

PERSONNEL POLICIES OF THE
GOVERNING BODY OF
CAMPBELL COUNTY

1997 PUBLIC CHAPTER 361

The Campbell County Personnel Policies were originally adopted the 18th day of May 1998.
A first revision was passed the 30th day of June 2001.
A second revision was passed the 15th day of April 2002.
A third revision was passed the 19th day of April 2004.
A fourth revision was passed the 18th day of October 2004.
A fifth revision was passed the 18th day of January 2005.
A sixth revision was passed the 21st day of February 2006.
A seventh revision was passed the 7th day of July 2006.
An eighth revision was passed the 16th day of October 2006.
A ninth revision was passed the 17th day of March 2008.
A tenth revision was passed the 20th day of April 2009.
An eleventh revision was passed the 18th day of May 2009.
A twelfth revision was passed the 21st day of June 2010.
A thirteenth revision was passed the 17th day of January 2012.

APPROVED: County Mayor

ATTEST: County Court Clerk

Exp. Date: _____

General Information and Definitions

1. Purpose. - To provide uniform personnel policies pursuant to 1997 Public Chapter 361. 1997 Public Chapter 361 requires personnel policies covering the following four topics:
 - (1) Wage & Hour
 - (2) Leave
 - (3) Non-Discrimination and Sexual Harassment
 - (4) Drug and Alcohol Testing

2. Employment-At-Will. - 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 a discriminatory or illegal purpose.

3. Amendment of Policies. - It is the responsibility of all employees to carry out and comply with the personnel policies of Campbell County. Employees should be aware that these personnel policies are necessarily subject to periodic review and change by the employer. Before relying upon the provisions set out herein, it is the employee's responsibility to check with their employer to determine if any changes have occurred.

4. Personnel Files. - An individualized personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the employer any change in the information which they have previously reported.

5. Information to be provided upon Initial Employment. - Upon initial employment all employees are required to:
 - (1) Complete Form I-9, Federal Immigration Requirement (Copy Attached)
 - (2) Complete Form W-4, IRS Requirement (Copy Attached)
 - (3) Complete Employee Acknowledgment Form (Copy Attached)

Upon initial "full-time regular employment", as defined later in these policies, eligible employees are required to:

- (1) Complete a Tennessee Consolidated Retirement System Application
- (2) Complete a Health Insurance Application
- (3) Complete a Life Insurance Application

6. Definitions.

- (1) Full-Time Regular Employees. - Individuals who are hired to work at least thirty (30) hours per week on a regular basis. These employees may be “exempt” or “non-exempt” as defined below.
- (2) Part-Time Regular Employees. - Individuals who are hired to work fewer than thirty (30) hours per week on a regular basis. These employees may be “exempt” or “non-exempt” as defined below. These employees accrue no benefits.
- (3) Temporary Employees. - Individuals who are hired to work either full time or part time with the understanding that their employment will terminate upon the completion of a specific period of time or a specific assignment. These employees may be “exempt” or “non-exempt” as defined below. These employees accrue no benefits.
- (4) Exempt Employees. - Employees who are not required to be paid overtime, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt.
- (5) Non-Exempt Employees. - Employees who are required to be paid overtime at one and one-half times their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Wage and Hour Policies

1. Workweek. - The regular workweek for time keeping and accounting purposes will begin at 12:00 a.m. on Monday and end at 11:59 p.m. on Sunday. The regular workweek is thirty seven & one-half (37.5) hours. Employees who are paid on an hourly basis will receive compensation at their regular rate of pay for all hours worked up to and including forty (40) in the workweek. The salary paid to salaried employees is compensation for all hours worked by such employees up to and including forty (40) in the workweek. The actual work schedule for each employee will be arranged by that employee's supervisor. Employees will be paid bi-weekly the Friday following the pay period ending on Sunday.

2. Overtime. - "Overtime" is defined as time worked in excess of forty (40) hours in a workweek. Non-exempt employees, as defined herein, who work over forty (40) hours in a workweek are entitled to compensation for such hours, either in cash at the rate of one and one-half times their regular rate of pay, or (with a prior agreement or understanding between the employer and employee) compensatory time off at the rate of one and one-half hour for each hour of overtime worked in accordance with the provisions of the Fair Labor standards Act. Employees shall not work overtime without first receiving the approval of their supervisor. Any employee who works overtime without obtaining advance approval of the supervisor as required may be subject to disciplinary action, up to and including termination of employment.

3. Compensatory Time. - Compensatory time is leave credit earned by a non-exempt employee when compensable overtime hours are worked and are not compensated in cash. Compensatory time may be given to those non-exempt employees who work overtime as provided in the section on "overtime" and with whom the county has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime.
 - (1) Compensatory Time Accrual. - Compensatory time shall accrue at the rate of one and one-half hour for each hour of overtime worked. The maximum number of compensatory time hours that an employee may accrue is two hundred forty (240) hours. Any employee who has reached this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment in cash for any such additional overtime.

