

****Public Hearing from 5:00 pm to 6:00 pm concerning the County's proposed 2019-2020 Budget****

AGENDA
GREENE COUNTY LEGISLATIVE BODY
6:00 p.m. Monday, June 17, 2019

The Greene County Commission will meet at the Greene County Courthouse on Monday, June 17, 2019 beginning at 6:00 p.m. in the Criminal Courtroom (Top Floor) in the Courthouse.

Call to Order

- *Invocation - Commissioner Bill Dabbs
- *Pledge to Flag - Commissioner Josh Arrowood
- *Roll Call

Public Hearing

- Joel Hausser

Proclamation

- Proclamation for Greene County Summer Meals Month for Children

Approval of Prior Minutes

Reports

- Audit Committee Report
- Financial Report from Board of Education
- Reports from Solid Waste Dept.
- Committee Minutes

Election of Notaries

Old Business

Resolutions

- A. A resolution making appropriations for the various funds, departments, institutions, offices and agencies of Greene County, Tennessee, for the fiscal year beginning July 1, 2019 and ending June 30, 2020
- B. A resolution making appropriations to nonprofit organizations of Greene County, Tennessee for the fiscal year beginning July 1, 2019 and ending June 30, 2020
- C. A resolution of the Greene County Legislative Body fixing the tax levy in Greene County, Tennessee for the year beginning July 1, 2019
- D. The Greene County Schools Fund 177 Capital Projects - A resolution to amend the Capital Projects Budget for increases in tax revenues
- E. A resolution of the Greene County Legislative Body to budget \$833 in funds received from the sale of recycled material to the Sheriff's Department for the fiscal year ending June 30, 2019
- F. A resolution authorizing the County Mayor to execute a quitclaim deed for the former Forest Hills voting precinct property to the Horse Creek Community Center, Inc. and to execute a lease agreement with the Horse Creek Community Center, Inc. for the property where the Horse Creek Convenience Center is presently located
- G. A resolution to amend the base personnel policies to govern all County employees of Greene County, Tennessee except those employees governed by separate base personnel policies adopted by their County official

Other Business

- Appointment of Tonya Easley to the Audit Committee
- Appointment of following members to 911 Board: Lloyd "Hoot" Bowers to replace Leroy Tipton who resigned on 3-31-2019 and Scott Bullington to replace Mr. William Holt who's term expired 12-31-2018
- Matt Garland, Greene County Partnership presentation

Adjournment

Closing Prayer - Commissioner Jason Cobble

**** Deadline for submission of resolutions for the next Commission meeting
will be July 5th at 12:00 pm ****

****THE NEXT COUNTY COMMISSION MEETING WILL BE MONDAY, JULY 15, 2019****

REGULAR COUNTY COMMITTEE MEETINGS

JUNE 2019			
MONDAY, JUNE 3	3:30 P.M.	EDUCATION COMMITTEE	CENTRAL SCHOOL OFFICE
TUESDAY, JUNE 4	3:00 P.M.	PROPERTY SALES COMMITTEE	ANNEX
WEDNESDAY, JUNE 5	1:00 P.M.	BUDGET & FINANCE	ANNEX - DOWNSTAIRS
TUESDAY, JUNE 11	9-11:00 A.M. 1:00 P.M.	CONGRESSMAN ROE'S FIELD REPRESENTATIVE PLANNING	ANNEX - CLERK'S ROOM ANNEX - DOWNSTAIRS
MONDAY, JUNE 17	6:00 P.M.	COUNTY COMMISSION	COURTHOUSE
WEDNESDAY, JUNE 19	3:00 P.M.	INVESTMENT COMMITTEE	ANNEX
TUESDAY, JUNE 25	8:30 A.M. 3:30 P.M.	ZONING APPEALS (IF NEEDED) LAW ENFORCEMENT COMMITTEE	ANNEX ANNEX
WEDNESDAY, JUNE 26	8:30 A.M.	INSURANCE COMMITTEE	ANNEX
THURSDAY, JUNE 27	3:30 P.M.	CABLE FRANCHISE COMMITTEE	ANNEX
JULY 2019			
MONDAY, JULY 1	3:30 P.M.	EDUCATION COMMITTEE	CENTRAL SCHOOL OFFICE
WEDNESDAY, JULY 3	1:00 P.M.	BUDGET & FINANCE	ANNEX
THURSDAY, JULY 4	HOLIDAY	ALL OFFICES CLOSED	COURTHOUSE & ANNEX
TUESDAY, JULY 9	9 - 11:00 A.M. 1:00 P.M.	CONGRESSMAN ROE'S FIELD REPRESENTATIVE PLANNING COMMISSION	ANNEX ANNEX
TUESDAY, JULY 9	3:30 P.M.	PERSONNEL POLICIES COMMITTEE	ANNEX
THURSDAY, JULY 11	3:00 P.M.	EMS BOARD	ANNEX
MONDAY, JULY 15	6:00 P.M.	COUNTY COMMISSION	COURTHOUSE
WEDNESDAY, JULY 17	3:00 P.M.	ANIMAL CONTROL	ANNEX
TUESDAY, JULY 23	8:30 A.M.	ZONING APPEALS (IF NEEDED)	ANNEX
WEDNESDAY, JULY 24	8:30 A.M.	INSURANCE COMMITTEE	ANNEX
WEDNESDAY, JULY 24	3:00 P.M.	HEALTH & SAFETY / DEBRIS ORDINANCE	ANNEX

****THIS CALENDAR IS SUBJECT TO CHANGE****

PROCLAMATION
for
Greene County Summer Meals Month for Children

WHEREAS, More than 12.7% of Greene County residents struggle to provide enough food for their families, and more than 20% of Greene County children are food insecure, meaning that they do not have regular access to adequate food. Many low-income Greene County families find themselves without enough food in the summer months and many low-income families find it harder to make ends meet in the summer months. In addition, food insecurity among low-income children increases during the summer months as families struggle to make up for lost school meals; and

WHEREAS, Low-income families spend an additional \$300 per month in the summer months to provide food for themselves and their children, as summer is a critical time for children's academic, physical, and mental development. Studies show that low-income children are particularly at a higher risk for food insecurity, hunger and obesity during the summer months, and lose several months of learning in mathematics and reading. Furthermore, these studies show that children require regular and adequate nutrition all year long, and the summer meal programs provide a nutritious, no-cost option food for families and children struggling with food insecurity during the summer months; and

WHEREAS, There are children who are food insecure and suffer from increased risk of chronic diseases, increased rates of behavioral problems, decreased academic achievement, and long-term social and economic consequences. There are many children that participate in free and reduced-price school lunch, but during the summer months many of these children will go hungry without some type of summer feeding program in place. Other studies show that increased participation in the summer meal programs is associated with lower risks of household food insecurity as the Summer Meal programs play a vital role in helping low-income children access free, healthy meals during the summer time thereby keeping them from going hungry when schools are closed; and

WHEREAS, Summer Meal programs can help children stay healthy and prepare them to return to school ready to learn and thrive, and also provide children a fun, safe place to be with friends and stay active. By increasing awareness about the Summer Meal programs through outreach in the community and investing in summer programming to attract more kids to meal sites, Greene County can increase access to Summer Meals programs. Greene County, Tennessee is committed to ensuring that no child goes hungry this summer.

NOW, THEREFORE, be it resolved that I, Kevin Morrison, Mayor of Greene County, and the 21 members of the County Commission, do hereby proclaim June 2019 as Summer Meals Month.

THIS THE 17th DAY OF JUNE, 2019


COUNTY MAYOR



GREENE COUNTY, TENNESSEE GOVERNMENT

AUDIT COMMITTEE

Acting Chairman: J. Thomas Love
Acting Vice-Chairman: William Moss
Secretary: Vacant

In accordance with the resolution adopted by the Greene County Commission, which established and created the duties and responsibilities of the Audit Committee, the following report provides an explanation of how the Audit Committee discharged its calendar year 2019 duties:

REPORT OF THE AUDIT COMMITTEE

The Greene County Government Audit Committee is responsible for reporting annually to the Greene County Commission on how the committee discharged its duties with respect to the following matters:

1. *The audit committee should carefully review all audit findings included in the annual financial report for Greene County, Tennessee, for the year ended June 30, 2018, and have consultation with the external auditors regarding any irregularities and deficiencies disclosed in the annual audit. The committee should satisfy itself that appropriate and timely corrective action has been taken by County management to remedy any identified weaknesses. The committee should determine what corrective action, if necessary, should be recommended to the County Commission.* The audit committee, the Greene County Mayor and Director of Accounts and Budgets, and the external auditors from the Division of Local Government Audit met on April 30, 2019, to review the annual financial report of Greene County, Tennessee, for the year ended June 30, 2018. The auditor's report on the financial statements of Greene County is unmodified, implying a fair presentation in all material respects in accordance with accounting principles generally accepted in the United States of America. The audit report of Greene County disclosed three findings along with the external auditor's recommended corrective actions. Greene County management concurred with two of the three findings and provided written corrective action plans which are included in the audit report.

Finding 2018-001, considered to be an instance of noncompliance under Government Auditing Standards, revealed allegations of personal use of county-owned vehicles and garage facilities by certain employees of the Sanitation (Solid Waste) Department. The county attorney and human resources director conducted an internal investigation and interviews which confirmed employee personal use of county-owned assets. As a result, written reprimands and unpaid suspensions from work were given to certain employees. The County Mayor's office and the Director of Solid Waste will cooperate to develop and implement departmental policies and procedures which prohibit employee personal use of county-owned assets.

