department head.
10. I understand that any violation to this Agreement will be subject to disciplinary action, including termination of my employment with Sullivan County.

EMPLOYEE NAME: _____ DEPARTMENT: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

OFFICIAL/DEPARTMENT HEAD SIGNATURE: _____

EMPLOYEE CLASSIFICATIONS & COMPENSATION

EMPLOYEE CLASSIFICATIONS

Full-Time Employee — an hourly paid employee working thirty-five (35) or more regularly scheduled hours in a work week hired under County regulations, who has satisfactorily completed his or her probationary period. Full-time employees are eligible for a full range of benefits.

Part-Time Employee — an employee who, on a regular basis, works less than thirty-five (35) hours in a work week or who is classified as extra help. Part-time employees are not eligible for the full range of benefits; however, life insurance benefits are available as adopted by resolution.

Seasonal Employee — an employee whose employment is limited to six (6) calendar months or less in any twelve (12) month period. Seasonal employees are not eligible for benefits, except as provided for as part-time employees.

Salary Employee — a salary paid (exempt) employee working thirty-five (35) or more regularly scheduled hours in a work week appointed under County regulations, who has satisfactorily completed his or her probationary period. The salary received by employees under the Fair Labor Standards Act is intended to cover all hours worked up to and including forty hours in a work week in departments where the regular work week is less than forty hours. Salary employees are eligible for a full range of benefits.

WORK WEEK, WAGES & PAYDAY

The weekly work schedule shall be determined by your department head/supervisor. Any time worked beyond the employee's regularly scheduled work period must be approved by your department head/supervisor. Special provisions may be made in departments that require additional hours to meet existing conditions or emergency situations.

If you have questions about your hourly wage or salary, please ask your department head/supervisor. The departments of the County have different pay-days. You will be informed by your department head/supervisor of your specific payday. All employees will receive their wages, less all deductions, by direct deposit at the banking institution of their choice.

PAYROLL DEDUCTIONS

The following deductions will be made from your paycheck:

- a. Federal Withholding Tax
- b. Social Security
- c. Medicare
- d. Absences from work not covered by appropriate leave credits
- e. Volunteer Deduction (authorized by you)

BREAK PERIODS

At the discretion of your supervisor, you may be allowed break periods of ten (10) minutes in the first half of your shift and again during the second half of your shift. Abuse of "breaks" by habitually taking more time than stated herein could result in curtailment of the privilege and/or disciplinary action. The "break periods" must be arranged in such a way that a qualified employee is available to perform your departmental duties at all times.

OVERTIME

The point at which overtime begins to accrue is determined by the nature of the work in which you are engaged.

- All non-exempt employees begin to accrue overtime after working 40 hours in a work week.
- Law Enforcement, Corrections, and E.M.S. employees begin to accrue overtime after working 171 hours in a 28 day work period.

Overtime accrues at the rate of one and one-half hours for each hour of overtime worked. In accordance with the Fair Labor Standards Act, various departments of the County may have a policy of granting employees compensatory time off in lieu of overtime.

COMPENSATORY TIME OFF

Compensatory time off accrues at the rate of one and one-half hours for each hour of overtime worked.

- All non-exempt employees may accrue up to 240 hours of compensatory time off.
- Law Enforcement, Corrections, and E.M.S. employees may accrue up to 480 hours of compensatory time off.

If you are unsure of your classification with regard to this policy, please ask your supervisor.

Any employee who has accrued compensatory time off must request use of such compensatory time and shall be permitted to use such time off within a reasonable period provided the use of such compensatory time off does not unduly disrupt the operations of the department. A "reasonable period" will be determined by the normal schedule of work within the department, the anticipated workloads based on past experience and the availability of qualified substitute staff.

CALLED IN TO WORK

Employees *called in to work* by their department head/supervisor on a non-holiday will be compensated for a minimum of three hours work. Such work will be compensated at the employee's regular rate of pay unless the employee has reached overtime status within the pay period. In the event overtime status occurs, compensatory time off may be granted in lieu of overtime pay at the discretion of the department head/supervisor.

HOLIDAY PAY

Employees regularly scheduled to work on a county recognized holiday will be compensated at the employee's regular rate of pay in addition to an equal amount of holiday pay at their regular rate. At the discretion of the department head/supervisor compensatory time off may be granted in lieu of holiday pay.

