

PERSONNEL POLICIES

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REQUIRED PERSONNEL POLICIES



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CTAS-1097

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REQUIREMENTS

Cover ALL employees

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County-wide or Office-specific



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COUNTY-WIDE POLICY



- Developed by person or committee appointed by mayor
- Reviewed by attorney
- Approved by county commission

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OFFICE-SPECIFIC POLICY



Compiled by the Official

Reviewed by Attorney

Presented to Commission



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REQUIRED PERSONNEL POLICIES



Leave

Wage and Hour

Non-discrimination and Sexual Harassment

Drug and Alcohol Testing



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Leave: Required by law

- FMLA (Family Medical Leave Act)
- Tennessee Parental leave law
- Jury/court duty
- Voting leave
- Military leave
- Workers Compensation



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Leave: Discretionary

- Sick Leave
- Vacation leave
- Personal leave
- Administrative leave
- Other leave (ex: bereavement)



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Leave policies must state:

- Paid or Unpaid
- Accrues
- Carryover
 - Amount if yes
- Unused Leave
- Request procedures



Wage and Hour Policy

Must define the work week with regard to wage and hour

Commission cannot establish office hours nor the hours that employees are required to work



Wage and Hour Policy

- Must define the work week
- Overtime (OT) or Compensatory (Comp) Time
 - Advanced Approval
 - OT: cash or comp time
 - Procedure for requesting the use of comp time
 - Maximum number of hours of accrued comp time
 - Unused comp time should be paid



How is OT defined by FLSA?

Non-Exempt Employees

- Entitled to federal minimum wage for first 40 hours worked in a work week
- Entitled to 1½ times regular rate for hours worked in excess of 40 hours



Calculation

Do not include in the hours worked for OT:

- Vacation
- Sick
- Holiday
- Comp



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Billy Bob								
***** VACATION *****			***** SICK LEAVE *****			***** COMP TIME *****		
Date	Hours	Total	Date	Hours	Total	Date	Hours	Total
7/7/2020		316.96	7/7/2020		761.98	7/7/2020		23.63
7/7/2020	5.19	322.15	7/7/2020	3.46	765.44	9/14-15/2020	3.00	26.63
6/26-7/6/2020	-45.00	277.15	7/21/2020	3.46	768.90	9/16-29/2020	17.00	43.63
7/21/2020	5.19	282.34	8/4/2020	3.46	772.36	9/30-10/13/2020	3.25	46.88
8/4/2020	5.19	287.53	8/18/2020	3.46	775.82	10/14-27/2020	8.25	55.13
7/27/2020	-7.50	280.03	9/1/2020	3.46	779.28	10/28-11/10/2020	-1.50	53.63
8/18/2020	5.19	285.22	9/15/2020	3.46	782.74	11/22-24/2020	-14.00	39.63
9/1/2020	5.19	290.41	9/29/2020	3.46	786.20	11/25-12/8/2020	3.50	43.13
9/15/2020	5.19	295.60	10/13/2020	3.46	789.66			43.13
9/29/2020	5.19	300.79	10/27/2020	3.46	793.12			43.13
10/13/2020	5.19	305.98	11/10/2020	3.46	796.58			43.13
10/27/2020	5.19	311.17	11/5/2020	-7.50	789.08			43.13
11/10/2020	5.19	316.36	11/24/2020	3.46	792.54			43.13
11/24/2020	5.19	321.55	11/17/2020	-7.50	785.04			43.13
12/8/2020	5.19	326.74	12/8/2020	3.46	788.50			43.13
		326.74	11/25/2020	-7.50	781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13
		326.74			781.00			43.13



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Non-discrimination and Sexual Harassment policies must include:

- Complaint procedure
- Fair hiring requirements
- Statement advising procedure

Recommended: General Statement & All Forms



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Drug and Alcohol Testing Policies

- Yes, if CDL (Commercial Drivers License)
- No, if no CDL



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ADDITIONAL NOTES



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


Recommended to hire expert

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POLICY CHANGES? DEPENDS ON ADOPTION



