

# **CANNON COUNTY PERSONNEL POLICIES**

*Effective January 1, 2015*

## ***PURPOSE OF THIS HANDBOOK***

This handbook is designed to acquaint you with Cannon County and provide you information about working conditions, employee benefits and also outlines the programs developed for your benefit.

These policies in no way create a contractual agreement between employer and employee. Nothing in this handbook should be relied upon as a guarantee for certain privileges, benefits, working conditions, or continued employment.

## ***EFFECTIVE DATE***

Effective January 1, 2015, this handbook supersedes all prior personnel policies, verbal communication, management memorandums which may have been previously issued on subjects herein.

## ***EQUAL OPPORTUNITY***

It is the policy of Cannon County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. This policy extended to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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Attachment 1 - W-4

Attachment 2 - Holiday List

Attachment 3 - Family & Medical Leave Act

Attachment 4 - T.C.A. 4-21-408 (Maternity Leave)

Attachment 5 - Timesheet

Attachment 6 - TCRS Membership Form

Attachment 7 - BCBS Membership Form

Attachment 8 – Travel Reimbursement Form

# WAGE AND HOUR POLICY

No policy, benefit or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for discriminatory or illegal purpose.

FULL TIME EMPLOYEES - Employees who work 30 or more hours per week are considered full-time employees and are eligible for benefits.

OVERTIME /COMPENSATORY – All employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours worked over 40 during the workweek. No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the work period and approved prior to work by his/her supervisor.

OVERTIME RATE – Employees who work overtime will receive overtime pay at a rate of time and one-half their regular pay. *For salaried employees, no additional compensation will be paid for hours worked over 40.* For hourly employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to 40 hours worked and under.

COMPENSATORY TIME – Employees who are required to work in excess of 40 hours per week may elect to receive compensatory time in lieu of overtime subject to employer approval. Such compensatory time shall be earned at a rate of one (1) hour of employment worked over 40 hours per week. ***An employee cannot accrue more than 240 hours of comp time.*** Supervisors and department heads must monitor and approve these hours. Comp time must be documented on the employee's timesheet. ***Comp Time will not be compensated for upon separation from county employment.***

COMPENSATION – All employees of Cannon County will be paid on a bi-weekly basis. By law, the county is required to deduct, where applicable, federal withholding taxes, social security/medicare taxes and garnishments from an employee's pay. Federal taxes are withheld from an employee's pay based on the number of dependents claimed on the W-4 (*Attachment 1*) that is required to be filled out upon employment. In the event of changes in the employee's exemption status, a revised W-4 must be filled out and submitted to the County Executive's office.

# LEAVE

Holiday leave, vacation leave, maternity leave, bereavement leave, military leave and civil leave are officially established leaves of absence and shall be granted at the discretion of the department head. Department heads may, on a case-by-case basis, grant emergency leave and other leave of absence not listed. These leaves, if granted, will be without pay or shall require use of compensatory time. Any and all absences shall be recorded on the employee's timesheet regardless of whether payment is required.

HOLIDAY LEAVE – Holiday leave will be equivalent to a normal scheduled workday consisting of the time normally worked, between 8:00 a.m. and 4:00 p.m. for full-time employees. *A list of approved holidays is included in this policy (Attachment 2).*

VACATION LEAVE – Each department head, along with the County Executive's office, shall maintain records of employee's earned and used vacation leave. Employees shall earn vacation leave as follows: Full-time employees shall earn 4 hours (1/2 day) each month beginning with the first full month of employment. After 5 years of employment full-time employees will earn 8 hours (1 day) each month. Vacation time must be approved in advance by the supervisor. ***Employees cannot accrue more than 30 days of vacation leave.***

SICK LEAVE – Full time employees will earn 4 hours (1/2 day) sick leave each month beginning with the first full month of employment. Sick leave can be accumulated and counted toward retirement at the time of retirement. Leave must be recorded on the employee's timesheet and all timesheets must be signed by the employee and supervisor. ***Sick leave will not be compensated for upon separation from county employment.***

BEREAVEMENT LEAVE – In the case of death in the employee's immediate family, the employee will be given three (3) days paid leave, which will not be charged to vacation leave. Immediate family shall be defined as spouse, parent, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, legal guardian or dependent.

MILITARY LEAVE – Military leave shall be granted to employees in accordance with state and federal laws.

CIVIL LEAVE – Any employee shall be given necessary time off without loss of pay when performing jury duty.

## *LEAVE* (continued)

FAMILY AND MEDICAL LEAVE ACT - Under the Federal Family and Medical Leave Act (FMLA) eligible county employees are entitled up to twelve (12) workweeks of unpaid leave during each 12-month period beginning July 1<sup>st</sup> for the birth of a child, the placement of a child for adoption or foster care, a serious health condition of the employee that makes the employee unable to perform the functions of his job, or the serious health condition of a spouse, son, daughter, or parent which requires the employee's presence, both male and female are eligible for leave in connection with the birth or placement of a child or family illness, but special rules apply if both husband and wife are county employees. Subject to certain conditions, paid leave may be substituted for unpaid FMLA leave. *A copy of the FMLA form is attached to this policy to be completed by the supervisor/department head (Attachment 3).* Eligible employees are those who have been employed by the county for at least 12 months and who have worked 1,250 hours during the 12-month period immediately before leave is requested. Employees must provide at least thirty (30) days notice of the need to take FMLA leave under normal circumstances. Medical certification is required. While on leave, you are required to furnish the payroll office periodic reports of your status and intent to return to work every two (2) weeks. If the circumstances of your leave change and you are able to return to work earlier than the date indicated by the FMLA form, you will be required to notify us at least two working days to the date you intend to report for work. ***An employee that is on paid or unpaid FMLA leave with Cannon County is not permitted to be employed by another employer.***

MATERNITY LEAVE – In addition to the FMLA, Tennessee has a maternity leave law (T.C.A. 4-21-408) which applies to employers who employ 100 or more full-time employees at a job site or location. *A copy of this law is attached (Attachment 4).* Maternity leave shall be granted for pregnancy and treated as any other illness. Maternity leave may be with or without pay at the discretion of the employer.

