



County Officials Orientation Program 2026

Hosted by University of Tennessee County Technical Assistance Service
*in coordination with the Tennessee County Services Association and the
County Officials Association of Tennessee*

REQUIRED PERSONNEL POLICIES



COUNTY OFFICIALS ORIENTATION PROGRAM 2026

CTAS-1097

August 2026

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REQUIREMENTS

Cover ALL employees



County-wide or Office-specific

COUNTY-WIDE POLICY



Developed by person or
committee appointed by
mayor

Reviewed by attorney

Approved by county
commission

OFFICE-SPECIFIC POLICY



Compiled by the Official

Reviewed by Attorney

Presented to Commission

PERSONNEL POLICY AREAS



Leave

Wage and Hour

Non-discrimination and
Sexual Harassment

Drug and Alcohol Testing

LEAVE: REQUIRED BY LAW

Comply with the Laws

Avoid Micro-managing offices/departments

Have attorney review

Review policies once a year

Allow for input from all

TYPES OF LEAVE REQUIRED BY LAW

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

LEAVE: DISCRETIONARY

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

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

HOW IS OVERTIME 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

EXAMPLE LEAVE BALANCE RECORD

Billy Bob																	
***** VACATION *****			***** SICK LEAVE *****			***** COMP TIME *****											
<u>Date</u>	<u>Hours</u>	<u>Total</u>	<u>Date</u>	<u>Hours</u>	<u>Total</u>	<u>Date</u>	<u>Hours</u>	<u>Total</u>									
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									
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		326.74			781.00			43.13									
		326.74			781.00			43.13									

Ending balances shown: Vacation 326.74 hours • Sick 781.00 hours • Comp 43.13 hours

NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICIES MUST INCLUDE:

- Complaint procedure
- Fair hiring requirements
- Statement advising procedure

Recommended: General Statement & All Forms

DRUG AND ALCOHOL TESTING POLICIES

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

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

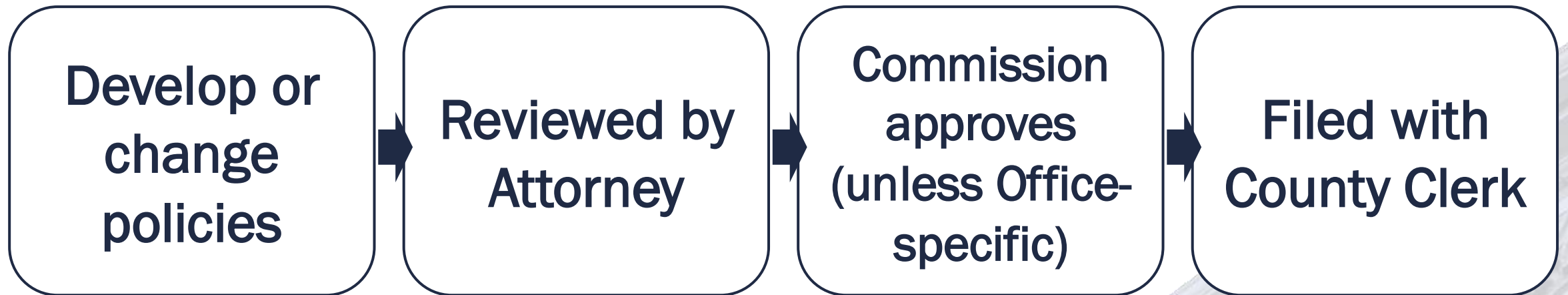
POLICY CHANGES? DEPENDS ON ADOPTION

County-wide policies



Office-specific policies

TIMELINE FOR COUNTY-WIDE & OFFICE-SPECIFIC



TIMELINE FOR OFFICE-SPECIFIC

Once a year
before 11/30



30 days after an
amendment is
effective



Effective date is
first day of month
after county clerk
filing

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

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

QUESTIONS?

Good luck to each of you!