Employees *called in to work on a holiday* by their department head/supervisor will be compensated for a minimum of three hours work. Such work will be compensated at the employee's regular rate plus time and one-half. At the discretion of the department head/supervisor compensatory time off may be granted in lieu of holiday pay.

NO WORK DAY

The County Mayor may designate a "No Work Day" on any day when employees are unable to work due to unforeseen circumstances such as inclement weather conditions. Such days are paid and treated in the same manner as a holiday.

ATTENDANCE & LEAVE

ATTENDANCE, ABSENCE WITHOUT LEAVE

The County makes every effort to maintain an adequate and reliable work force. Regardless of your employment status, you are responsible for notifying your supervisor when and if you must be away from your job. Always do this as far in advance as possible. In cases of unexpected absence or tardiness, notice should be given no later than the starting time of your scheduled shift. If you are absent from work, such absence must be approved by your supervisor and/or department head according to the terms of a policy recognized and set forth in this Handbook or you will be considered absent without leave subject to discipline.

When you have notified your supervisor in advance and have obtained the supervisor's permission to be absent, the absence is excused. When your supervisor has not been notified, or has not given permission, the absence is unexcused. Unexcused absence and unexcused tardiness will result in disciplinary action. Three consecutive shifts of unexcused absence will result in a determination that you have voluntarily quit your employment, unless compelling reasons are shown for your failure to provide notice of your absence. Where absence is the result of personal illness, the County may require a proper written release from a physician before excusing the absence and before permitting you to return to work.

PERSONAL LEAVE

Upon satisfactory completion of the probationary period, each employee will be granted three (3) personal days with pay each calendar year. These days may be used by the employee as the employee sees fit in increments of no less than one (1) hour at a time, with the exception of Highway Department employees who must take personal leave in intervals of no less than one-half day at a time.

You should advise your immediate supervisor as soon as possible prior to taking a personal day so that plans to cover your job during your absence may be made. If you do not provide reasonable advance notice for a non-emergency use of a personal day, and/or your absence will cause a hardship on others, your supervisor has the discretion to deny authorization for the personal day. Personal days are separate from vacation and sick leave. In the event your employment is terminated during the year, or if you are hired during the year, granting of personal days will be pro-rated at the rate of one (1) day per every four months worked or to be worked during the year.

SICK LEAVE

All active full-time and salary employees will receive paid sick leave in the amount of one (1) day per month. Authorized sick leave will be paid at the rate of the employee's regular wage. All employees may be required to show written documentation for leave.

New employees shall be eligible for sick leave as it accrues. Sick leave may be granted for a variety of situations, and may be used in conjunction with the Extended Leave Policy. Sick leave will not continue to accrue during an employee's absence from work unless the employee is on approved leave with pay. An employee is not eligible for sick leave during periods when he or she is receiving workers compensation benefits.

There is no limit to the number of sick days you may accumulate. Any accumulated unused sick leave will be credited toward service time for retirement. Sick leave cannot be "cashed out".

If you are unable to report to work at the designated time due to illness, either your own or that of someone for whom you are responsible, you must notify your supervisor in advance of the beginning of your shift. Separate notice must be given for every day for which sick leave is used.

Each time (not each day) an employee takes sick leave will be considered an "occasion". An occasion is defined as a period of time missed from work, beginning when an employee misses the first scheduled shift, and concluding upon an employee's return to work. If an employee receives five occasions in a consecutive ten month period, the employee may be subject to disciplinary action. Further abuses will result in termination. Each occasion will be removed from consideration under this policy twelve months after the employee's return to work.

Use of more than five sick days on any one occasion will result in the absence becoming subject to the requirements of the Extended Leave Policy.

Examples of situations for which sick leave may be approved include:

- a. Your absence from duty because of personal illness.
- b. Your disability due to an accident.
- c. Your exposure to contagious disease.
- d. Medical appointments.
- e. Your absence from duty necessitated by illness or death in your immediate family, not to exceed three (3) days unless approved by your department head. (Immediate family is defined to include your spouse, parent, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, any other person of kin who served as a parent for a period of at least one year, and children).
- f. Your absence from duty necessitated by illness or death for persons whom you are a court ordered legal guardian, custodian or conservator, not to exceed three (3) days unless approved by your department head.