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graph TD; A[County-wide policies] --> B[Office-specific policies]
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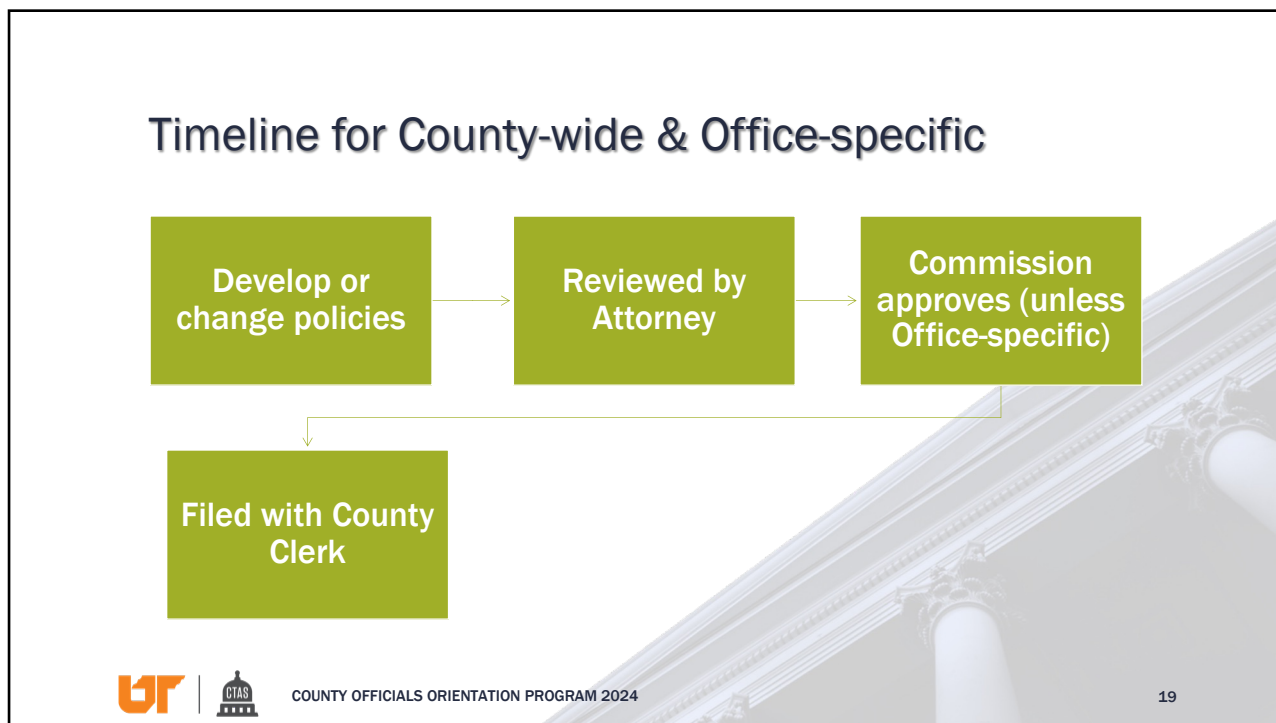
County-wide policies

Office-specific policies

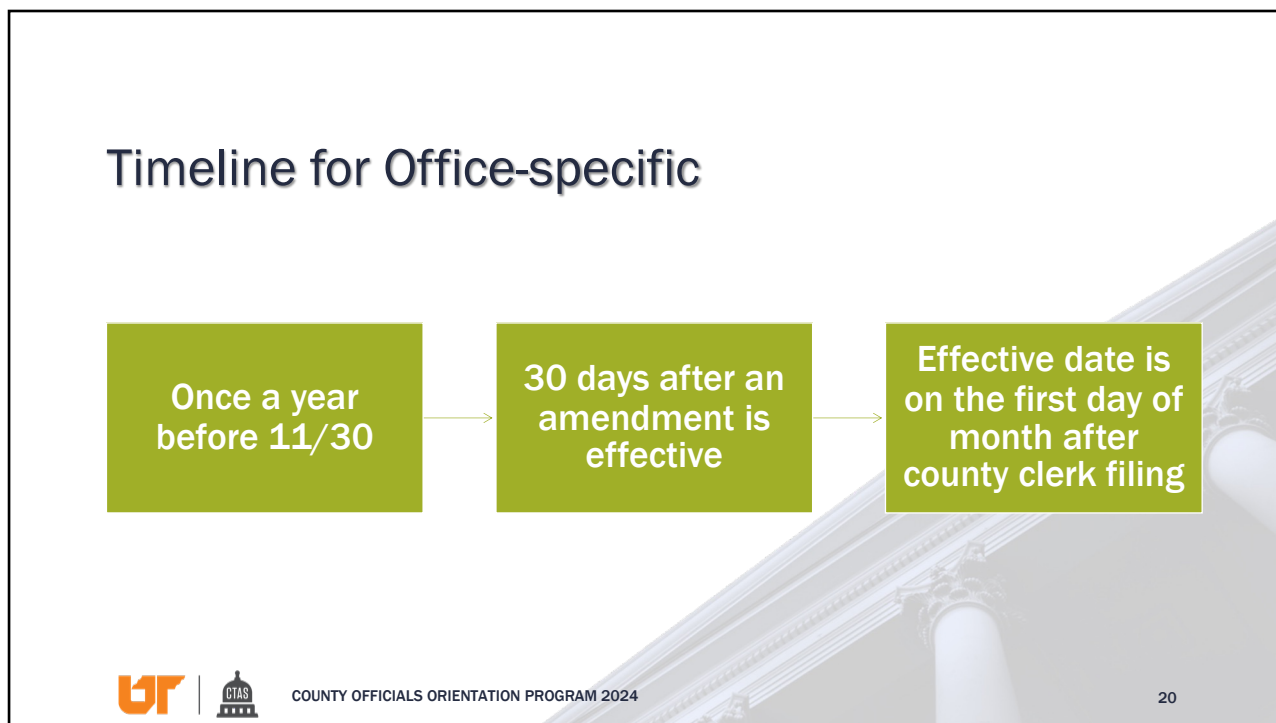
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REQUIRED BY OFFICIAL OR DEPARTMENT HEAD

- Provide each employee a copy of the personnel policies
- Provide each employee with the penalty for falsifying, destroying or tampering with governmental records
- Maintain personnel records unless central payroll office
- Post all federal and state posters and notices



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KEY TAKE-AWAYS

Comply with the Laws

Avoid Micro-managing offices/departments

Have attorney review

Review policies once a year

Allow for input from all



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QUESTIONS?

Good luck to each of you!



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