Finding 2018-002, considered to be a significant deficiency in internal control under Government Auditing Standards, indicated employee time sheets within the Office of

Clerk and Master did not always accurately reflect actual employee time worked. This finding was revealed by audit review of depositions given by employees from the Clerk and Master's office as part of a Chancery Court civil trial proceeding concerning the need for increased funding for additional office staff sought by the Clerk and Master. This original "salary suit" petition was filed by the Clerk and Master on August 10, 2017, against the county mayor of Greene County for failure by the Greene County Commission to provide necessary funding for the requested additional office staff. The auditors observed these depositions revealed actual time worked often differed from time reported by certain Clerk and Master employees. In her response, the Clerk and Master did not agree with the audit finding on the grounds that timekeeping changes had been implemented by the installation of time and attendance-tracking software on each employee's computer workstation during December of 2017, which she believed eliminated the need for any further corrective action.

Finding 2018-003, also considered to be a significant deficiency in internal control under Government Auditing Standards, reported time sheets for a part-time employee of the Sheriff's Office did not always accurately reflect time worked. An internal investigation by county management disclosed the employee appeared to have been correctly paid for the hours worked, but had incorrectly completed the timesheets. Management concurred with the audit finding and will have further oversight over the review and approval of time sheets before they are processed for payment.

The audit committee has satisfied itself that appropriate and timely corrective actions have been taken by management to remedy the instance of noncompliance and the significant deficiencies in internal control referred to above. Government Auditing Standards require the external auditors to report the current-year status of prior-year financial statement findings. The Summary Schedule of Prior-Year Findings on page 219 of the Annual Financial Report for Greene County, Tennessee, for the year ended June 30, 2018, reports the current status of Finding Number 2017-001 and 2017-002 as corrected.

2. *The audit committee should consider the effectiveness of the internal control system (including information technology security and control); the effectiveness of the system for monitoring compliance with laws and regulations; and review of the process for communicating the County's ethics policies to County personnel and monitoring compliance therewith.* The external auditor takes into consideration the County's existing internal control procedures over financial reporting for purposes of planning and performing the audit in order to express an opinion on the County's financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. This limited consideration of internal control is not designed to identify all deficiencies that might be considered a material weakness or a significant deficiency in internal control. As such, material weaknesses or significant deficiencies in internal control may exist which have not been identified. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility

that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. The audit report did not identify any material weaknesses with regard to deficiencies in internal control over financial reporting. However, the audit report did identify certain deficiencies in internal control identified as Finding 2018-002 and 2018-003 which are considered to be significant deficiencies.

The external auditor also performs tests of the County's compliance with certain provisions of laws, regulations, contracts, and grant agreements as part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement. However, the external auditor does not express any audit opinion regarding the County's compliance with those provisions. Noncompliance with any of those provisions could have a direct and material effect on the County's financial statements. The audit report disclosed Finding 2018-001 as an instance of noncompliance that is required to be reported under Government Auditing Standards.

The Greene County Government Ethics Committee formulated and prepared the Revised Ethics Policy for Greene County which was adopted by resolution of the Greene County Commission on January 19, 2016. The County Clerk was directed to mail a copy of the resolution and the revised policy to each County office and to all boards, committees, and authorities appointed or created by the County and to post a copy of the Revised Ethics Policy on each public bulletin board in the County courthouse.

3. *The audit committee should establish a process for handling employees, taxpayers, or other citizens confidential reporting of suspected illegal, improper, wasteful, or fraudulent activity under provisions of TCA, Section 9-3-406.* The committee made known the availability of the toll-free fraud hotline (1-800-232-5454) of the Tennessee Comptroller of the Treasury where the public can report suspected fraud, waste, and abuse of Greene County funds and property. There is also a quick link to the Comptroller's website from the home page of the Greene County, Tennessee official website. In addition, the committee recommends management of the need to publish a public notice at least annually in a local newspaper of general circulation to make citizens aware of how to report suspected waste, fraud, or abuse of Greene County funds and property.
4. *Procedure to replace committee member.* During the audit committee meeting on April 30, 2019, the committee informed Mayor Morrison of the resignation of committee member and secretary Beth Anne Collins due to her relocation outside of Greene County. Mayor Morrison requested the committee, as part of the audit committee report, provide the name of the recommended replacement committee member. The committee recommends Ms. Tonya Easley, an auditor employed by Rodefer Moss & Co, PLLC, be appointed to serve on the Greene County Government Audit Committee.

The Audit Committee Report has been reviewed and adopted with unanimous consent from all Audit Committee members.

Respectively submitted,

A handwritten signature in cursive script, reading "J. Thomas Love".

J. Thomas Love, Acting Committee Chairman

May 9, 2019

GREENE COUNTY SOLID WASTE

DATE	TON	LOADS	BUS.	DEMO	COPPER/ BRASS	PLASTIC	O.C.C.	O.N.P.	ALUM	BATT	USED OIL	TIRE WGT	TIRE COUNT	RADIATOR	IRONY ALUM	FENCE WIRE	TEXTILES	USED ANTIFREEZE
MAY 19																		
1	69.9	33	21	0	157							9.28	416	209	805			
2	56.91	21	19	0.7											2990			
3	54.06	20	16	5.89											3270			
6	144.48	29	23	2.54			6860			350	220	4.16	349		5520			80
7	46.22	26	22	10.5		3460						13.31	858		4080			
8	52.15	29	19	0											2020			
9	71.78	16	14	1.43				19860							3060			
10	61.49	21	16	1.75											3300			
13	127.48	27	22	3.87			6660					3.4	262		6000			
14	47.92	23	19	11.72		3860					400				4680			
15	67.56	33	19	0					1000			1.49	130					
16	57.85	21	18	0.97							500				3740			
17	65.7	16	12	4.58											5380			
20	131.3	30	23	3.53								4.14	341		6560			
21	61.81	23	19	12.56		3700	33720		10720			4.16	347		4200			
22	65.27	30	17	0							290	2.74	220					
23	67.86	14	13	1.24				26200			280				2020			
24	53.01	21	17	5.32											3620			
27	129.54	21	16	4.2														
28	26.43	13	13	6.75		3440									15200			
29	57.31	38	19	0.87								6.4	553		9460			
30	55.98	10	10	1.99											4220			
31	55.88	16	12	4.73											3680			
APRIL DIFF						-200									50490	4110		
TOTALS	1627.9	531	399	85.14	157	14260	47240	46060	11720	350	1690	49.08	3476	209	144295	4110	0	80

GREENE COUNTY SOLID WASTE

FISCAL YEAR '19 MAY

TRUCK #	YEAR	MAKE	Beginning Mileage	Ending Mileage	Fuel/gas	Fuel/diesel	Fuel Cost	Miles Traveled	USE
1	2019	MACK	19842	21547		480.277	\$ 1,384.54	1705	FRONT LOADER
2	2004	MACK	262406	264588		492.033	\$ 1,426.43	2182	FRONT LOADER
3	2013	F-250	107527	109935		206.342	\$ 600.59	2408	DEMO/METAL
4	1985	IH DUMP	269368	269458		25.466	\$ 73.83	90	ROCK TRUCK
5	2001	F-150	158765	158835	15.162		\$ 37.89	70	CENTER TRUCK
6	1997	F-350	264823	264950		17.936	\$ 52.00	127	SPARE
7	2000	MACK	297031	297067		47.373	\$ 137.33	36	FRONT LOADER
8	2018	MACK	25801	28635		531.285	\$ 1,540.20	2834	FL/ RECYCLING
9	2006	MACK	78771	78771		0	\$ -	0	ROLL OFF
12	2008	F-250 4 X 4	135519	136305	66.682		\$ 165.95	786	CENTER TRUCK
13	1984	C-10	77454	77477				23	SERVICE
14	2014	MACK	75496	75496		0	\$ -	0	ROLL OFF
15	2014	MACK	133560	135647		394.626	\$ 1,144.01	2087	ROLL OFF
16	2014	MACK	47433	48112		120.183	\$ 342.96	679	ROLL OFF
17	2014	MACK	74234	76917		24.176	\$ 1,486.48	2683	ROLL OFF
19	2007	F-250 4 X 4	203898	204233	32.879		\$ 79.26	335	SERVICE
20	2001	CHEVY VAN	111167	111409	20.671		\$ 51.66	242	VAN INMATES
21	2007	MACK	200000	200000				0	FRONT LOADER
22	2001	F-350	253107	255038		156.122	\$ 452.60	1931	DEMO/Metal
23	2001	MACK	411209	412304		64.851	\$ 182.14	1095	FRONT LOADER
25	2003	F-350	231679	232654		57.366	\$ 166.31	975	MAINTENANCE
HHR			35641	36708	44.031		\$ 106.96	1067	
Shop Fuel					47.364	50.016	\$ 261.54		
TOTALS					226.789	2668.052	\$ 9,692.68	21355	

FL= FRONT LOADER

GREENE COUNTY SOLID WASTE

COMPACTOR TONS PER DAY

WEEK OF 5/1/18			5/1/2019	5/2/2019	5/3/2019	
CENTER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
AFTON					22.42	22.42
BAILEYTON				4.44		4.44
CLEAR SPRINGS						0
CROSS ANCHOR			8.18			8.18
DEBUSK			8.67			8.67
GREYSTONE						0
HAL HENARD				6.99	5.02	12.01
HORSE CREEK				8.27		8.27
MCDONALD				4.24		4.24
OREBANK			6.68			6.68
ROMEO			6			6
ST. JAMES					5.05	5.05
SUNNYSIDE					7.43	7.43
WALKERTOWN			6.44			6.44
WEST GREENE				14.82		14.82
WEST PINES			7.77			7.77
CHUCKEY-DOAK						0
MOSHEIM						0
WEST GREENE HS						0
GRAND TOTAL	0	0	43.74	38.76	39.92	122.42

