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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




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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




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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




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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




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Calculation

Do not include in the hours worked for OT:



- Vacation
- Sick
- Holiday
- Comp





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***** VACATION *****						***** SICK LEAVE *****						***** COMP TIME *****					
Date	Hours	Total	Date	Hours	Total	Date	Hours	Total	Date	Hours	Total	Date	Hours	Total			
7/7/2020		3,156.98	7/7/2020		781.99	7/7/2020		3.00						23.83			
7/7/2020	5.19	3,222.15	7/7/2020	3.46	785.44	8/16-15/2020								26.83			
8/16-26/2020	-45.00	2,777.15	7/21/2020	3.46	788.90	8/16-26/2020		17.00						43.83			
7/21/2020	5.19	2,822.34	8/4/2020	3.46	792.36	9/26-10/15/2020		3.25						47.08			
8/4/2020	5.19	2,877.53	8/18/2020	3.46	795.82	10/1-2/1/2020		8.25						55.33			
7/27/2020	-7.50	2,800.03	9/1/2020	3.46	799.28	10/28-11/16/2020		-1.50						53.83			
8/18/2020	5.19	2,855.21	8/15/2020	3.46	783.74	1/22-2/6/2020		-14.00						39.83			
9/1/2020	5.19	2,905.41	8/28/2020	3.46	786.20	1/22-5/18/2020		3.50						43.33			
8/18/2020	5.19	2,956.60	10/15/2020	3.46	789.66									41.33			
9/29/2020	5.19	3,005.79	10/27/2020	3.46	793.12									43.33			
10/15/2020	5.19	3,055.98	11/16/2020	3.46	796.58									43.33			
10/27/2020	5.19	3,111.17	1/5/2020	-7.50	789.08									43.33			
11/16/2020	5.19	3,166.36	1/24/2020	3.46	792.54									43.33			
11/24/2020	5.19	3,221.55	1/17/2020	-7.50	785.04									43.33			
12/8/2021		3,256.74	1/28/2020	3.46	788.50									43.33			
		3,256.74			781.00									43.33			
		3,256.74			781.00									43.33			
		3,256.74			781.00									43.33			
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		3,256.74			781.00									43.33			

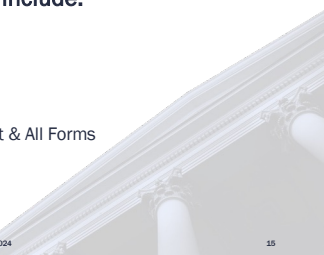


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Non-discrimination and Sexual Harassment policies must include:

- 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



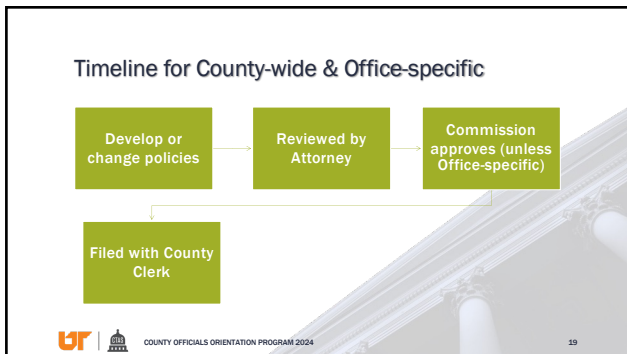
County-wide policies

Office-specific policies

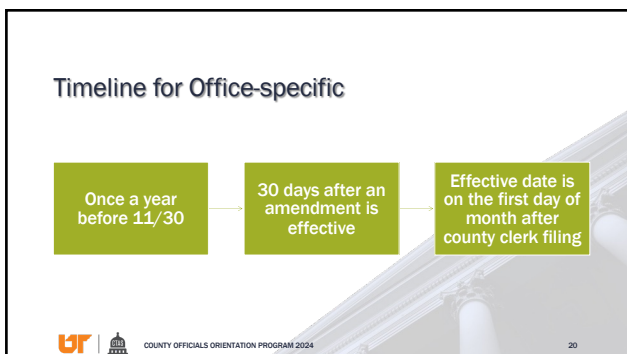


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REQUIRED BY OFFICIAL OR DEPARTMENT HEAD

- 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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