This policy is intended to be consistent with the Family & Medical Leave Act of 1993, the Americans with Disabilities Act, and the Tennessee Maternity Leave Act, and is intended to confer no lesser rights than those provided by statute.

TRANSFER OF SICK LEAVE

Active county employees with accrued sick leave may transfer sick leave to another county employee provided written approval is obtained from both the department head for the employee transferring the sick leave and the department head for the employee receiving the transferred sick leave. An employee may receive up to eighty (80) hours of transferred sick leave from an individual employee. School department employees are exempt from this policy.

LEAVE OF ABSENCE

Subject to approval by your department head, leave without pay may be granted for not less than two (2) weeks but in any case not to exceed 12 months including any time taken under the Extended Leave Policy and the Family Medical Leave Act. The following conditions must be met before a leave of absence without pay will be granted:

- a. You must use all of your accumulated annual leave of whatever type.
- b. In cases of sickness, you must use all of your sick leave.

For all employees except for School Department employees, if you are approved for a leave of absence pursuant to this policy, the following conditions shall apply:

1. Except in cases of personal medical leave of absence, employee shall be responsible for one hundred percent (100%) of the funding rate of their medical and dental insurance. In the case of a leave of absence granted for an employee's personal medical reasons, the county will pay the funding rate of the employee's individual coverage not to exceed twelve (12) months.
2. Employee shall be solely responsible to verify his/her coverage or lack thereof under Sullivan County's life insurance policy and other county benefits.
3. Employee shall not accrue any vacation, sick or personal leave during his/her leave of absence.
4. A request for a leave of absence must set forth in writing reasons for such request.
5. Your reemployment is at the discretion of the Department Head granting extended leave; reemployment is not guaranteed.

School Department employees are subject to particular School Department policies.

Leave under this policy shall be approved prior to use; otherwise, you will be subject to the County's policy on Attendance, Absence Without Leave.

Wherein this policy conflicts with State and Federal law, State and Federal law will control.

Performing unauthorized work while on a leave of absence will be cause for termination of the employment relationship and the Leave of Absence.

EXTENDED LEAVE POLICY / FMLA

In recognition that situations may arise which require employees to be absent from work for an extended period of time, the County gives eligible employees the opportunity to take leave for family and medical reasons as necessary pursuant to the Family and Medical Leave Act.

Employees who have been employed with the County at least twelve (12) months and who worked at least 1,250 hours during the last twelve (12) months preceding the requested leave are eligible to request leave under this policy. In order to assure each employee equal opportunity, the period for calculating eligibility for and availability of the leave will be calculated based on the twelve (12) month period immediately preceding the first day of the requested leave.

The request forms for leave should be obtained from your department head. When possible, employees must give a thirty (30) day advance notice of the need to take a leave. When it is not possible to give an advance notice (emergencies, etc.), an employee should inform his or her supervisor and department head as soon as possible and reasonable.

Leave is available for birth or adoption of a child, placement of a child in your home for foster care, the serious health condition of a spouse, son, daughter, or parent, or a serious personal health condition which prevents you from being able to perform your job. You may choose to take the full twelve (12) weeks of available leave at once, on an intermittent basis, or work a reduced work schedule up to the maximum of twelve (12) weeks. The County may choose to transfer you to an area in which the work is better suited to recurring periods of leave. Female employees will be granted an additional four (4) weeks of leave (for a total of four (4) months available leave) for absence related to pregnancy and birth of a child.

Employees who take extended leave are required to exhaust their available sick leave. If more than twelve (12) weeks of sick leave are available to the employee, the leave may be extended until the supply of sick leave is exhausted. If fewer than twelve (12) weeks of paid sick leave are available, the remainder of the leave will be unpaid. You may choose to use accrued vacation during this period. Your insurance will be maintained during the leave by the County so long as you continue to pay your part of the cost of the plan.

