PERSONNEL MANAGEMENT IN COUNTIES

- HR management not centralized
- Financial aspects may or may not be centralized
- Most don’t have HR director
- Not uniform across the state

GENERAL RULES

- County Official Hiring & firing
- Discipline
- Compensation
- Policies
- Work assignments
- Hours worked
- Law & Policy
- Compliance
**WHOSE AUTHORITY?**

County Commission authority:

- No
  - Day-to-day personnel decisions in county offices
- Yes
  - Overall budget for employee compensation and benefits
  - Health insurance and other countywide benefits

**THREE BIGGEST ISSUES NOW**

- Policies
- Budget & Authority to Hire
- Staffing

**PERSONNEL POLICIES – REQUIRED**

T.C.A. § 5-23-101 et seq.

- Leave
- Wage & hour
- Non-discrimination
- Drug testing (only safety sensitive employees)
PERSONNEL POLICIES – REQUIRED

- All county employees must be covered
- Policies may be countywide or office-specific
- CLB approves countywide policies
- Signed by attorney (county attorney or other attorney appointed by county mayor for this purpose)
- Filed in office of county clerk

FIND YOUR POLICIES

PERSONNEL POLICIES – REQUIRED

- Policies may be changed – method depends on how policies were adopted
- Separate policies adopted for your office
  - May be changed at any time with attorney approval
- Governed by countywide policies
  - May file separate policies with attorney approval on or before November 30 (or wait until next year)

PERSONNEL POLICIES – OTHER

- Each official can adopt policies in addition to those that are required by law
- Cover day-to-day operation of the office
- No approval or filing required
- Check with your county attorney to make sure nothing will cause you problems
**HOW EMPLOYEES ARE HIRED: COUNTY MAYORS**

T.C.A. § 5-6-116

The county mayor has the authority to hire clerical assistants where necessary to properly and efficiently transact the business of that office under T.C.A. § 5-6-116, as long as sufficient funds have been appropriated for this purpose.

**HOW EMPLOYEES ARE HIRED: HIGHWAY DEPARTMENTS**

Chief Administrative Officer (Highway Superintendent) has broad authority to determine number and compensation of employees within the budget adopted by county legislative body (T.C.A. § 54-7-109).

**HOW EMPLOYEES ARE HIRED: “FEE OFFICES”**

For clerks of court, county clerks, trustees, registers of deeds and sheriffs, number & compensation of employees is determined by one of two methods:

- **Salary Suit**
  - County mayor named as defendant
  - CLB must fund what court orders

- **Letter of Agreement**
  - Avoids lawsuit if officials agree with what CLB has budgeted
**HOW EMPLOYEES ARE HIRED**

- **Department of Education**
  - School board hires employees within parameters set in Title 49 and within budget

- **Other departments**
  - Look to applicable statutory authority

**TO FIRE OR NOT TO FIRE?**

First Amendment issues:
- Employees cannot be terminated, demoted, transferred, or otherwise punished solely for their political beliefs or activities
- Lawsuits often result (not limited by TGTLA)

Personal liability is possible

**TO FIRE OR NOT TO FIRE?**

Other rights:
- Personnel policies may require written notice, appeal, hearing or other procedures
- Contractual rights

Consider cost of hiring and training new personnel
Consider loss of knowledge and experience
TO FIRE OR NOT TO FIRE?
Evaluate First!

- Check personnel policies
- Observe current staffing arrangements
- Identify your most qualified people
- Develop a reasonable basis for all staffing decisions

Act Second!

TO FIRE OR NOT TO FIRE?
Consult your County Attorney before taking any action!

OVERVIEW OF PERSONNEL LAWS
State and Federal
**FEDERAL FAIR LABOR STANDARDS ACT (FLSA)**

- Minimum wage is $7.25 per hour
- If employee works overtime, employee MUST be paid overtime at 1½ times regular rate of pay
- Compensatory time may be used if policy in place or employee agrees prior to doing the work
- Administered by the U.S. Department of Labor, Wage & Hour Division

**OVERTIME EXEMPTIONS (FLSA)**

Exempt employees are not entitled to overtime
- executive, administrative, professional
To qualify for exemption, employees must be paid on salary basis, at least $468 per week/$35,568 per year.
Must also meet primary duty test for exemption

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

- Eligibility
  - Employed 1 year in county AND
  - Worked 1,250 hours in previous 12 months
  - 12 workweeks leave (paid or unpaid)
- Birth or placement of child, serious health condition of employee or immediate family
- Military family leave
- Qualifying exigency and military caregiver leave
- Administered by the United States Department of Labor, Wage & Hour Division
TENNESSEE PARENTAL LEAVE ACT

- Applies to employers with 100 or more full-time employees
- Both male and female employees can take up to four months off for adoption, pregnancy, childbirth, and nursing an infant as long as the employee has been employed for 12 months
- Leave may be with or without pay
- Three months notice required unless there is a medical emergency

AMERICANS WITH DISABILITIES ACT (ADA)

Prohibits discrimination against qualified individuals with disabilities
Requires reasonable accommodation
Medical records CONFIDENTIAL
Prohibits medical examinations prior to conditional job offers

DISCRIMINATION LAWS

Title VII & other discrimination laws prohibit discrimination and harassment on the basis of:
- Race
- Religion
- Sex
- Color
- National Origin
- Age (ADEA)
- Disability (ADA)
- Genetic Information (GINA)
DISCRIMINATION – MILITARY SERVICE

No denial of employment, reemployment, retention, promotion, or any benefit of employment...

...on basis of any manner of connection to the armed forces

DRUG AND ALCOHOL TESTING

- 4th Amendment – warrantless search
- No law requires testing of employees except those whose jobs require a commercial driver license (CDLs)
- "Safety Sensitive" = "fraught with such risks of injury to others that even a momentary lapse of attention can have disastrous consequences"

WRITTEN POLICY REQUIRED

FIRST AMENDMENT ISSUES

Governmental employees have a First Amendment right to speak out on "matters of public concern"

Limitation: First Amendment generally does not protect employees complaining about office management issues
OTHER PERSONNEL LAWS

- Retaliation/Whistleblower issues
- Form I-9
- State law issues
  - Worker's compensation
  - Health insurance
  - Unemployment compensation

RECORDKEEPING

- Good documentation is important
- Each department head is responsible for recordkeeping unless recordkeeping is centralized (T.C.A. § 5-23-107)
- Disposition schedules

 LIABILITY ISSUES

- Tennessee Governmental Tort Liability Act only applies to state law issues
- Most employment law issues are federal law
- Many violations of employee's rights under employment laws can result in personal liability
WHERE TO FIND HELP

- Your County Attorney
- County Technical Assistance Service
  http://www.ctas.tennessee.edu
- CTAS electronic library ("e-li")
  http://eli.ctas.tennessee.edu
- United States Dept of Labor, Wage & Hour Division
  http://www.dol.gov/whd
- U.S. Equal Employment Opportunity Commission (EEOC)
  http://www.eeoc.gov
- CTAS electronic library ("e-Li")
  http://eli.ctas.tennessee.edu/

REMEMBER...

Three biggest personnel issues now?