GREENE COUNTY SOLID WASTE

COMPACTOR TONS PER DAY

WEEK OF 5/6/19	5/6/2019	5/7/2019	5/8/2019	5/9/2019	5/10/2019	
CENTER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
AFTON	16.41				22.22	38.63
BAILEYTON	7.15			5.6		12.75
CLEAR SPRINGS			9.09			9.09
CROSS ANCHOR		7.37			6.12	13.49
DEBUSK	8.51				6.43	14.94
GREYSTONE	8.14			5.29		13.43
HAL HENARD	6.98	6.85		13.2		27.03
HORSE CREEK	9.23			7.13		16.36
MCDONALD	6.39			4.31		10.7
OREBANK			5.72			5.72
ROMEO	7.75		4.3			12.05
ST. JAMES			6.59			6.59
SUNNYSIDE			8.05			8.05
WALKERTOWN	8.92		6.11			15.03
WEST GREENE	23.31			15.76		39.07
WEST PINES		8.69			6.24	14.93
CHUCKEY-DOAK						0
MOSHEIM						0
WEST GREENE HS						0
GRAND TOTAL	102.79	22.91	39.86	51.29	41.01	257.86

CERTIFICATE OF ELECTION OF NOTARIES PUBLIC
AS A CLERK OF THE COUNTY OF GREENE, TENNESSEE I HEREBY CERTIFY TO
THE SECRETARY OF STATE THAT THE FOLLOWING WERE ELECTED TO THE OFFICE OF
NOTARY PUBLIC DURING THE JUNE 17, 2019 MEETING OF THE GOVERNING BODY:

NAME	HOME ADDRESS	HOME PHONE	BUSINESS ADDRESS	BUSINESS PHONE	SURETY
1. STEVIE EDWARD BANKS	423 WEST MAIN STREET GREENEVILLE TN 37743	423-639-9205	PO BOX 1177 GREENEVILLE TN 37744	423-638-1616	
2. GARY W GASS	1560 BIBLES CHAPEL RD MIDWAY TN 378094125	423-620-1048	3634 E ANDREW JOHNSON HWY GREENEVILLE TN 377451083	423-639-6131	
3. TOMMY G HAUN	1137 TUSCULUM BLVD GREENEVILLE TN 37745	423 639 5721	1137 TUSCULUM BLVD GREENEVILLE TN 37745	639-5721	
4. CRYSTAL LYNN LANDECK	326 CHERRY ST GREENEVILLE TN 377455125	423-440-1225	2055 E ANDREW JOHNSON HWY, SU1 GREENEVILLE TN 37745	423-972-4770	
5. NICHOLAS HAYES MITCHELL	660 SAM DOAK ST GREENEVILLE TN 377454441	423-620-1190	3611 E ANDREW JOHNSON HWY GREENEVILLE TN 37745	423-787-7122	
6. JODIE M. RICKER	196 SHANE ST GREENEVILLE TN 377439202	423-972-8054	219 W DEPOT ST STE 2 GREENEVILLE TN 377434909	423-636-1301	
7. SARAH ELIZABETH ROWLAND	201 MARSHALL LANE GREENEVILLE TN 37743	423 297 4882			
8. SHEILA ANN VONGLIS	2051 BRIGHT HOPE ROAD GREENEVILLE TN 37743	423 773 5855			
9. WENDY CARTER WARNER	125 REAVES HILL GREENEVILLE TN 37745	423-639-7653	522 JUSTIS DRIVE GREENEVILLE TN 37745	423-639-7653	
10. KAREN ANN WATERS	2660 DOTY CHAPEL RD AFTON TN 376164053	423-620-1888	301 LOUIS ST KINGSPORT TN 37660	--	

Dei Bryant
 SIGNATURE

CLERK OF THE COUNTY OF GREENE, TENNESSEE

6/5/19

DATE

**A RESOLUTION MAKING APPROPRIATIONS FOR THE VARIOUS FUNDS,
DEPARTMENTS, INSTITUTIONS, OFFICES AND AGENCIES OF GREENE COUNTY,
TENNESSEE, FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE
30, 2020**

SECTION 1. BE IT RESOLVED by the Board of County Commissioners of Greene County, Tennessee, assembled in a regular session on the 17th day of June, 2019 that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Greene County, Tennessee, for the capital outlay, and for meeting the payment of principal and interest on the County's debt maturing during the fiscal year beginning July 1, 2019, and ending June 30, 2020, according to the following schedule.

General Fund

General Government

County Commission	\$	73,222
County Mayor		210,521
Personnel Department		105,084
County Attorney		275,218
Election Commission		440,628
Register of Deeds		386,211
Codes Compliance		26,250
GIS System		24,391
County Buildings		317,144

Finance

Accounting and Budgeting		456,804
Purchasing		132,828
Property Assessor		674,160
Reappraisal Program		11,105
County Trustee		348,054
County Clerk		540,230

Administration of Justice

Circuit Court		871,985
General Sessions Court		361,547
Sessions Drug Court		68,995
Chancery Court		459,921
Juvenile Court		279,672
District Attorney General		5,100
Other Administration of Justice		9,499
Court Room Security		289,483



Public Safety

Sheriff's Department	5,366,966
Special Patrols	290,259
Sexual Offender Registry	10,500
Jail	6,088,806
Juvenile Services	130,000
Emergency Management Agency	188,408
Rescue Squad	10,000
Disaster Relief (911)	120,000
Hazardous Material Team	13,500
Inspection & Regulation	347,919
County Coroner/Medical Examiner	217,757
Other Public Safety	1,144,260

Public Health & Welfare

Local Health Center	627,716
Rabies & Animal Control	228,602
Emergency Medical Services	4,123,372
Alcohol and Drug Program	12,500
Local Health Services-DGA Grant	673,162
Appropriation to State	82,000
Waste Pickup	101,094
Other Public Health and Welfare	20,000

Social, Cultural, and Recreational

Libraries	97,500
Parks & Fair Boards	104,357

Agriculture and Natural Resources

Agricultural Extension Service	148,949
Forest Service	1,500
Soil Conservation	136,842

Other General Government

Tourism	100,000
Industrial Development	100,000
Veteran's Services	93,652
Other Charges	124,255
Contributions to Other Agencies	300,190
Miscellaneous	282,454

Debt Service

General Government Interest On Debt

Total General Fund

\$	27,654,572
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Solid Waste Sanitation Fund:

Sanitation Management	\$	1,671,075
Waste Pickup		484,807
Convenience Centers		363,642
Transfer Stations		8,311
Total Solid Waste Sanitation Fund	\$	2,527,835

Worker's Compensation & Liability Fund

Risk Management	\$	1,688,546
Transfer Out		125,000
Total Worker's Compensation & Liability Fund	\$	1,813,546

Drug Control Fund

Drug Enforcement	\$	159,000
Total Drug Control Fund	\$	159,000

Highway/Public Works Fund

Administration	\$	267,792
Highway & Bridge Maintenance		4,174,977
Operation & Maintenance of Equip.		1,194,970
Asphalt Plant Operations		2,558,536
Other Charges		109,528
Capital Outlay		100,000
Total Highway Fund	\$	8,405,803

General Debt Service Fund

General Government - Principal	\$	490,000
Highway and Streets -Principal		940,000
General Government - Interest		58,475
Highway and Streets - Interest		186,683
General Government - Other		43,000
Total General Debt Service Fund	\$	1,718,158

Education Debt Service Fund

Education Debt Service	\$	2,006,093
Total Education Debt Service Fund	\$	2,006,093

Capital Projects Fund

Capital Projects	\$	580,000
Total Education Debt Service Fund	\$	580,000

Economic Development Fund

Social, Cultural and Recreational Programs	\$	112,000
Total Economic Development Fund	\$	112,000

General Purpose School Fund

Regular Instruction Program	\$	25,736,187
Special Education Program		3,477,218
Vocational Education Program		1,719,219
Attendance		161,493
Health Services		629,131
Other Student Support		1,276,782
Regular Instruction Program		2,254,017
Special Education Program		538,863
Vocational Education Program		113,236
Technology		188,986
Board of Education		1,248,328
Office of the Director		437,748
Office of the Principal		3,216,432
Fiscal Services		372,439
Operation of Plant		2,981,882
Maintenance of Plant		860,932
Transportation		2,989,176
Central and Other		120,660
Community Services		1,195,251
Early Childhood Education		1,463,597
Regular Capital Outlay		5,000
Debt Service		128,000

Total General Purpose School Fund

\$	51,114,577
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Central Cafeteria Fund

Food Service	\$	4,112,270
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Total Central Cafeteria Fund

\$	4,112,270
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General Purpose School Capital Projects Fund

Education Capital Projects	\$	694,600
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Total General Purpose School Capital Projects Fund

\$	694,600
----	---------

BE IT FURTHER RESOLVED, that the budget for the Capital Projects Fund shall include projects for the TACN P25 Emergency Communications System, VoIP Telecommunications, Internal County Fuel Depot, and other various items that occur during the year. The various projects that exceed \$10,000 will require the approval of the County Commission.

BE IT FURTHER RESOLVED, that the budget for the School Federal Projects Fund shall be the budgets approved for separate projects within the fund by the Greene County Board of Education.