Due to the nature of services offered by the County, it is not always possible to hold a position open for twelve weeks. However, all employees who return from an extended leave under this policy will be given a position with similar duties, responsibilities and authority, with the same pay and benefits. You will be assigned to the same shift when possible, but this is not guaranteed. If a temporary or permanent reduction in the workforce occurs that would affect your position, you will be eligible to return to work when you are recalled from the layoff if that is after your leave would have ended.

Employees who pursue alternative employment while on leave under this policy will be deemed to have voluntarily quit employment with the County.

All employees are required to show written certification that documents the reason for the leave. Forms for completion by a physician or other health care provider will be provided by your department head. If you take leave for personal health reasons, you must show medical certification that you are able to return to work.

This policy is intended to be consistent with the Family and Medical Leave Act of 1993, the Americans with Disabilities Act, and the Tennessee Maternity Leave Act, and is intended to confer no lesser rights than those provided by statute.

MILITARY LEAVE

Pursuant to Tennessee Code Annotated §§8-33-101 through 109, military leave will be granted under the following conditions:

ACTIVE DUTY

An employee whose employment is interrupted by service in the United States Armed Services will be expected to show his or her orders to his or her supervisor as soon as they are received. Regular employees are eligible for reemployment after completing military service provided:

1. You provide proof of an honorable discharge;
2. Your military service was not in excess of four (4) years, unless involuntarily retained in the Armed Services; and
3. You apply for reinstatement within ninety (90) days from release from active duty or within thirty-one (31) days after release from initial duty of training of not less than three (3) months or on the next regularly scheduled work period following other types of training duty, an absence for induction or examination, or after rejection.

An honorably discharged veteran will be reinstated in a position which will be the same or equal in relation to the one which he or she left and full seniority credit will be given for the time spent in the Armed Services, provided the above requirements are met.

RESERVE OR NATIONAL GUARD TRAINING LEAVE

Any employee who is a member of the Reserve Corps of the Armed Forces of the United States of America will be granted a military pay allowance for training each year as required, a maximum of fifteen (15) working days of which may be paid in a calendar year, pursuant to Tennessee Code Annotated Section 8-33-109. It is not necessary to use your vacation time for military leave. Sullivan County will recognize the following as an official organized reserve unit:

- a. Air National Guard
- b. Army National Guard
- c. Air Force Reserve
- d. Army Reserve
- e. Coast Guard Reserve
- f. Marine Corps Reserve
- g. Naval Reserve

In order to be eligible for a pay allowance, you must meet each of the following qualifications:

- a. Must be employed on a regular basis.
- b. Must return to regular full time employment immediately following temporary military duty unless illness, disability or an approved absence (to be determined by the department head consistent with the other leave policies contained herein) prevents or delays your return to work.

After you have received your orders for temporary duty, you will show your departmental supervisor a copy of the orders. The department head will grant permission for you to be absent. If individual orders are not issued, a statement from the commanding officer will be acceptable.

Any deviation from these procedures shall require the approval of the Sullivan County Board of County Commissioners, or Sullivan County Board of Education, depending on the department in which the employee works.

ABSENTEEISM FOR VOTING

As authorized by *Tennessee Code Annotated* § 2-1-106, any person entitled to vote in an election held in this state may be absent from any service or employment on the day of the election for a reasonable period of time, not to exceed three (3) hours, necessary to vote during the time the polls are open in the county where the person is a resident. A voter who is absent from work to vote in compliance with this section may not be subjected to any penalty or reduction in pay for such absence. The employer may specify the hours during which the employee may be absent. Application for such absence shall be made to the employer before twelve o'clock (12:00) noon of the day before the election.

If the employee's regular work schedule 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 of the county where the employee is a resident, the employee may not take time off under this section.

JURY DUTY PAY

The County encourages its employees to serve on jury duty if they are called. If you are summoned for jury duty, please notify your supervisor as soon as possible so that plans can be made to cover your job during your absence. In order to avoid any severe financial loss to you from serving on jury duty, the County will pay the difference between your jury duty pay and the amount you would have earned at your regular, straight-time rate. Overtime pay will not be paid for jury duty.