 - (2) Use or Payment of Compensatory Time. - Employees are encouraged to use their accrued compensatory time, and the county will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given (at least one (1) week prior to the date of the planned usage) and the work place is not unduly disrupted. Employees may be paid in cash for compensatory time at the rate of one and one-half times their regular rate of pay at the reserved option of the county at any time for accrued compensatory leave.

 - (3) Compensatory Time Transferable. - Compensatory time is transferable between the agencies of County Service.

4. Longevity Pay. - Effective July 1, 2004 all full time and permanent part-time employees shall receive a minimum of (\$100.00) one hundred dollars increase in compensation per fiscal year of service up to a maximum of (20) twenty years of service, as illustrated on the following longevity scale with the exception of the Campbell County Highway Department. Departments may choose to implement a scale, which pays more than (\$100.00) one hundred dollars increase in compensation per fiscal year of service up to a maximum of (20) twenty years of service. Longevity is to be calculated on a fiscal year basis. All full time and permanent part-time employees working at least (1) one day more than (1/2) one-half of a fiscal period (July 1st through June 30th) shall receive benefit on the longevity scale for (1) one full year of service. After July 1, 2004 the longevity scale will increase by the same percentage increase as base compensation, if a percentage increase is approved. For record keeping purposes base salary and longevity pay will be accounted for separately. Longevity pay will be accounted for as a salary supplement. If for any good and valid reason longevity pay should be discontinued in the future then that portion of compensation previously being accounted for as longevity salary supplements shall become a portion of base salary. Copies of any and all scales utilized by any and all departments are to be forwarded to the Finance Department for central record keeping and administrative purposes immediately upon their adoption/implementation.

5. Time Records. - Non-Exempt employees are required to record their hours on the forms provided for this purpose. Non-exempt employees are required to fill in this form daily and at the end of each pay period, sign and forward them to their supervisor for review and processing. These records shall be maintained in the office in which the employee is currently employed as well as the office of the Director of Finance. Additionally, both exempt and non-exempt employees are required to record their leave hours utilized on the forms provided for this purpose. These records will be maintained in the office in which the employee is currently employed. Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying these records is a crime under T.C.A 39-16-504.

Campbell County Government
Full Time, Permanent Part-Time Employees and County Officials
Longevity Scale
Effective for the 2008-2009 Fiscal Year
(Revised for 1% Increase)

Years Experience	Annual Minimum Increase In Compensation
0	.00
1	\$113.00
2	\$113.00
3	\$113.00
4	\$113.00
5	\$113.00
6	\$113.00
7	\$113.00
8	\$113.00
9	\$113.00
10	\$113.00
11	\$113.00
12	\$113.00
13	\$113.00
14	\$113.00
15	\$113.00
16	\$113.00
17	\$113.00
18	\$113.00
19	\$113.00
20	\$113.00

Note: Years of experience are measured on a fiscal year basis (July 1st - June 30th). In order to earn a year of experience on the scale, an employee or county official must be employed for one more day than half of the fiscal year. Years of service as a county official shall be determined separately from employee years of service, and county officials will only receive the benefit of elected county or state official years of service (inclusive of the Clerk & Master and Election Registrar who are appointed officials).

Leave Policies

1. Eligibility to Accrue Leave. - Only full-time employees who are in a positive pay status each month (earn over fifty percent of their regular monthly gross wages, salaried or hourly) are eligible to accrue leave or earn holiday pay. One day of leave is equivalent to 7.5 hours for employees on a 37.5 hour per workweek schedule. One day of leave is equivalent to 8 hours for employees on a 40 hour per workweek schedule. Employees changing from one workweek schedule to another will have their hourly accruals adjusted accordingly.

2. Annual Leave.
 - A. - Employees having annual leave balances as of June 30, 1998 in excess of the maximum annual leave accumulations established below shall not have their accumulated annual balances reduced. However, should an employee use accumulated annual leave such that the “grandfathered” annual leave balance is reduced to an amount not greater than the maximum annual leave accumulations established below, then the maximum annual accumulations established below shall apply thereafter.

 - B. - Original Maximum Annual Leave Accumulations. - Annual leave is earned with maximum accumulation for the fiscal year beginning July 1, 1998 and continuing thereafter through the fiscal year ending June 30, 2009 as follows:
 - (1) Group 1. - Eligible employees with less than five (5) years of full-time service accrue annual leave at the rate of one day for each month or major fraction of a month, as previously defined in these policies, of active service and may accumulate a maximum of thirty (30) workdays (twelve days per year).

 - (2) Group 2. - Employees with five (5) years and less than ten (10) years of full-time service accrue annual leave at the rate of one and one-half days for each month or major fraction of a month, as previously defined in these policies, of active service and may accumulate a maximum of thirty-six (36) workdays (eighteen days per year).