SECTION 2. BE IT FURTHER RESOLVED, that there are also hereby appropriated certain portions of the commissions and fees for collecting taxes and licenses and for administering other funds which the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master, Register of Deeds, and the Sheriff and their officially authorized deputies and assistants may severally be entitled to receive under State Laws heretofore or hereafter enacted. Expenditures out of commissions, and/or fees collected by the Trustee, County Clerk, Circuit Court Clerk, Clerk and Master, Register and the Sheriff may be made for such purposes and in such amounts as may be authorized by existing law or by valid order of any court having power to make such appropriations. Any excess commissions and/or fees collected over and above the expenditures duly and conclusively authorized shall be paid over to the Trustee and converted into the General Fund as provided by law.

BE IT FURTHER RESOLVED, that if any fee officials, as enumerated in Section 8-22-101, T.C.A., operate under provisions of Section 8-22-104, T.C.A., provisions of the preceding paragraph shall not apply to those particular officials.

SECTION 3. BE IT FURTHER RESOLVED, that any amendment to the budget shall be approved as provided in Section 5-9-407, T.C.A. One copy of each amendment shall be filed with the County Clerk, one copy with the Chairman of the Budget Committee, and one copy with each divisional or departmental head concerned. The reason(s) for each transfer shall be clearly stated; however, this section shall in no case whatsoever be construed as authorizing transfer from one fund to another, but shall apply solely to transfers within a certain fund.

SECTION 4. BE IT FURTHER RESOLVED, that any appropriations made by this resolution, which cover the same purpose for which a specific appropriation is made by statute is made in lieu of but not in addition to said statutory appropriation. The salary, wages, or remuneration of each officer, employee, or agent of the County shall not be in excess of the amounts authorized by existing law or as set forth in the estimate of expenditures which accompanies this resolution. Provided, however, that appropriations for such salaries, wages or other remuneration hereby authorized shall in no case be construed as permitting expenditures for an office, agency, institution, division or department of the County in excess of the appropriation made herein for such office, agency, institution, division or department of the County. Such appropriation shall constitute the limit to the expenditures of any office, agency, institution, division or department for the fiscal year ending June 30, 2020. The aggregate expenditures for any item of appropriation shall in no instance be more than the amount herein appropriated for such item.

SECTION 5. BE IT FURTHER RESOLVED, that any resolution which may hereafter be presented to the Board of County Commissioners providing for appropriations in addition to those made by this Budget Appropriation Resolution shall specifically provide sufficient revenue or other funds, actually to be provided during the fiscal year in which the expenditure is to be made, to meet such additional appropriation. Said appropriating resolution shall be submitted to and approved by the State Director of Local Finance after its adoption as provided by Section 9-21-403, Tennessee Code Annotated.

SECTION 6. BE IT FURTHER REOLVED, that the County Mayor and County Clerk are hereby authorized to borrow money on revenue anticipation notes, provided such notes are first approved by the Director of Local Finance, to pay for the expenses herein authorized until the taxes and other revenue for the fiscal year 2019-2020 have been collected. The proceeds of loans for each individual fund shall not exceed 60% of the appropriations of each individual fund and shall be used only to pay the expenses and other requirements of the fund for which the loan is made. The loan shall be paid out of revenue from the fund for which money is borrowed. The notes evidencing the loans authorized under this section shall be issued under the applicable sections of Title 9, Chapter 21, Tennessee Code Annotated. Said notes shall be signed by the County Mayor and countersigned by the County Clerk and shall mature and be paid in full without renewal no later than June 30, 2020.

SECTION 7. BE IT FURTHER RESOLVED, that the delinquent county property taxes for the year 2018 and prior years and the interest and penalty thereon collected during the year ending June 30, 2020 shall be apportioned to the various County funds according to the subdivision of the tax levy for the year 2018. The Clerk and Master and the Trustee are hereby authorized and directed to make such apportionment accordingly.

SECTION 8. BE IT FURTHER RESOLVED, that all unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse, and be of no further effect at the end of the fiscal year at June 30, 2019.

SECTION 9. BE IT FURTHER RESOLVED, that any resolution or part of a resolution which has heretofore been passed by the Board of County Commissioners, which is in conflict with any provision in this resolution be and the same is hereby repealed.

SECTION 10. BE IT FURTHER RESOLVED, that this resolution shall take effect from and after its passage and its provisions shall be in force from and after July 1, 2019. This resolution shall be spread upon the minutes of the Board of County Commissioners.

Passed this 17th day of June, 2019.

County Mayor



County Attorney

County Court Clerk

Budget & Finance Committee
Sponsors

A RESOLUTION MAKING APPROPRIATIONS TO NONPROFIT ORGANIZATIONS
OF GREENE COUNTY, TENNESSEE FOR THE FISCAL YEAR BEGINNING
JULY 1, 2019 AND ENDING JUNE 30, 2020

WHEREAS, Section 5-9-109, *Tennessee Code Annotated*, authorizes the Greene County Legislative Body to make appropriations to various nonprofit organizations; and

WHEREAS, the Greene County Legislative Body recognizes the various nonprofit organizations located in Greene County have great need of funds to carry on their nonprofit charitable work.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Greene County, on this the 17th day of June, 2019:

SECTION 1. That seven hundred twenty-nine thousand one hundred ninety (\$729,190) be appropriated to nonprofit organizations Greene County as reflected below.

No.	Agency	Amount
101-54430-316	Greene County 911	\$ 120,000
101-54420-316	Greeneville Rescue Squad	10,000
101-56500-316	Greeneville/Greene County Library	97,500
101-57300-316	Forestry Division	1,500
101-58110-316	Greene County Partnership - Tourism	100,000
101-58110-316	Greene County Partnership - Economic Development	100,000
101-58500-316	Greeneville Rehabilitation Center	16,650
101-58500-316	Roby Fitzgerald Adult Center	16,000
101-58500-316	Upper East TN Human Development Agency	5,000
101-58500-316	Frontier Health	15,000
101-58500-316	Keep Greene Beautiful	3,000
101-58500-316	First TN Human Resources	11,760
101-58500-316	Child Advocacy Center	1,000
101-58500-316	Second Harvest Food Bank	3,000
101-58500-316	Greeneville/Greene County Food Bank	10,000
101-58500-316	Greene County Association of Volunteer Fire Departments	218,780



A RESOLUTION OF THE GREENE COUNTY LEGISLATIVE BODY FIXING
THE TAX LEVY IN GREENE COUNTY, TENNESSEE
FOR THE YEAR BEGINNING JULY 1, 2019

SECTION 1. BE IT RESOLVED that the Greene County Commissioners of Greene County, Tennessee, assembled in regular session on this 17th day of June, 2019, acknowledge that the combined certified property tax rate for Greene County Tennessee for the year beginning July 1, 2019, shall be \$2.0145 (both inside & outside), on each \$100.00 of taxable property, which is to provide revenue for each of the following funds and otherwise conform to the following levies:

FUND	RATE
General	\$0.8622
General-Purpose School Capital Projects	0.0580
General-Purpose School	0.7437
General Debt Service	0.1087
Self-Insurance	0.0456
Solid Waste	0.1463
General Capital Projects	0.0500
Total Inside and Outside	\$2.0145

SECTION 2. BE IT FURTHER RESOLVED that there is hereby levied a gross receipts tax as provided by law. The proceeds of the gross receipts tax herein levied shall accrue to the General Fund.

SECTION 3. BE IT FURTHER RESOLVED that the additional \$.01 added to the General-Purpose School Capital Projects from fiscal year 2019 is restricted for costs associated with the construction of new schools.

SECTION 4. BE IT FURTHER RESOLVED, that all resolutions of the Board of Commissioners of Greene County, Tennessee, which are in conflict with this resolution are hereby repealed.

SECTION 5. BE IT FURTHER RESOLVED, that the Wheel Tax shall be divided as follows:

FUND	RATE
General	\$ 9.00
General - VFD	3.00
Highway	43.00
Total	\$55.00

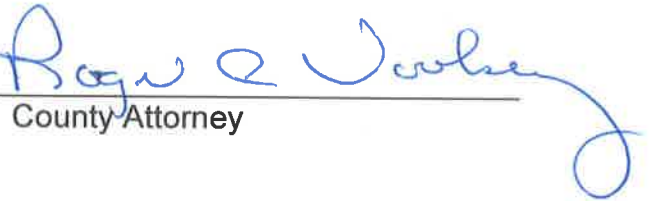


A RESOLUTION OF THE GREENE COUNTY LEGISLATIVE BODY FIXING
THE TAX LEVY IN GREENE COUNTY, TENNESSEE
FOR THE YEAR BEGINNING JULY 1, 2019

SECTION 5. BE IT FURTHER RESOLVED, that this resolution take effect from and after its passage, the public welfare requiring it. This resolution shall be spread upon the minutes of the Board of County Commissioners.

Passed this 17th day of June, 2019.

County Mayor



County Attorney

County Court Clerk

Budget & Finance Committee

Sponsors

**THE GREENE COUNTY SCHOOLS
FUND 177 CAPITAL PROJECTS
A RESOLUTION TO AMEND THE CAPITAL PROJECTS BUDGET FOR
INCREASES IN TAX REVENUES**

WHEREAS, the Greene County School System is amending the 2018-2019 Capital Projects Fund to appropriate additional tax revenues,

THEREFORE, the following appropriations will be amended:

REVENUES

Account Number	Description	Increase	Decrease
40120	Trustee's Collections-Prior Year	\$ 20,000	
40125	Trustee Collections Bankruptcy	50	
40130	Circuit Clerk	4,000	
40140	Interest & Penalty	8,000	
40162	Payments In-Lieu of Taxes - Local Utilities	500	-
40320	Bank Excise Tax	1,000	
44110	Interest Earned	10,000	-
		\$ 43,550	\$ -

EXPENDITURES

Account Number	Description	Increase	Decrease
72130 5510	Commission	\$ 10,000	\$ -
91300 707	Building Improvements	33,550	
		\$ 43,550	\$ -

NOW, THEREFORE, BE IT RESOLVED by the Greene County Legislative Body meeting in regular session, this 17th day of June 2019, a quorum being present and a majority voting in the affirmative, that the funds be appropriated as shown above.