***All leave must be documented on employee timesheets.***

## *TIMESHEETS*

All employees are required to keep a timesheet for each pay period. Timesheets are to be turned in to the County Executive's office the Tuesday before pay day, signed by the employee and supervisor. Hours worked, holidays and leave should be documented on timesheets. *Timesheet example attached (Attachment 5).*

**Elected officials are exempt from timesheets.**

# *TENNESSEE CONSOLIDATED RETIREMENT SYSTEM (TCRS)*

TCRS is a condition of employment. In 1973 a resolution was passed by the Cannon County Commission requiring full-time employees to participate in the Tennessee Consolidated Retirement System (TCRS). It is mandatory for all full-time employees to join TCRS after a 90 day probationary period. A full-time employee is an employee who works 30 hours or more per week. Part-time employees are also eligible to participate if they desire. A membership form is attached (Attachment 6). If you have questions, please call TCRS at 800-770-8277 or go online at [www.treasury.state.tn.us](http://www.treasury.state.tn.us).

## *MEDICAL INSURANCE*

Medical Insurance is available to employees who work 30 hours or more per week. The county currently has medical insurance through BCBS and pays a certain percentage (subject to change) of the premium. If you are interested in medical insurance, please sign up within 30 days of employment otherwise, you will be required to wait until open enrollment (September of each year). *A membership form is attached (Attachment 7).* Please call the County Executive's office (563-2320) for current rates.

**Upon termination or retirement, the employee is no longer eligible for medical insurance.**

## ***RANDOM DRUG TESTING***

All county transportation and anyone driving a county-owned vehicle shall report to the County Executive the use of any prescription drug that could affect the central nervous system or that would impair reaction time. Further, all transportation employees shall file notice of non-prescription (over the counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

All county transportation or any other personnel are hereby notified in writing that they shall be subject to testing for drugs and alcohol during the period of employment. Employees will be required to submit to random drug testing without advance notice.

Any person who tests positive is subject to the following disciplinary action:

1. Employees who test positive for the use of prescribed or non-prescribed (over the counter) drugs, shall be suspended for five (5) working days without pay for each violation of this policy. Re-testing shall be required as a pre-requisite for reinstatement at the expense of the employee.
2. Employees who test positive for the use of controlled substances may be TERMINATED ON THE FIRST OFFENSE.

## ***REASONABLE SUSPICION TESTING***

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the County Executive. It is not the supervisor's responsibility to attempt diagnosis. All information, facts, and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee will be notified.

## *DISCRIMINATION*

If you feel that you are a victim of discrimination, immediately report it to your supervisor, even if you have discussed it directly with the individual(s) involved. Please provide the following information when reporting discrimination.

1. Date(s), time(s) and location(s) of the incident/incidences that took place.
2. Description of each incident: e.g. was any physical contact made? What was said and/or done?, etc.
3. Name(s) of anyone present during each incident; and
4. Anyone with whom you have discussed the incident/incidences.

All complaints of discrimination will be investigated and the results of the investigation will be reported to the complaining party. Investigation of a discrimination complaint may include, but is not limited to interviewing the complaining party as well as other employees and/or customers necessary to obtain sufficient information upon which to make an assessment of the situation. While the county will make every effort to be sensitive to privacy issues, in the course of an investigation we will discuss relevant information with appropriate parties on a need-to-know-basis.

Retaliation against an employee who complains of discrimination is strictly prohibited and will not be tolerated.

## *SEXUAL HARASSMENT*

The law does not permit, nor will we tolerate harassment of employees by other employees. This includes harassment because of race, sex, religious creed, color, national origin, ancestry, disability or medical condition, age or any other basis protected by federal, state or local law, ordinance or regulation. Such conduct by an employee could result in corrective action up to, and including termination of employment. Employees should also be aware they might be held **personally liable** for monetary damages if they are found guilty of harassment.

While it is not easy to define precisely what harassment is, it includes any physical, verbal and visual conduct that creates an intimidating, offensive or hostile environment which interferes with work performance.



# TRAVEL POLICY

The County follows the *State Travel Policy* for mileage, meals, parking and lodging. When making hotel reservations, it is important to obtain the state rate for the hotel. If you decide to stay at a hotel other than the one that provides the state rate, you will be responsible for the difference in cost. Meals are on a per diem basis. On the days of travel you will receive 75% of the daily rate. If your meals are over the per diem amount, you will be responsible for the difference. You will not be required to submit receipts for meals. If you attend a meeting with no overnight stay, you will not be compensated for meals.

A travel reimbursement form is attached (*Attachment 8*). For reimbursement, please fill out the travel form, sign and have your supervisor sign for approval. Submit to the County Executive's office for payment.

For current travel rates go to [www.tennessee.gov/finance/](http://www.tennessee.gov/finance/) click on "State Travel Regulations" on the left side of the page.

# CANNON COUNTY PERSONNEL POLICY

## SIGNATURE PAGE

Please sign that you have read and understand the Cannon County Personnel Policy.

A copy of this signature page will be filed in the employee's personnel folder located in the County Executive's Office.

*Employee Name:* \_\_\_\_\_

*I have read and understand the Cannon County Personnel Policy.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