 - (3) Group 3. - Employees with ten (10) years and less than twenty (20) years of full-time service accrue annual leave at the rate of one and three-fourths days for each month or major fraction of a month, as previously defined in these policies, of active service and may accumulate a maximum of thirty-nine (39) workdays (twenty-one days per year).

 - (4) Group 4. - Employees with twenty (20) years or more of full-time service accrue annual leave at the rate of two (2) days for each month or major fraction of a month, as previously defined in these policies, of active service and may accumulate a maximum of forty-two (42) workdays (twenty-four days per year).

- (5) Annual Leave Converted to Sick Leave. - Annual leave earned in excess of the maximum allowable accumulation for a group code established in Sections B. (1), B. (2), B. (3) or B. (4) above will be transferred to the employee's sick leave account annually (fiscal year basis).

C. - Annual Leave Accumulation as of June 30, 2009. - Accumulated annual leave equal to or below the maximum allowable accumulation for a group code as of June 30, 2009 will be subject to use by employees in accordance with the use of annual leave section defined later in these policies, and will be subject to the compensation provisions contained within the annual leave used as terminal leave sections also defined later in these policies, and will be subject to the monetary redemption provisions for earned unused annual leave beginning July 1, 2009 as defined next in Section D. (5). Further, any use of annual leave beginning July 1, 2009 shall be accounted for on a last-in first-out basis, thereby; reducing any accumulated annual leave balance which would otherwise be subject to the monetary redemption provisions as defined next in Section D. (5) prior to the use of any accumulated annual leave balance as of June 30, 2009, which is not subject to monetary redemption except as terminal leave.

D. - First Revised Maximum Annual Leave Accumulations. - Annual leave is earned with maximum accumulation for the fiscal year beginning July 1, 2009 and ending June 30, 2010 as follows:

- (1) Group 1. - Eligible employees with less than five (5) years of full-time service accrue annual leave at the rate of one day for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of ten (10) days at year end.
- (2) Group 2. - Employees with five (5) years and less than ten (10) years of full-time service accrue annual leave at the rate of one and one-half days for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of ten (10) days at year end.
- (3) Group 3. - Employees with ten (10) years and less than twenty (20) years of full-time service accrue annual leave at the rate of one and three-fourths days for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of ten (10) days at year end.
- (4) Group 4. - Employees with twenty (20) years or more of full-time service accrue annual leave at the rate of two (2) days for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of ten (10) days at year end.

- (5) Compensation for Unused Annual Leave. - Up to a maximum of five (5) days of earned unused annual leave remaining at June 30th of each fiscal year will be paid to the employee in the following month of July upon receipt of the official accumulated leave report for the period ending June 30th from the appropriate department head. Any earned unused annual leave in excess of fifteen (15) days remaining at June 30th of each fiscal year will be transferred to the employee's sick leave account.

E. - Annual Leave Accumulation as of June 30, 2010. - Accumulated annual leave equal to or below the maximum allowable accumulation for a group code as of June 30, 2010 will be subject to use by employees in accordance with the use of annual leave section defined later in these policies, and will be subject to the compensation provisions contained within the annual leave used as terminal leave sections also defined later in these policies, and will be subject to the monetary redemption provisions for earned unused annual leave beginning July 1, 2010 as defined next in Section F. (5). Further, any use of annual leave beginning July 1, 2010 shall be accounted for on a last-in first-out basis, thereby; reducing any accumulated annual leave balance which would otherwise be subject to the monetary redemption provisions as defined next in Section F. (5) prior to the use of any accumulated annual leave balance as of June 30, 2010, which is not subject to monetary redemption except as terminal leave.

F. - Second Revised Maximum Annual Leave Accumulations. - Annual leave is earned with maximum accumulation for the fiscal year beginning July 1, 2010 and all fiscal years thereafter as follows:

- (1) Group 1. - Eligible employees with less than five (5) years of full-time service accrue annual leave at the rate of one day for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of twelve (12) days at year end.
- (2) Group 2. - Employees with five (5) years and less than ten (10) years of full-time service accrue annual leave at the rate of one and one-half days for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of eighteen (18) days at year end.
- (3) Group 3. - Employees with ten (10) years and less than twenty (20) years of full-time service accrue annual leave at the rate of one and three-fourths days for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of twenty-one (21) days at year end.