County Mayor

Greene County Education Committee
Sponsor


County Attorney

County Clerk

(D)

A RESOLUTION OF THE GREENE COUNTY LEGISLATIVE BODY TO BUDGET \$883 IN FUNDS RECEIVED FROM THE SALE OF RECYCLED MATERIAL TO THE SHERIFF'S DEPARTMENT FOR THE FISCAL YEAR ENDING JUNE 30, 2019

WHEREAS, the Greene County Sheriff's Department received proceeds from the sale of recycled material totaling eight hundred eighty-three dollars (\$883) and;

WHEREAS the Greene County Sheriff's Department wishes to expend these funds in the current fiscal year and;

NOW, THEREFORE BE IT RESOLVED by the Greene County Legislative Body meeting in regular session on the 17th day of June, 2019 a quorum being present and a majority voting in the affirmative, that the General Fund - #101 budget be amended as follows:

INCREASE IN BUDGETED REVENUES

44145	Sale or Recycled Materials	\$	883
TOTAL INCREASE IN REVENUES		<u>\$</u>	<u>883</u>

INCREASE IN BUDGETED APPROPRIATIONS

54110	SHERIFF'S DEPARTMENT		
499	Other Supplies and Materials	\$	883
TOTAL INCREASE IN BUDGETED APPROPRIATIONS		<u>\$</u>	<u>883</u>

County Mayor

Budget and Finance Committee

Sponsor

County Clerk



County Attorney

(E)

**RESOLUTION AUTHORIZING THE COUNTY MAYOR TO EXECUTE A
QUITCLAIM DEED FOR THE FORMER FOREST HILLS VOTING PRECINET
PROPERTY TO THE HORSE CREEK COMMUNITY CENTER, INC. AND TO
EXECUTE A LEASE AGREEMENT WITH THE HORSE CREEK COMMUNITY
CENTER, INC. FOR THE PROPERTY WHERE THE HORSE CREEK
CONVENIENCE CENTER IS PRESENTLY LOCATED**

WHEREAS, Greene County acquired certain real property known as the former Forest Hills Voting Precinct property more than fifty years ago which property is further described and identified as Property Map 113 Parcel 38.01 in the Greene County Assessor of Property's office; and

WHEREAS, said property has not been utilized by Greene County for any purpose for several years and as such now presents a liability risk and continuing maintenance expense; and

WHEREAS, after reviewing the usage of said property, weighing the liability issues imposed by said property being vacant with vagrants and others attempting to use the property, and the expense to the County to maintain the property and its improvements, it would appear that it would be in the best interest of the citizens of Greene County for Greene County to quitclaim the former Forest Hills Voting Precinct property to the Horse Creek Community Center, Inc. for their use as a community meeting place and in return the Horse Creek Community Center, Inc. has agreed to lease to Greene County, Tennessee that certain tract of property where the Horse Creek Convenience Center is presently located; and.

WHEREAS, it appears that authorizing the County Mayor to enter into a lease agreement to permit the continued operation of the convenience center at its present location and authorizing the County Mayor to quitclaim the former Forest Hills voting precinct property to the Horse Creek Community Center, Inc., serves the Horse Creek community well and is in the best interests of Greene County as a whole.

NOW, THEREFORE BE IT RESOLVED by the Greene County Legislative Body meeting in regular session on the 17th day of June, 2019 a quorum being present and a majority voting in the affirmative that the County Mayor is authorized to execute a quitclaim deed to the Horse Creek Community Center, Inc. for the property known as Forest Hills Voting Precinct (Map No. 113 C Parcel

(F)

Roger A. Woolsey
County Attorney
204 N. Cutler St.
Suite 120
Greeneville, TN 37745
Phone: 423/798-1779
Fax: 423/798-1781

38.01), transferring any right that Greene County may have in that property to the Horse Creek Community Center, Inc.

BE IT FURTHER RESOLVED that the County Mayor is authorized to execute a lease agreement with the Horse Creek Community Center, Inc. for the long term lease of the property where the Horse Creek Convenience Center is located to allow the County to continue to use that property as a convenience center.

Brad Peters
Sponsor

County Clerk

County Mayor

Roger A Woolsey
County Attorney

Roger A. Woolsey
County Attorney
204 N. Cutler St.
Suite 120
Greeneville, TN 37745
Phone: 423/798-1779
Fax: 423/798-1781

LEASE AGREEMENT FOR HORSE CREEK CONVENIENCE CENTER

This lease agreement entered into by and between the Horse Creek Community Center, Inc., party of the First Part, hereinafter referred to as "Lessor", and Greene County, Tennessee, party of the Second Part, hereinafter referred to as "Lessee";

WHEREAS, the Lessee is under legislative mandate by the State of Tennessee to comply with the Solid Waste Management Act by providing garbage disposal for its citizens; and

WHEREAS, the Greene County Legislative Body has elected to provide for garbage disposal for its citizens under the mandate of the Solid Waste Management Act by the strategic placement of convenience centers within the geographic confines of Greene County; and

WHEREAS, Greene County has operated and maintained a convenience center on a portion of the Horse Creek Community Center, Inc. property for more than twenty years and the continued use of that property as a convenience center at that location in the Horse Creek Community is much needed to provide for residential waste disposal for the citizens in that area.

WHEREAS, in order to ensure that the Lessee will be able to continue to provide a convenience center location in the Horse creek community for the citizens who live in that community to dispose of their residential garbage, the Lessor desires to lease the premises described below to Lessee for **Ninety-Nine (99) Years** in order to provide and allow Lessee to continue to use a portion of its property as a convenience center.

That based on the foregoing, the parties do hereby agree as follows:

1. The Lessor desires to lease and the Lessee desires to continue to use a certain portion of Lessor's property (.84 acre tract) for the purpose of the continued operation of a convenience center for the benefit of the citizens of that community and of that part of the county.

2. That the property to be leased has been surveyed by the county surveyor and the parties agree that the property subject to this Lease is approximately .84 of an acre and the Lessor leases to the Lessee the real property described as follows:

SITUATE in the 1st Civil District of Greene County, Tennessee, adjoining the lands of Bickford and the remaining lands of the Lessor (Horse Creek Community Center, Inc.), affronting on Williamson Road and being more particularly described as follows:

BEGINNING at an iron pin in the north right-of-way line of Williamson Road (said iron pin is 144.64 feet from the center of the creek along said north right-of-way of Williamson Road), thence for the next three calls with the property line of the remaining lands of the Lessor, North 4 degrees 43 minutes 52 seconds West 205.5 feet to an iron pin, thence North 83 degrees 02 minutes 29 seconds East 167.1 feet to an iron pin, thence North 83 degrees 02 minutes 29 seconds East 9.38 feet to a point in the center of the creek, thence with the center of the creek, South 2 degrees 46 minutes 05 seconds East 218.86 feet to a point in the center of the creek in the north right-of-way line of Williamson Road, thence along the north right-of-way line of Williamson Road for two calls, South 87 degrees 49 minutes 20 seconds West 20 feet, thence South 87 degrees 49 minutes 20 seconds West 124.64 feet back to the point of BEGINNING containing 0.84 acres more or less according to the survey dated May 22, 2019 of Tony Ray Bowman, Registered Land Surveyor, Tennessee #2282. (see attached hereto Exhibit "A")

BEING a portion of the same property conveyed to the Lessor, (Horse Creek Community Center, Inc., by Warranty Deed of Robert O. Weems and wife Kathleen J. Weems, deed dated February 11, 1970 and found of record in Deed Book 277, Page 335 in the Register of Deed's Office for Greene County, Tennessee; also being a portion of the property conveyed to the Lessor (the Horse Creek Community Center, Incorporated) by Quitclaim Deed of Joseph L. Bickford and wife, M. Kathy Barnwell Bickford dated September 17th, 2014 and found of record in Deed Book 546A, Page 2127 in the Register of Deed's Office for Greene County, Tennessee.

3. That the Lessor and Lessee agree that the driveway (which is private road) from Williamson Road along the western side of the leased premises leading back to the remainder of the Lessor's property and improvements shall remain open for both parties and is to be utilized by both the Lessor and Lessee as well as others who have permission to use said road for egress and ingress to the convenience center and Lessor's property. Lessee shall have the responsibility to maintain said road; Lessee

shall be responsible for all expenses it incurs in adequately maintaining said driveway as long as Lessee is utilizing the leased premises as a convenience center. Additionally Lessee would use reasonable efforts to address and correct the drainage issue on the western side of the leased premises along the private road by the installation of drainage pipe and/or ditches at Lessee's expense.

4. The parties further agree that the Lessee shall adequately maintain the leased premises, shall be responsible for any and all expenses incurred as it relates to the maintenance of the convenience center, shall assume all liability related to the operation of the convenience center, including environmental hazards and agrees to hold the Lessor harmless from any claim, cause of action or from any damages resulting from the operation of the convenience center on the leased premises.
5. Lessor and Lessee agree that the western and northern boundary of the leased premises will not have a fence erected on same to facilitate moving and maintenance of both properties.
6. Lessee is required to pay all property taxes on the leased premises and is required to provide liability insurance coverage either under the County's self-insurance program or by a stand- alone policy during the term of this lease.
7. The parties agree that this lease will be for a period of **ninety-nine (99) years** beginning June 1, 2019, and continuing until June 30, 2118.
8. The parties further agree that in the event that said property ceases to be used as a convenience center for the disposal of residential solid waste by the citizens of Greene County that the lease will be terminated and the property will be returned to the Lessor or its successor (owner of record at time of termination).
9. Lessor acknowledges that it fully intends to sell the remainder of the property it owns adjacent to the leased premises. This lease agreement shall be recorded in the office

of the Register of Deeds and the lease agreement shall be binding on any subsequent purchaser of Lessor's property.

