**AMENDING PERSONNEL POLICIES – LEAVE AND OTHER PROVISIONS RELATED TO COVID-19**

Once adopted and approved, personal policies may be amended, modified, or repealed at any time by the same process used for the original adoption of the policies, under T.C.A. § 5-23-106. If an official needs to amend their personnel policies to add provisions related to the COVID-19 outbreak, the procedure is outlined below.

First, determine how your policies were originally adopted. If your office is covered by the countywide policies, amendments will need to go though the process that was used to adopt them originally, which includes the county mayor’s method of adoption, attorney approval, and county commission approval.

If you are a trustee, register, county clerk, judge who employs county employees, clerk of court, sheriff, assessor, board of education, chief administrative officer of the highway or public works department, or county mayor/executive, and your office has adopted separate policies, you may amend those policies by having your amended policies approved by the attorney and filing them with the county commission (county clerk’s office).

If you are one of the officials named above and you are governed by the countywide policies, but you are unable to do an amendment to those policies, you may choose to stop participating in the countywide policies and instead prepare your own set of policies, have those policies approved by the attorney, and file them with the county commission (county clerk’s office.

Full instructions for adopting and amending personnel policies can be found in the CTAS electronic library (e-Li) beginning at [CTAS-2048](http://eli.ctas.tennessee.edu/reference/adoption-required-policies) [<http://eli.ctas.tennessee.edu/reference/adoption-required-policies>].