- (4) Group 4. - Employees with twenty (20) years or more of full-time service accrue annual leave at the rate of two (2) days for each month or major fraction of a month, as previously defined in these policies, of active service and may maintain a maximum balance of twenty-four (24) days at year end.
 - (5) Compensation for Unused Annual Leave. – For all employees having a minimum beginning accumulated annual leave balance of ten (10) annual days each July 1st, as adjusted by the annual leave purchase, if any, for the prior period ending each June 30th, up to a maximum of five (5) days of earned unused annual leave remaining at June 30th of each fiscal year will be paid to the employee in the following month of July upon receipt of the official accumulated leave report for the period ending June 30th from the appropriate department head.
 - (6) Annual Leave Converted to Sick Leave. - Annual leave earned in excess of the maximum allowable accumulation for a group code established in Sections F. (1), F. (2), F. (3) or F. (4) above, as adjusted by the Compensation for Unused Annual Leave defined in Section E. (5) above, will be transferred to the employee’s sick leave account annually (fiscal year basis).
3. Use of Annual Leave. - Employees wishing to use annual leave must request annual leave usage through their appropriate supervisor at least one (1) week prior to the date of the planned usage.
 - (1) Annual Leave Used as Terminal Leave. - When separating from county employment, an employee shall be paid for any annual leave accumulation unless terminated from county employment for gross misconduct, or if the employee resigns to avoid dismissal for gross misconduct.
 - (2) Employee Meetings. - Annual leave may be used to attend meetings of employee associations, which are qualified for payroll dues deduction. Leave usage allowed for this purpose cannot exceed two (2) days per year.
4. Annual Leave Shall Not Be Advanced. - Annual leave cannot be utilized until it has been earned.
5. Annual Leave Transferable. - Annual leave is transferable between the agencies of County Service.
6. Sick Leave Accrual. - Sick leave is accrued by a full-time employee at the rate of one (1) day for each month or major fraction of a month, as previously defined in these policies, of active service. Sick leave accrues without a maximum accumulation limitation.

7. Sick Leave Converted to Creditable Service. - Upon retirement, any unused accumulated sick leave shall be credited with the Tennessee Consolidated Retirement System as creditable service for retirement purposes.
8. Use of Sick Leave. - A supervisor may grant an eligible employee sick leave for any of the following reasons:
 - (1) Personal Illness
 - (2) Disability due to Non-Job Related Accident or Injury
 - (3) Disability due to Job Related Accident or Injury in the event that the employee is not eligible for Lost Time Compensation (Worker's Compensation)
 - (4) Exposure to a Contagious Disease
 - (5) Medical and Dental Appointments
 - (6) Illness in the Immediate Family, or Others Who, at the Discretion of the Appropriate Supervisor, Have a Relationship Which Merits Similar Consideration (maximum of three (3) consecutive days)
 - (7) Required Documentation. - Eligible employees using more than two (2) consecutive days of sick leave will be required to present a doctors certification of absence to support the reason for said absence. Sick leave may not be denied to eligible employees who furnish a statement of a licensed physician or accredited Christian Science practitioner in support of the reason for such absence. Additional information may be required if there is substantial evidence of sick leave abuse by the employee.
9. Reinstatement of Accumulated Sick Leave. - Eligible employees who work one full year or more, leave in good standing, and return to work after an absence of less than one (1) year must work six (6) additional months before being credited with the accumulated sick leave prior to separation.
10. Sick Leave Used as Terminal Leave. - Sick leave may not be used as terminal leave; however, if an eligible employee presents evidence of an illness during terminal leave then sick leave may be used.
11. Sick Leave Shall Not Be Advanced. - Sick leave cannot be utilized until it has been earned.
12. Sick Leave Transferable. - Sick leave is transferable between the agencies of County Service.

13. Terminal Leave. - When separating from county employment, employees shall be paid for any accrued compensatory and/or annual leave, or at the employees request the employee may choose to transfer all or a portion of their accrued compensatory and/or annual leave to sick leave for the purpose of crediting the unused sick leave with the Tennessee Consolidated Retirement System as creditable service for retirement purposes, except in cases of dismissal for gross misconduct, or if the employee resigns to avoid dismissal for gross misconduct. The County reserves the right to make payment for terminal leave in a lump sum payment.
14. Accounting for Terminal Leave. - Terminal leave begins the first workday following the last full workday completed by the employee. The last day of terminal leave will be the official date of separation. Credit for Saturdays, Sundays and Legal Holidays will be allowed during the terminal leave period.
15. Terminal Leave Restrictions. - During the period of terminal leave an employee will:
 - (1) Cease to be able to earn additional annual, sick or other forms of leave on the date terminal leave begins.
 - (2) Cease to be eligible for salary increases or salary adjustments. The hourly or salary rate in effect on the last day worked will be used in determining the dollar value of the components(s) of terminal leave payment.
 - (3) Employees who are members of the Tennessee Consolidated Retirement System and who are entitled to terminal leave; must be compensated for terminal leave prior to the effective date of the retirement.
 - (4) Upon an employee's death, any accumulated compensatory and/or annual leave balance will be paid to the deceased employee's estate or to a beneficiary designated by the employee or, if none, the beneficiary designated for the receipt of retirement benefits with the Tennessee Consolidated Retirement System.
16. Holidays. – All full-time exempt employees as defined on page 3 paragraph 6 (4) whose regular work schedule includes the actual date of the holiday or the date of the “in-lieu-of” holiday for an observed holiday are eligible to receive a day off with regular pay in observance of a holiday. All full-time non-exempt employees as defined on page 3 paragraph 6 (5) whose regular work schedule includes the actual date of the holiday or the date of the “in-lieu-of” holiday for an observed holiday are eligible to receive either a day off with regular pay in observance of a holiday, or receive holiday pay in addition to their regular rate of pay for hours worked on an observed holiday, either for hours worked on the actual date of the holiday, or for hours worked on the date of the “in-lieu of” holiday, but not both. All full-time employees, exempt and non-exempt, whose regular work schedule does not include an observed holiday due to the nature of their recurring/rotating work schedule are not eligible to receive either a day off with regular pay in observance of a holiday, or receive holiday pay in addition to their regular rate of pay for hours worked on days other than observed holidays. All full-time exempt employees whose regular work schedule includes both the actual date of the holiday and the “in-lieu-of” holiday date for an observed holiday shall only be eligible to receive a day off with regular pay in observance of a holiday for one of these two (2) dates, the