10. If Lessor determines that Lessee has breached or violated any of the terms or conditions of this lease agreement, Lessor shall notify the Lessee in writing and Lessee shall have (90) days from written notice to either cure such breach or violation and/or shall provide assurances that the said property is being utilized or will be utilized as a convenience center for residential solid waste disposal.
11. The covenants, conditions, and terms contained in this lease agreement shall bind the heirs, successors, executors, administrators, and assigns of both parties to this lease agreement.
12. The entire agreement between the parties hereto is contained in this instrument and it is expressly agreed that no obligations of Lessor or Lessee shall be implied in addition to those herein expressly contained herein. Any amendment to this Lease must be in writing signed by the parties hereto in order to be binding.
13. The President of the Lessor (Horse Creek Community Center, Inc.) acknowledges, by her signature, that the membership of Horse Creek Community Center, Inc. has authorized the execution of this lease and minutes to that effect approving said lease by Lessor's membership is a part of the corporation's records.

Enter this the ____ day of June, 2019.

KEVIN MORRISON
Greene County Mayor

BARBARA BROYLES
President Horse Creek Community
Center, Inc.

STATE OF TENNESSEE)
COUNTY OF GREENE)

Personally appeared before me, the undersigned authority, a Notary Public in and for said County and State, the within named **KEVIN MORRISON**, with whom I am personally acquainted or whose identity was proved to me on the basis of satisfactory evidence, and who acknowledged that he is the County Mayor of Greene County, Tennessee, the within named bargainor, a governmental entity and that he, as County Mayor, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and official seal of office on this the ____ day of June, 2019.

NOTARY PUBLIC

My Commission Expires: _____

STATE OF TENNESSEE)
COUNTY OF GREENE)

Personally appeared before me, the undersigned authority, a Notary Public in and for said County and State, the within named **BARBARA BROYLES**, with whom I am personally acquainted or whose identity was proved to me on the basis of satisfactory evidence, and who acknowledged that she is the President of the Horse Creek Community Center, Inc., the within named bargainor, entity and that she as President, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and official seal of office on this the
____ day of June, 2019.

NOTARY PUBLIC

My Commission Expires: _____

**RESOLUTION TO AMEND THE BASE PERSONNEL POLICIES
TO GOVERN ALL COUNTY EMPLOYEES OF GREENE COUNTY,
TENNESSEE EXCEPT THOSE EMPLOYEES GOVERNED BY
SEPARATE BASE PERSONNEL POLICIES ADOPTED BY THEIR
COUNTY OFFICIAL**

This Resolution amends and supersedes all Resolutions concerning the adoption of previous Resolutions as it relates to Greene County's Employee Personnel Policy for any and all Greene County Departments.

WHEREAS, Tennessee Code Annotated, Section 5-23-103(d)(1) requires that the county mayor and the county legislative body adopt base personnel policies to govern all county employees except those county employees governed by separate base personnel policies adopted by his/her county official; and

WHEREAS, Tennessee Code Annotated, Section 5-23-103(a) permits each county official to adopt separate base personnel policies for his or her department or office, separate and apart from the base personnel policies adopted by the county mayor and county legislative body; and

WHEREAS, Tennessee Code Annotated, Section 5-23-106 provides that the personnel policies may be amended, modified, enlarged, or repealed at any time by the same process used for original adoption; further any and all personnel policies governing county employees shall not give rise to any contractual rights or obligations between the county and its employees; and

WHEREAS, most departments of county government presently are governed by the base personnel policies originally recommended by the county personnel policy committee and approved by the Greene County Legislative Body; however a few departments have adopted their own personnel policies for their individual departments; and

6

WHEREAS, it appears that in fairness to all employees of county government and to the taxpayers of Greene County, Tennessee that the approval of the modifications and amendments to the Greene County, Tennessee Employee Personnel Policies for all departments of County Government is proper.

NOW, THEREFORE, BE IT RESOLVED by the Greene County Legislative Body in regular session on June 17, 2019, a quorum being present and a majority voting in the affirmative, that the modifications and amendments to the Greene County Employee Personnel Policies (attached to this resolution) for all offices and departments of County Government for Greene County, Tennessee be approved and the policies shall be included in the minutes of the county legislative body and filed in the office of the county clerk.

BE IT FURTHER RESOLVED that individual county officials pursuant to Tennessee Code Annotated, Section 5-23-103 have the option to (1) be governed by the Greene County Employee Personnel Policies attached to this resolution, (2) elect to continue to govern their employees under personnel policies previously established by the official for his/her office or department, or (3) within thirty days of adoption of this resolution, adopt separate base personnel policies applicable to the employees of his/her office.

Personnel Policies Committee
Sponsor

County Clerk

County Mayor

Roger A. Woolsey
County Attorney

Roger A. Woolsey
County Attorney
204 N. Cutler St.
Suite 120
Greeneville, TN 37745
Phone: 423/798-1779
Fax: 423/798-1781

Greene County Employee Handbook

Effective July 1, 2019



TABLE OF CONTENTS

SECTION	PAGE
1.0 DEFINITIONS.....	1
2.0 NON-DISCRIMINATION POLICIES.....	2
Non-discrimination – Equal Employment Opportunities.....	2
Hiring Practices.....	2
Complaint Procedure.....	2
3.0 EMPLOYEE BENEFITS AND LEAVE POLICIES.....	3-9
General Instructions.....	3
Vacation Leave.....	3
Sick Leave.....	4
Bereavement Leave.....	4
Military Leave.....	5
Jury Duty.....	5
Leave Without Pay.....	6
Family and Medical Leave Policy.....	6-7
In-Line-Of-Duty Injury Leave.....	7
Leave Records.....	7
Attachment I (Family and Medical Leave Act of 1993 Form)	
Attachment II (Maternity Leave)	
Sick Leave Sharing/Donation.....	7-8
Holidays.....	9
Special Holiday pay Provision.....	9
4.0 SEXUAL HARRASSMENT POLICIES AND DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE.....	10-11
Unlawful Harassment in the Workplace.....	10
Discrimination/Harassment Complaint Procedure.....	11
Title VI.....	11

TABLE OF CONTENTS (CONTINUED)

SECTION	PAGE
5.0 WAGE AND HOUR POLICIES.....	12-13
Workweek.....	12
Overtime.....	12
Compensatory Time.....	13
Time Records.....	13
Immigration Papers.....	13
6.0 DRUG FREE WORKPLACE POLICY.....	14-17
7.0 SAFETY POLICY.....	18-22
Inclement Weather.....	18-21
Workers' Compensation.....	22
Driving County Owned Vehicles.....	22
7.1 CODE OF ETHICS POLICY.....	23-27
Approved and effective January 19, 2016.	
8.0 EMPLOYEE ACKNOWLEDGEMENT AND COMPENSATORY TIME AGREEMENT FORMS AND TENNESSEE CODE ANNOTATED 39-16-504	
Attachment I (Tennessee Code Annotated 39-160504).....	28
Attachment II (Employee Acknowledgement Form).....	29
Attachment III (Compensatory Time agreement Form).....	30

NOTICE

Any personnel policies contained in this handbook governing county employees shall be subject to change at any time, and shall not give rise to any contractual rights between the county and its employees. T.C.A. § 5-23-106.

No policy, benefit, or, procedure contained herein creates an employment contract for any period of time, or a contractual obligation of any kind. 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 an illegal purpose.

1.0 DEFINITIONS

Full-Time Regular Employees - are those who are hired to work the county's normal, full-time, workweek (30 or more hours) on a regular basis. These employees may be "exempt" or "non-exempt" as defined below. These employees are eligible for employee benefits.

Full-Time Seasonal Employees - are those employees who are hired to work for the county in excess of thirty (30) hours per week but only part of the year. To be considered "full-time", seasonal employees, the employee must work in excess of 1,250 hours per year. These employees are eligible for the following benefits: social security, unemployment compensation insurance, workers' compensation insurance, retirement, health insurance, and life insurance while on work status. When these employees are not on work status, they are eligible for health insurance under COBRA.

Part-Time Employees - are those 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 are not eligible for employee benefits.

Temporary Employees - are those who are engaged to work either full time or part time, with the understanding that their employment will terminate upon the completion of a specific assignment. The employees may be "exempt" or "non-exempt" as defined below. These employees are only eligible for social security, unemployment compensation insurance, and workers' compensation insurance.

Exempt Employees - are those 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.

Non-exempt Employees - are those who are required to be paid overtime at time and one-half their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Newly Hired Employees – Employee retirement will start accruing from the first day at work. Health insurance will become effective after 30 days of full-time employment. Dental, vision, optional life, and disability insurances (employees are solely responsible for the premiums) are effective the first day of the month following 30 days of full-time employment. All other optional insurance products (including those listed in the next paragraph) will be available at open enrollment. Vacation and sick leave will begin to accrue thirty days after the first payroll of each month.) - except as otherwise provided by federal or state law, or county contract. They may be either "exempt" or "non-exempt".