To be eligible for jury duty pay, you must get a statement from the Court Clerk indicating the time and days you served on the jury and the amount you received as jury pay. You will not be paid for time that you did not actually spend serving on jury duty or traveling to and from the courthouse. If you serve in excess of three (3) hours, you will be compensated for the full day. You are expected to call in to your supervisor every day upon completion of your service **REGARDLESS OF THE TIME YOU COMPLETE YOUR SERVICE** so that a decision can be reached about whether you are to return to work that day or not. The time you call will be checked against the statement from the Court Clerk to verify the actual time you spent on jury duty.

Temporary employees who have been employed less than six (6) months are not eligible for jury duty make-up pay. Such employees will be excused from working during the term of their jury service.

This policy is in keeping with *Tennessee Code Annotated*, Section 22-4-108 and is intended to confer no greater or lesser rights than those granted under said statute.

TESTIFYING IN COURT

The County encourages all employees to fulfill their duties to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is subpoenaed to appear in court:

1. Upon receiving a subpoena to appear in court or similar proceedings (i.e. deposition), the employee shall, on the next day he or she is working, but in no event later than two (2) days prior to the appearance date identified in the summons, show the summons to his or her supervisor.
2. The employee will be granted a leave of absence when the employee is subpoenaed by proper authority to appear in Federal or State court as a witness. The employee will be required to provide verification that the trial for which he or she is subpoenaed to give testimony actually took place on the date and time for which the subpoena was issued and that the employee appeared to give testimony at trial. Such verification must include the dates on which the employee was required to be available.
3. The employee will receive his or her regular compensation when subpoenaed as a witness; however, this provision shall not apply to court appearances which result from off-duty employment.
4. The employee may retain all compensation or fees received for serving as a witness.
5. If the employee is relieved from being a witness during working hours, the employee is to report back to work at the County.
6. 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, use time accrued under the "Compensatory Time Off" policy or leave without pay.

EMPLOYEE BENEFITS

LIFE INSURANCE

The County has procured a group life insurance policy and will pay the premium for each individual full-time, salary, and part-time employee of the County. The employee may choose to increase the standard coverage amount and/or add dependents at his/her own expense. This is a term life insurance policy. If your employment is terminated with the county, either by yourself or by the county, you will no longer be insured.

MEDICAL AND DENTAL INSURANCE

Medical and Dental Insurance benefits are available to all full-time and salary employees. Individual and family coverage options are available to help you protect your family, as well as, yourself. Employees must enroll in the medical plan within thirty (30) days of employment. Changes in marital status or adding a new dependent must be made within thirty (30) days of the event. To enroll or make changes in insurance plans, the employee must fill out the appropriate forms in the Payroll & Personnel Office.

Employees are required to pay the appropriate premium by payroll deduction in order to maintain insurance. The employee is responsible for all charges not covered, including, but not limited to, co-pays and/or deductibles. The County may retain a third party to administer the day to day aspects of the plan.

EASTMAN CREDIT UNION

All employees are eligible to become members of the Eastman Credit Union. The credit union offers full banking resources (checking and savings accounts, loans, Christmas clubs, etc.).

VACATION

It is the policy of Sullivan County to promote employee efficiency, health, and morale through periodic vacation from duty. At the discretion of the department head/supervisor, employees may be required to take vacation benefits in no less than one-hour intervals; however, Highway Department employees must take vacation benefits in no less than one-day intervals.

Approval of vacation requests will be based on the wishes of the employee and the efficient operation of the department. If more than one employee wishes to schedule vacation during the same period, the department head/supervisor will take into consideration the hardship the absences create on the department. First priority should be given to the employee who first scheduled the time off; the employees length of service in relation to other employees; and overall circumstances.

Vacation benefits will begin to accrue as of the date of employment; however, benefits may not be taken during the initial probationary period. If an employee is separated from County employment prior to the completion of the probationary period, no vacation accrual will be paid. Vacation benefits may not be accumulated during an employee's absence from work unless the employee is on approved leave with pay. Upon separation from employment or upon death, you or your estate will be compensated for any unused vacation benefits.

Each active **full-time employee** will accrue vacation benefits as follows:

Length Of Service	Vacation Accrual With Pay per Month	Acceptable Vacation Carryover at Yearend	Hours That Can Be Converted to Sick Leave at Yearend*
Less than 1 year	3.36 hours	40.32 hours	40 hours
1 through 5 years	6.64 hours	79.68 hours	40 hours
6 through 14 years	10 hours	120 hours	40 hours
15 through 25 years	13.36 hours	160.32 hours	40 hours
26 or more years	16.64 hours	199.68 hours	40 hours

*The benefit of converting vacation time to sick leave does not apply to School Department Employees.