observed date of the holiday is the controlling date; all full-time non-exempt employees whose regular work schedule includes both the actual date of the holiday and the “in-lieu-of” holiday date for an observed holiday shall only be eligible to receive either a day off with regular pay in observance of a holiday, or receive holiday pay in addition to their regular rate of pay for hours worked on one of these two (2) dates, the observed date of the holiday is the controlling date.

Example, when July 4th falls on Saturday and the County observes an “in-lieu-of” holiday on Friday July 3rd, full-time exempt employees whose regular work schedule includes Friday July 3rd, the “in-lieu-of” holiday date, or Saturday July 4th, the actual holiday date, are eligible to receive a day off with regular pay; full-time non-exempt employees whose regular work schedule includes Friday July 3rd, the “in-lieu-of” holiday date, or Saturday July 4th, the actual holiday date, are eligible to receive either a day off with regular pay or receive holiday pay in addition to their regular rate of pay for hours worked on Friday July 3rd, the “in-lieu-of” holiday date, or for hours worked on Saturday July 4th, the actual date of the holiday, but not both. Full-time employees, exempt and non-exempt, whose regular work schedule does not include an observed holiday date are not eligible to receive either a day off with regular pay or receive holiday pay in addition to their regular rate of pay for hours worked on days other than observed holidays, in this example the observed holiday date is either Friday July 3rd, the “in-lieu-of” holiday date, or Saturday July 4th, the actual holiday date, but not both. Full-time exempt employees whose regular work schedule includes both Friday July 3rd, the “in-lieu-of” holiday date, and Saturday July 4th, the actual holiday date, are only eligible to receive a day off with regular pay on Friday July 3rd, the observed date of the holiday; full-time non-exempt employees whose regular work schedule includes both Friday July 3rd, the “in-lieu-of” holiday date, and Saturday July 4th, the actual holiday date, are only eligible to receive either a day off with regular pay or receive holiday pay in addition to their regular rate of pay on Friday July 3rd, the observed date of the holiday. The observed date of the holiday is the controlling date.

An official holiday is defined as a holiday designated by Federal Statute, Executive Order, or State Statute. The following holidays comprise the list of official holidays and are observed by the closing of county offices. The County Mayor may also establish additional time off for the observance of holidays.

New Year’s Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents’ Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans’ Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

An official “in-lieu-of” holiday is defined as a day which, for pay and leave purposes, is officially treated as a holiday instead of the day of the official holiday, e.g., usually Monday if the holiday falls on Sunday. The County Mayor, at his discretion, may substitute the Friday after Thanksgiving Day in place of Columbus Day.

The Campbell County Health Department and the Department of Workforce Development shall follow the Official State Holiday schedule.

All full-time employees, exempt and non-exempt, whose regular work schedule includes an observed holiday receive their normal hourly rate of pay for the hours of their regular daily work schedule when not working on an official holiday, or an official “in-lieu-of” holiday. Employees are limited to receiving their normal hourly rate of pay for the hours of their regular daily work schedule when not working on only one (1) of these holiday types per holiday observed. The observed date of the holiday is the controlling date.

All full-time non-exempt employees as defined on page 3 paragraph 6 (5) whose regular work schedule includes an observed holiday receive their normal hourly rate of pay plus holiday pay equal to the employee’s normal hourly rate of pay, which results in pay at twice the employee’s normal hourly rate for all hours worked on an official holiday, or an official “in-lieu-of” holiday. Employees are limited to receiving twice their normal hourly rate for all hours worked for only one (1) of these holiday types per holiday observed. The observed date of the holiday is the controlling date.

Under no circumstances, on a per holiday occurrence basis, will an employee receive time off with pay in observance of one (1) of these holiday types and also receive holiday pay compensation for actually working on one (1) of these holiday types.