Other Available benefits include:

Medical, Dental, Vision, Additional Life, Additional Accidental Death and Dismemberment, Short Term Disability, Long Term Disability, Cancer, Critical Illness, Accident, Hospital Confinement, Flexible Spending (FSA), Dependent Care (DCA), Paid Holidays, Gym Membership Discounts, Employee Assistance Program (EAP)

2.0 NON-DISCRIMINATION POLICIES

2.1 Non-discrimination - Equal Employment Opportunities

It is the policy of Greene 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, layoff, recall, transfer, leaves of absence, compensation and training. It is the policy of Greene 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 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.

2.2 Hiring Practices

Greene County does not discriminate in its hiring practices 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.

2.3 Complaint Procedure

Any employee or job applicant who feels they have been treated unfairly, or discriminated against in any way, or is aware of the possibility that someone else has been discriminated against, is required to notify a County representative via any of the of the following options:

Internal Notification:

- A. The Employee's immediate Supervisor/Manager.
- B. Any higher level of management above the immediate Supervisor/Manager.
- C. A Human Resources Director or in her/his absence, the County Attorney.

Regardless of who receives the initial complaint, either the Human Resources Director or the County Attorney shall be notified on the same day by the person receiving the initial complaint if at all possible. If neither are immediately available, the person receiving the complaint must report it at the earliest possible time.

All communications regarding this subject are to be kept in strict confidence to the extent possible. All employees and applicants have a right to confidentiality regarding any actual or perceived disabilities or handicaps.

3.0 EMPLOYEE BENEFITS

LEAVE POLICIES

3.1 General Instructions

References to the employer means official or department head under whose direction the employee works. References to employment year means twelve (12) months period of date of hire. NOTE: Please see Attachment II "Greene County EMS Standard Operating Procedures for the EMS employee benefits."

3.2 Vacation Leave

Full-time regular employees shall begin accruing vacation days as of the first payroll of the month following their hire date. Part-time and temporary employees do not qualify for vacation leave.

Full-time regular employees are eligible to accrue eight (8) vacation hours for every one hundred sixty (160) hours worked, from the first payroll of the month following their date of hire through five (5) years of service. Employees with six (6) through ten (10) years of service are eligible to accrue ten (10) hours for every (160) one hundred sixty hours worked. Employees with eleven (11) through fifteen (15) years of service are eligible to accrue twelve (12) hours for every one hundred sixty (160) hours worked. Employees with sixteen (16) or more years of service are eligible to accrue fourteen (14) hours for every one hundred sixty (160) hours worked.

Exempt employees will accrue vacation hours for every four weeks. Full-time regular exempt employees are eligible to accrue eight (8) vacation hours for every four weeks worked, from the first payroll of the month following their date of hire through five (5) years of service. Exempt employees with six (6) through ten (10) years of service are eligible to accrue ten (10) hours for every four weeks worked. Exempt employees with eleven (11) through fifteen (15) years of service are eligible to accrue twelve (12) hours for every four weeks worked. Exempt employees with sixteen (16) or more years of service are eligible to accrue fourteen (14) hours for every four weeks worked.

Full-time regular employees are eligible to use their accrued vacation time off once they have completed six (6) months of service as a full-time employee. In the event an employee is out of work longer than one month with no available paid leave, the employee will not accrue any additional vacation leave until he or she returns to work. Upon the employee's return, he/she will resume vacation leave accruals as of the first payroll of the month following their return to work date.

The county's health department employees shall follow the State of Tennessee's policies.

Accumulation of Vacation Time – Vacation time will be accumulated up to one hundred twenty (120) hours. When the one hundred twenty first (121) hour is earned, it will automatically be rolled over to sick time.

Use of Vacation Time - Vacation Leave may be used only at times approved in advance by the department head. The amount of advance notice required for leave will be determined by the department head. Vacation requests will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the department head's decision if this will create a hardship on the department. Vacation time may not be granted by the department head if it does create a hardship. If it is determined that it is not possible for both employees to be on vacation at the same time, the request of the employee who first asks for vacation will be honored. No employee may give or loan vacation time to another employee.

Termination of Employment - Upon termination of employment, an employee shall be entitled to payment of any unused vacation time which has accrued (up to applicable limits). Payment shall be made on the daily rate of compensation the employee receives as of the time of termination. If a terminated employee returns to employment with Greene County, their accrual rate will start as any other new hire in their first year

of employment. Rehired employees will not receive credit for prior service.

**Note: Vacation Leave policy is with the exception of the Greene County Board of Education, County Health Department, and Emergency Medical Services (EMS).*

3.3 Sick Leave

Earning and Accumulating Sick Days - Sick Leave will be considered a benefit and a privilege and not a right. Full-time regular employees (and county officials) will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). There is no maximum accumulation of sick leave credit days. The employee (and county official) **shall not be paid** for accumulated sick leave credit days, but shall be able to count the unused sick leave credit days toward their retirement (to the extent allowed under the rules and regulations under Tennessee Consolidated Retirement System - TCRS). In the event an employee is out of work longer than one month, the employee will not accrue any additional sick leave until he or she returns to work. Upon the employee's return, he/she will resume sick leave accruals as of the first payroll of the month following their return to work date. The office holder at their discretion, may request the employee furnish their employer with a doctor's certificate, certifying they were unable to work. County Health Department employees shall follow State of Tennessee guidelines.

Use of Sick Leave - An employee may use sick leave allowance for absence due to his or her own illness or injury or a sickness. In addition, the department head may also allow an employee to use their sick leave for the sickness of a child, spouse, or parent residing within their household. Sick leave may also be used for appointments with a licensed doctor, dentist, or recognized practitioner for the employee, or for a child residing within their household with their department heads approval. Employees who become ill during the period of their vacation may request that their vacation leave be temporarily terminated and the time changed to sick leave. **Abuse of sick leave is grounds for dismissal.** A doctor's excuse is mandatory after the third consecutive sick day used; however, each department head reserves the right to demand a doctor's excuse for the first sick day of sick leave used - if abuse of sick leave is suspected. (Also reference 3.8 FMLA Policy regarding 3 consecutive days missed due to illnesses.)

Notice of Sick Leave - Employees are required to notify the employer as early as possible on the first day of their sick leave absence.

Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. The employee must request that additional needed time off be pulled from any remaining vacation or comp time. (Also see section 3.8 Family Medical Leave Policy, FMLA). If the employee is without further leave time and has not requested and been granted leave under FMLA, that employee may be terminated.

The employee may request to be considered to be placed on leave without pay status (as outlined below) but that determination is solely up to that employee's department head or county official.

3.4 Bereavement Leave

In case of death in the employee's immediate family, the employee will be given three (3) consecutive working days paid leave which will not be charged to vacation leave. Paid funeral leave is for scheduled work days which normally fall between the day of the death and the day following the funeral.

Immediate family shall be defined as spouse, parent or step parent, children or step children, siblings or step siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

An employee who claims funeral leave may, at the discretion of his employer, be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

3.5 Military Leave

Full time employees who are members of any military reserve component will be granted military training leave for such time as they are in the military service on field training or active duty for periods not to exceed twenty (20) working days per calendar year. After the twenty (20) working days of full compensation, members may use up to five (5) days of sick leave in lieu of annual leave for the purposes of not having to take leave without pay. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.

During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.

Should the full-time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as they receive them. The full-time employee will be granted an unpaid leave of absence to serve a tour of duty.

Military Leave shall be granted in accordance with Tennessee Code Annotated Title 8 Chapter 33.

3.6 Jury Duty

The County encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- (a.) Upon receiving a summons to report for jury duty, the employee shall on the next day she/he is working, show the summons to his or her supervisor.
- (b.) The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- (c.) If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee must report back to the employer.
- (d.) If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from his employment for the shift immediately preceding the first day of service on any lawsuit. After the last day of service, when such employee's responsibility for jury duty exceeds three (3) hours during a day then such employee shall be excused from his/her next scheduled work period occurring within twenty-four (24) hours of such day of jury service.
- (e.) Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.
- (f.) The employee may retain all compensation received for serving as a juror.
- (g.) The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff, defendant, or witness in private litigation. On these occasions, the employee must take vacation leave, comp-time, or leave without pay.

3.7 Leave Without Pay

Any employee in need of additional leave time exceeding the twelve (12) weeks determined by the Family Medical Leave Act (FMLA), at the discretion of the department head, may be granted an additional twelve (12) weeks leave without pay for sufficient reason as determined by the department head. If at the end of the second twelve (12) weeks it is determined the employee may need more time, the employee should request his or her situation be reviewed by the personnel policy committee. The personnel policy committee may approve an additional and final six (6) months of unpaid leave, not to exceed one (1) year in total. During the period of absence, the employee will not accrue vacation, sick leave, or other benefits.

3.8 Family and Medical Leave Policy

Under the Family and Medical Leave Act of 1993 (FMLA), eligible county employees are entitled to up to twelve (12) work weeks of unpaid leave during each 12-month period for the birth of a child, the placement of a child, 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. Any employee eligible for leave under FMLA can take up to twelve (12) weeks of unpaid leave under this policy in any twelve (12) month period. The County will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes a leave, the County will compute the amount of leave the employee has taken under this policy during the preceding twelve (12) month period and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at that time.

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 is required.

If an employee is absent due to illness more than 3 (three) consecutive days, the employee must request FMLA leave for that illness on the fourth (4th) consecutive day of absence. Any unused sick time will run concurrently with FMLA leave.

It is the policy of Greene County to grant its employees leave in accordance with the requirements of the Family 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 Human Resources Office at (423) 798-1782.

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, and at the discretion of the employer, 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 Human Resources Office at (423) 798-1782.