Each active **salary employee** will accrue vacation benefits as follows:

Length Of Service	Vacation Accrual With Pay per Month	Acceptable Vacation Carryover at Yearend	Hours That Can Be Converted to Sick Leave at Yearend*
Less than 1 year	.42 days	5.04 days	40 hours
1 through 5 years	.83 days	9.96 days	40 hours
6 through 14 years	1.25 days	15 days	40 hours
15 through 25 years	1.67 days	20.04 days	40 hours
26 or more years	2.08 days	24.96 days	40 hours

*The benefit of converting vacation time to sick leave does not apply to School Department Employees.

COMPENSATION FOR UNUSED VACATION LEAVE

In the event at the end of the calendar year, an employee will carry over the maximum number of hours of vacation leave for the next calendar year and convert the maximum number of hours of vacation leave to sick leave, if the employee still retains additional vacation leave after the above conversions, that employee shall be compensated for up to eighty (80) hours of vacation leave that would otherwise be lost. The employee shall receive paid compensation at their regular rate of pay, as if paid for vacation hours actually taken, at the end of each calendar year.

Approved 2-20-06 by Resolution No. 2006-01-04

HOLIDAYS

The County and Education Departments observe paid holidays as set forth below. Because of the variety of County services, all employees may not be able to observe holidays on the same day. Your department head/supervisor will advise you if your work schedule requires a deviation from the holiday schedule.

Due to the school schedule, Education Department employees have some holidays which do not coincide with those observed by other County employees.

When a holiday falls on Saturday, the Friday preceding the holiday is observed. When it falls on Sunday, the Monday following the holiday is observed.

The County observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day (all employees other than Education Department)
- President's Day
- Good Friday
- Memorial Day (all employees other than Education Department)
- July 4th
- Labor Day
- ETEA (Education Department only)
- Veterans' Day (all employees other than Education Department)
- Floating Holiday (Education Department only)
- Thanksgiving--2 days
- Christmas--2 days

(If Christmas falls on Tuesday, Wednesday, or Friday that day plus the work day preceding it will be observed. If Christmas falls on Monday or Thursday, that day plus the following work day will be observed. If Christmas falls on Saturday or Sunday, the preceding Friday and following Monday will be observed.)

In years of state and federal elections, certain election days may also be treated as paid holidays.

Employees who choose not to work some portion of the week in which the holiday falls, or who are on a planned vacation during that week, will not be paid for the holiday, unless they have received five (5) days prior approval for the non-holiday absence. Likewise, if an employee is not on a pay status during the week in which the holiday falls, he or she will not be paid for the holiday absence.

RETIREMENT

All full-time and salary employees of Sullivan County become members of the Tennessee State Retirement System immediately upon employment. Sullivan County pays 100% of all contributions made on the employee's behalf. Benefits to the employee as a member of this retirement program compare most favorably with any other retirement plan and include a five (5) year vesting schedule. You will be furnished a booklet explaining this program at the time you are enrolled in this retirement plan.

Upon separation from employment with the County, your portion of the retirement fund remains undisturbed until such time as you meet the eligibility requirements and apply for your retirement benefits. This may be a number of years after your separation from employment. Those employees who made contributions under the plan which terminated on June 30, 1987 will be eligible to receive a portion of their benefits upon termination from employment with the County.

Other benefits available at the time of preparation of this handbook to qualifying individuals retiring from Sullivan County are as follows:

1. Employees age fifty-five or older with twenty-five years or more service shall have one hundred percent (100%) of the base plan of their health insurance premiums paid by Sullivan County until such time that they reach age sixty-five.
2. Employees who retire or become disabled and who do not qualify for paid premiums as set forth herein shall still be eligible to participate in county's health insurance, as long as such employee pays one hundred percent (100%) of the premium for such health insurance until such time that they reach age sixty-five.
3. Employees who have completed five (5) years of full-time employment with Sullivan County and are forced to retire early due to a disability and are approved by TCRS to draw a monthly disability benefit will be provided the following rate reductions based on the length of employment with Sullivan County. The County will pay the following percentages of the employees' individual premium based on the following years of service:
 - 6-15 years of service before becoming disabled – 33% of the premium;
 - 16-25 years of service before becoming disabled – 66% of the premium;
 - 25+ years of service before becoming disabled – same rate as active employee.
4. Over 65 Medicare insurance supplement. Employees need to confirm qualifications and exact terms of this benefit.
5. Prescription Drug Card for retirees over age sixty-five (65). Employees need to confirm qualifications and exact terms of this benefit.