17. Voting Leave. - Any employee entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employer may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime compensation.
18. Jury Duty Leave. - An employee, who is involved in court proceedings, as a juror, will be excused from their job duties. The employee at their discretion may choose to retain their jury duty compensation or the employee may remit their jury duty compensation to the Campbell County Director of Finance, for deposit with the Campbell County Trustee, and receive their regular compensation in-lieu of jury duty compensation. Under no circumstances will the employee receive both forms of compensation.
19. Military Leave. - “Full-time regular employees” who are members of any military reserve component of the Armed Forces of the United States, including members of the Tennessee National Guard, will be granted a leave of absence with pay for such time they are in the military service on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. Such requested leave shall be supported with copies of the armed forces orders. During the period of approved military leave the employee incurs no loss of pay, service time, benefits or the ability to earn other forms of

leave to which the employee would otherwise be entitled. Military leave will not be granted for weekend drills.

20. Board of Claims Leave (Worker's Compensation Leave). - Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Worker's Compensation Law shall be entitled to receive Board of Claims Leave (Worker's Compensation Leave). Every injured employee shall immediately upon the occurrence of an injury, however minor, give written notice of the injury to the employer. Employees will not be allowed to utilize any other form of accrued leave in-lieu of Board of Claims Leave (Worker's Compensation Leave). Benefits, which are receivable, by the employee will be determined by the provisions of the Worker's Compensation Law. Under no circumstances will the injured employee receive lost time compensation and regular compensation. Time served on Board of Claims leave (Worker's Compensation Leave) will not advance the employee's longevity, salary or service anniversary date.
21. Family & Medical Leave and Maternity Leave Policy. - Under the federal Family and Medical Leave Act of 1993 (FMLA), eligible county employees are entitled to up to twelve (12) workweeks of unpaid leave during each 12-month period beginning July 1st., 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 or her job, or the serious health condition of a spouse, son, daughter or parent which requires the employee's presence. Both male and female employees are eligible for leave in connection with the birth or placement of a child or a family illness, but special rules may apply if both husband and wife are county employees. Subject to certain conditions, accrued paid leave may be substituted for unpaid FMLA leave. Eligible employees are those who have been employed by the county for at least 12 months, and who have worked at least 1,250 hours during the 12-month period immediately before leave is requested.

An employee must provide at least thirty (30) days advance notice of the need to take FMLA leave under normal circumstances. Medical certification also may be required.

It is the policy of Campbell County to grant its employees leave in accordance with the requirements of the Family and Medical Leave Act. All employees should have a copy of the FMLA Fact Sheet, and employees may obtain additional copies of that publication as well as additional information about the FMLA and their rights and obligations under that law from their supervisor, or by contacting the County Attorney at P.O. Box 134, Jacksboro, TN 37757.

In addition to the FMLA, Tennessee has a maternity leave law (T.C.A. 4-21-408), which applies to all employers who employ 100 or more full-time employees at a job site or location. This state law allows employees who have been employed for twelve (12) months to take up to four (4) months of unpaid leave for pregnancy, childbirth and nursing the infant. To be eligible for this leave, the employee must give at least three (3) months advance notice, except in cases of medical emergency. This leave will run concurrently with any leave to which the employee may be entitled under the FMLA or

otherwise. Subject to certain conditions, accrued paid leave may be substituted for the unpaid maternity leave. Employees may obtain a copy of the Tennessee maternity leave statute by contacting the County Attorney at P.O. Box 134, Jacksboro, TN 37757.

As of July 1, 2006, the Office of the District Attorney General will provide a total of six weeks of paid maternity leave. The employee would use their accumulated sick and annual leave, and the balance of the six weeks would be paid leave. This applies only to the District Attorney General's Office.

22. Unpaid Leave of Absence - Employers may grant an unpaid leave of absence to employees. An unpaid leave of absence shall not exceed a period of 24 months. Employer contributions, if any, to employee benefits (such as health insurance and life insurance) shall cease while employees are on unpaid leave; therefore, employees must pay 100% of the required premiums in order to retain benefits.
23. Bereavement Leave – In the case of death in an employee's immediate family, or others who at the discretion of the appropriate supervisor have a relationship which merits similar consideration, the employee will be given a maximum of three (3) working days paid leave which will not be charged to accumulated sick leave or annual leave. Immediate family shall be defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

Campbell County Government Retiree Health Insurance Policy

Continuing Coverage at Retirement

Campbell County employees who meet the qualifications may continue medical insurance at retirement for themselves and covered eligible dependents (spouse and/or children). Retired employees may continue until they become eligible for Medicare by virtue of age. Covered dependents will also be allowed to continue coverage until they become eligible for Medicare by virtue of age or no longer qualify as eligible dependents.