SUMMARY AND CLOSING WORD

The material presented in this handbook in regard to policies, benefits and relationships is, of course, in a condensed form. For further clarification of any policy outlined in this handbook, please ask your supervisor or department head.

While the County intends to continue the foregoing policies, benefits and rules, it reserves the right to make any changes at any time as, in its judgment, may be advisable. At times and in some cases, the application of these principles, rules and policies may be affected by government regulations. We will, of course, fully comply with all laws and government regulations. You may be assured that no changes will be made except after due consideration of the mutual advantages, benefits, and responsibilities of the County and its employees.

The information provided in this handbook, its updates and supplements, contains guidelines which reflect general policies and procedures, as well as summaries of County benefit plans, and in no way creates a contract or agreement of employment. Nothing contained in this handbook, its updates or supplements, alters or prevents the County or the employee from terminating employment at any time for any reason, subject to applicable federal and state laws.

Your eligibility for any particular benefit plan is not established merely by your receiving this handbook. Participation depends upon having qualified under specific plan provisions or, in some cases, upon your voluntary participation. Please refer to each plan to determine your eligibility.

We look forward to a profitable and mutually rewarding relationship. Thank you.

RECEIPT OF HANDBOOK
&
ACKNOWLEDGEMENT OF TERMS

EMPLOYEE COPY

I have received my copy of the Sullivan County Employee Handbook – Revised October 2005 which outlines certain policies, practices and employee benefit guidelines relating to my employment with the County. I acknowledge my responsibility to read and understand the information contained in the handbook and further understand that this receipt will be placed in my personnel file.

I understand that the policies, practices, and employee benefits described in the handbook are general guidelines which are subject to change and revision at the discretion of the County at any time. Therefore it is understood that changes in policies may supersede, revise, or eliminate the policies, practices and benefits in the handbook.

I understand that the handbook does not constitute a contract of employment, or a contract of employment for any specific duration, and that my employment relationship is terminable at will and may be ended by either me or the County at any time for any reason. Any variance from this Handbook or change in my at-will status negotiated or made on my behalf must be in writing, signed by the appropriate constitutional officer or elected official.

I understand that changes and revisions to policies covered by *Tennessee Code Annotated* §5-23-101, et seq. will be on file at the Office of the County Clerk.

I understand this is a newly revised handbook which supersedes and replaces all previous handbooks, policies, practices and communications, whether written or verbal. Changes have been made to certain policies and language in the previous Employee Handbook. Each department may adopt additional policies tailored to its specific needs. Such policies are to be read consistently with those included in this handbook. In the event information contained in a departmental policy statement is inconsistent with the provisions of this manual, the departmental statement governs unless contrary to law.

I acknowledge I have reviewed the provisions of *Tennessee Code Annotated* §39-16-504 [Destruction of and Tampering with Governmental Records] as set forth herein.

I acknowledge I may be required as provided by departmental policy to consent to compensatory time off as a method of compensation for overtime hours.

Employee Signature

Date

Department Head/Supervisor

Date

RECEIPT OF HANDBOOK
&
ACKNOWLEDGEMENT OF TERMS

PAYROLL & PERSONNEL OFFICE COPY

I have received my copy of the Sullivan County Employee Handbook – Revised August 2005 which outlines certain policies, practices and employee benefit guidelines relating to my employment with the County. I acknowledge my responsibility to read and understand the information contained in the handbook and further understand that this receipt will be placed in my personnel file.

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Employee Signature

Date

Department Head/Supervisor

Date

PLEASE MAKE ADDITIONAL COPY FOR DEPARTMENTAL FILE