Service Requirements

A retiree must either

1) Attain age 55 and meet one of the service requirements listed below:

- A) Minimum of ten years of county service and covered through the county's group insurance program for three years immediately prior to retirement.
- B) Twenty years of county service and covered through the county's group insurance program for one year immediately prior to retirement.

Or

2) Have 25 years of service and covered through the county's group insurance program for one year immediately prior to retirement.

For the purposes of this policy, accumulated unused sick leave and employment with the State of Tennessee may be included in the service requirement for continuing health coverage in the County of Campbell. Military service that did not interrupt employment or leave of absence cannot be counted toward employment for the purpose of continuing insurance at retirement.

Retired employees who cannot continue health insurance coverage because of the service requirements previously listed may be eligible to continue coverage through COBRA.

Application

Eligible employees who wish to continue insurance coverage after retirement should submit an Application for Continuation of the Insurance with their TCRS retirement application to the Office of Financial Management. The application must be submitted within a full calendar month from the effective date of retirement.

If eligible retirees do not enroll within a full calendar month from the effective date of retirement, they may only re-enroll if they were on the medical insurance at the time they retired and were eligible to continue that coverage by their age length of service, length of participation in the plan and meet a special enrollment provision under the guidelines of the Health Insurance Portability and Accountability Act (HIPAA).

Qualifying events include loss of the other group coverage due to the death of spouse, divorce, termination of spouse's employment, legal separation, insurance, spouse's number of work hours required for insurance eligibility are reduced or they acquire a new dependent through marriage, birth or adoption. Application must be made within 60 days of the loss of coverage or acquisition of the new dependent. Appropriate documentation must also be submitted.

Premiums

Premiums will be billed monthly by the Office of Financial Management. Payment is to be made by the due date, with a 30-day grace period for late payment. If the premium is not paid timely, insurance is cancelled.

Claims

Retirees who continue health coverage will use the same insurance identification care that was used while they were actively employed. Should carriers change, retirees will be notified by the Office of Financial Management of the new plan design and enrollment requirements at the address of record.

Dependent Coverage

Retirees may continue insurance coverage for a spouse and/or dependent child if the individuals were covered at retirement and are not eligible for Medicare Part A. Dependents may continue coverage as long as they meet plan eligibility requirements. Newly acquired dependents must be added within 60 days. Dependents of a deceased retiree may continue coverage only if they were covered by the plan upon the retiree's death and are not eligible for Medicare.

Disability Participants

If they participated in the plan at the time the injury or illness which resulted in the disability occurred, employees who qualify for disability retirement through TCRS may continue coverage until such time as they would have been eligible for Medicare by virtue of age. The insurance premium will remain the same as that charge to non-disability retirees who are not yet eligible for Medicare. The plan shall pay secondary benefits to Medicare. The retired employee must remain eligible for the disability retirement allowance and must maintain Medicare Part B coverage. Newly eligible pre-65 disabled retirees with Medicare Part A coverage not enrolled in Medicare Part B may continue coverage until the next open enrollment, which occurs in January, February and March for a July 1 effective date. If the disabled retiree does not enroll in Part B at the first opportunity, coverage will be terminated as of July 1 following their refusal to enroll in Part B.

Any dependent covered by the retired County employee that is in receipt of social security disability shall not be required to discontinue coverage upon eligibility for Medicare. The dependent may continue in the plan to the point at which Medicare eligibility would have been attained had the disability not occurred. The dependent must remain eligible for social security disability and must maintain Medicare Part B coverage. The insurance premium shall be the same as that for non-disability retirees who are not yet eligible for Medicare. The plan shall pay secondary benefits to Medicare.

Plan Contribution Amounts

Once determined eligible, contribution amounts are based upon years of service as follows:

Years of Service	Campbell County pays*	Retiree Pays*
10 to 19	60 %	40%
20 to 29	70 %	30%
30 +	75 %	25%

*Contribution percentages are based on the then applicable total premium for the retiree coverage only. There is no employer contribution toward dependent coverage.

Non-discrimination and Sexual Harassment Policies

1. Non-Discrimination /Equal Employment Opportunity. - It is the policy of Campbell 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 extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, and layoff, recall, transfer, leaves of absence, compensation and training. It is the policy of Campbell County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees can raise concerns and make complaints without fear of reprisal and with the assurance of protection from harassment or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
2. Hiring Practices. - Campbell County does not discriminate in its hiring practices on the basis of race, color, religion, sex, national origin, age, disability, and status as Vietnam-era veterans or special disabled veteran, or status in any other group protected by law. In order to give all interested parties an opportunity to apply for positions as they become open, job openings will be posted in the courthouse on the main bulletin board and/or placed in a newspaper of general circulation. All qualified applicants are urged to apply. Applicants must apply for a specific job opening. Employment applications will not be accepted unless a specific position is open at the time the application is submitted. Applications are not retained after the position for which the application was submitted has been filled. Anyone applying for a subsequent opening must submit a new application.
3. Unlawful Harassment in the Workplace. - It is the policy of Campbell County to maintain a respectful work and public service environment. Campbell County prohibits and will not tolerate any form of unlawful harassment by or towards any employee or official on the basis 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. Any employee or official who engages in such behavior is subject to disciplinary action, up to and including termination of employment.

One particular kind of harassing behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or of obtaining public services;
OR
- (2) Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment or public services;
OR
- (3) Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Neither sexual harassment nor any other form of unlawful harassment will be tolerated in the workplace. Employees are urged to report alleged incidents of unlawful harassment.

4. Discrimination/Harassment Complaint Procedure. - Discrimination, including harassment, in the workplace on the basis 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 is illegal. If an employee believes that he or she has been subjected to illegal discrimination or harassment related to employment with Campbell County, the employee should report the incident promptly to the county official or department head under whose direction the employee works. No adverse personnel action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a complaint. However, disciplinary action may be taken against any individual providing false information in connection with a complaint.

Computer Services, Internet Access and Electronic Mail Policies

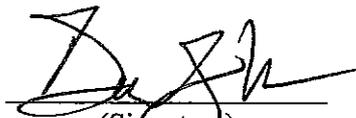
All computer hardware and software used by any Office of Campbell County are the property of Campbell County. All electronic mail, documents, spreadsheets, databases, and any other material generated by and on these computer systems are also property of Campbell County. Campbell County reserves the right to review any document, data file, electronic mail message or any other material on these computer systems and to copy, delete, or disclose it, if necessary. Employees are hereby made aware that they do not have a right to privacy regarding any information created, stored, or distributed utilizing a Campbell County computer system.

Applicability of Policies

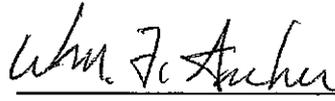
The foregoing personnel policies shall be applicable to the following offices, agencies, institutions, divisions or departments of Campbell County Government. Any policies in conflict herewith are repealed and replaced insofar as such conflict exists.

County Commission Chairman	<u>William A. Baird</u> (Signature)	<u>1/20/12</u> (Date)
County Mayor	<u>William A. Baird</u> (Signature)	<u>1/20/12</u> (Date)
Road Superintendent	<u>Dennis Pollock</u> (Signature)	<u>1/23/12</u> (Date)
Sheriff	<u>[Signature]</u> (Signature)	<u>1/30/2012</u> (Date)
Property Assessor	<u>Brian G. Portin</u> (Signature)	<u>1-20-12</u> (Date)
Trustee	<u>Marty Rulbek</u> (Signature)	<u>1-30-12</u> (Date)
County Court Clerk	<u>Debbie J. Wilson</u> (Signature)	<u>1/31/12</u> (Date)
Register of Deeds	<u>[Signature]</u> (Signature)	<u>1-27-12</u> (Date)
General Sessions Judge	<u>[Signature]</u> (Signature)	<u>1/27/12</u> (Date)

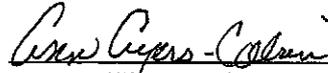
Circuit Court Clerk

 1-24-12
(Signature) (Date)

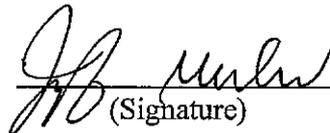
Clerk & Master

 1/20/12
(Signature) (Date)

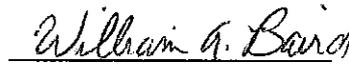
Election Registrar

 1/20/12
(Signature) (Date)

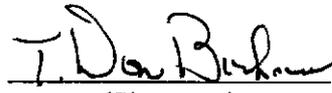
Finance Director

 1/20/2012
(Signature) (Date)

Health Department

 1/27/12
(Signature) (Date)

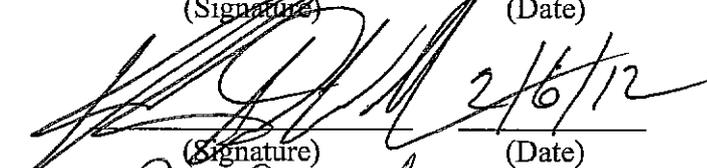
Environmental Services Director

 1-24-12
(Signature) (Date)

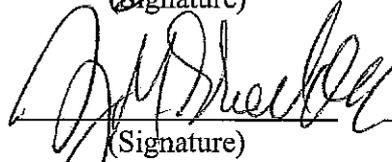
Maintenance Department

 1/31/12
(Signature) (Date)

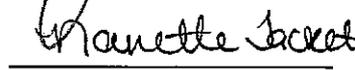
Veteran's Affairs

 2/6/12
(Signature) (Date)

Ambulance Service Director

 1/19/12
(Signature) (Date)

District Attorney General

 1/31/12
(Signature) (Date)

County Attorney

 2/9/12
(Signature) (Date)