Upon the conclusion of FMLA leave, an employee will be reinstated to his/her former position or an equivalent position. If the leave was for the employee's own serious health condition, a medical certificate of ability to return to work will generally be required prior to reinstatement. However, an employee on FMLA leave is not exempt from job actions such as reclassification, job modification, layoff, job elimination, etc. which would have occurred even in the absence of the FMLA leave. If an employee's condition or circumstances require more than the twelve (12) weeks through FMLA leave, the position or status of that employee are not guaranteed to be reinstated and will be considered on a case by case basis. Employees are responsible for payment of their benefit premiums while off work. If no paid leave is available, full premium payments must be made to the Trustee's office by the 5th day of each month.

3.9 In-Line-of-Duty Injury Leave (Workers' Compensation Insurance)

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 Workers Compensation Law, shall be entitled to receive in-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave which the employee has accumulated. Benefits which are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.

3.10 Leave Records

Employees requesting leave are required to record leave on forms provided by the County. The leave forms are to be given to the county official or department head under whose direction the employee works. Leave forms are to be maintained at the Human Resources office.

3.11 Sick Leave Sharing/Donation

Policy Statement

Greene County recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick leave. To address this need, all eligible employees will be allowed to donate accrued paid sick leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with Greene County for a minimum of ninety (90) days to be eligible to donate and/or receive donated sick leave.

Guidelines

Employees who would like to make a request to receive donated sick leave from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick/Personal Time

- The donation of sick leave is strictly voluntary.
- Donated sick leave will be given on a case-by-case basis. Donating employees may choose the recipient of their time when a need arises.
- The donation of sick leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick leave to donate.
- Employees who are currently on an approved leave of absence cannot donate sick leave.

Requesting Donated Sick/Personal Time

Employees who would like to request donated sick leave are required to complete a Donation of Sick leave Request Form and submit it to human resources. Requests for donations of sick leave must be approved by human resources, and the Personnel Policy Committee. If the recipient employee has available sick leave in his or her balance, this time will be used prior to any donated sick leave. Donated sick leave may only be used for time off related to the approved request. Employees who receive donated sick leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

NOTE: To donate or request sick leave, please see a representative from the Human Resources department for the correct forms.

NOTICE

Any personnel policies governing county employees shall be subject to change at any time, and shall not give rise to any contractual rights between the county and its employees. T.C.A. § 5-23-106.

3.12 Holidays

Because of the variety of Greene County services, all employees may not be able to observe holidays on the same day. If your work schedule requires a deviation from the holiday schedule, your supervisor will let you know.

New Year's Day
Martin Luther King Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving
Christmas
Federal and Local Election Days

If Christmas falls on Tuesday, Wednesday, or Thursday, the day before will be observed as Christmas Eve and the day after Christmas will also be observed as a holiday. If Christmas falls on Monday, Tuesday will be observed as a holiday. If Christmas falls on Friday, Thursday will be observed as a holiday and if Christmas falls on Saturday or Sunday, Friday and Monday will be observed.

Thanksgiving Day and the Friday after will be observed as Thanksgiving holiday.

When a holiday falls on a weekend, if it falls on Saturday, the Friday preceding will be observed and if it falls on Sunday the following Monday will be observed. All Federal, State and County Elections are observed as holidays.

All full-time employees must have worked or used a vacation or sick day on their scheduled day before and scheduled day after a holiday in order to be paid for the holiday.

3.13 Special Holiday Pay Provision

If it is necessary for an employee to work on a holiday, the employee will be compensated at regular rate for the holiday in addition to hours worked at regular rate of pay. Once the employee achieves forty hours worked, as defined by the department of labor, they will be eligible for time and one half. The employee may elect to receive compensatory time which will be earned at the rate as provided above.

4.0 SEXUAL HARASSMENT POLICIES AND DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

4.1 Unlawful Harassment in the Workplace

It is the policy of Greene County to maintain a respectful work and public service environment. Greene County prohibits and will not tolerate any form of unlawful harassment by or toward 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. The county enforces all Federal and State regulations relating to fair and proper treatment of all employees.

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 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 in the workplace. Any employee who believes that he or she is being subjected to objectionable conduct by another employee should bring the matter to the attention of his or her department head, the Human Resources Director, or the county Attorney.

Any reports of sexual harassment will be kept confidential to the maximum extent possible. The County will promptly investigate all reports of workplace harassment. If harassment is found it will be dealt with immediately and thoroughly.

Any sort of retaliation by the harasser, or any other individual, or any further harassment in response to a reported incident of unacceptable conduct is strictly prohibited and may be grounds for termination of employment. Corrective action may also be taken against an employee filing false accusations of harassment.

All employees are responsible for respecting the rights of their co-workers. All employees are required to read the County's Workplace Harassment policy and sign a statement saying they have read and understand the policy. Any employee who feels he or she has been harassed, even if the harasser is a co-worker, supervisor, or County official, must report it immediately (within 48 hours after the alleged harassment occurs).

4.2 Discrimination/Harassment Complaint Procedure

Discrimination, including harassment, in the workplace on the basis of race, color, religion (creed), gender, gender expression, national origin (ancestry), age, disability, military status, in any of its activities or operations, marital status, sexual orientation, 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 Greene County, the employee should report the incident promptly to the county Human Resources Director or department head under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the county Human Resources Director or department head, then the problem should be reported to the County Attorney. The County Attorney may act as a mediator between the affected employee and the county Human Resources Director or department head, under whose direction the employee works, to assist them in reaching an acceptable resolution of the problem, but the County Attorney has no legal authorization to make employment decisions on behalf of the county Human Resources Director or department head. 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.

4.3 Title VI

POLICY STATEMENT: No person based on race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program, service, or activity operated, funded or overseen by Greene County Government.

PURPOSE: To ensure agency compliance with the requirements of Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations.

APPLICATION: All Greene County Government staff, contractors, subcontractors, service beneficiaries, and managing organizations. As a recipient of Federal surplus property, the requirements of Title VI are applicable to all of the operations of the County.

RESPONSIBILITY: The Title VI Coordinator will coordinate all activities associated with Title VI complain investigations and is charged with the responsibility for implementing, monitoring and ensuring the County's compliance with Title VI regulations.

5.0 WAGE AND HOUR POLICIES

5.1 Workweek

The workweek for employees of Greene County begins at 12:01 a.m. on Wednesday and ends at 12:00 midnight on Tuesday of each week, except for county Health Department employees. Health Department begins at 12:01 a.m. on Sunday and ends on Saturday at midnight. **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 40 in their defined workweek.**

Hours Worked - "in general, includes all the time an employee is required to be on duty, on the employer premises or at a prescribed workplace, and all time when the employee is required or authorized to work for the employer. Will include extra work, even if performed at home if directed and authorized by employer

Sick leave, vacation and holidays are not counted as hours worked."

(CTAS Personnel Policies and The Fair Labor Standards Act, 1998 Edition)

EMS Employees – In the event an EMS employee is asked to do an autopsy transport during off hours, the employee will be paid a \$60 stipend in lieu of hourly pay.

The salary paid to salaried employees is compensation for all hours worked by such employees up to and including 40 in the workweek. The actual work schedule for each employee will be arranged by that employee's supervisor.

5.2 Overtime

Overtime is defined as time worked in excess of 40 hours in a workweek. Non-exempt employees, as defined herein, who work over 40 hours in a workweek are entitled to compensation for such hours. Compensation will be 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. 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. Vacation, holidays, and sick time are not counted toward actual hours worked when calculating Overtime hours.

Law enforcement exception. Section 7(k) of the FLSA provides that employees engaged in law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 18 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 171 (police) as the number of days in the work period bears to 28. For example, law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

5.3 Compensatory Time

Greene County employees will accrue comp time in lieu of overtime unless otherwise agreed upon between the department head and the employee. Any accrued comp time must be used prior to using accrued vacation or sick time, with the exception of School Resource Officers. (Please see the following sections regarding Comp time for SRO's) Just as with paid overtime, compensatory time will be earned at a rate of one and one-half hour per hour worked, if hours worked as defined above exceeds

forty hours in a pay period. 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 and the workplace is not unduly disrupted. All compensatory time shall be taken within (365) days. **The maximum number of compensatory time hours that an employee may accrue is one hundred and sixty (160) 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 the following payroll for any such additional overtime. **In addition, the maximum number of hours that an employee may have accrued at the end of each fiscal year is forty (40) hours.** The county reserves the right at any time to pay an employee in cash for any or all accrued compensatory time.

Compensatory time for School Resource Officers (SRO's) will differ from other employees according to the following rules, and due to the nature of their position. The maximum number of compensatory time hours an SRO may accrue is 300 hours. These hours may be used during times of school closings due to inclement weather, holidays, in-service days, school breaks such as spring break, fall break, or summer break, or any other day children are not present. The SRO should follow the School Resource Officer Policy and Procedure (#42) as outlined in the Greene County Sheriff's Department Policy and Procedure Manual.

4.0 Time Records

Employees are required to record their hours on the forms provided for this purpose OR the electronic time keeping system provided. Both exempt and nonexempt employees are required to fill in this form daily and, at the end of the workweek, sign and forward them to your supervisor for review and processing. Supervisors must always approve time sheets before forwarding to payroll. When available, electronic time sheets will be mandatory for all departments. 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. Any employee caught falsifying time records will be disciplined up to and including termination of employment.

Time records shall be maintained at the Accounts and Budgets Office.

5.0 Immigration Papers

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States by completing form I-9. Employees are further required to supply the employer copies of documents proving this eligibility.

6.0 DRUG FREE WORKPLACE POLICY

Statement

Greene County is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Greene County employee illegally uses drugs on or off the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Greene county has established the following policy pursuant to T.C.A. Section 50-9-100 et. seq.:

1. It is a violation of county policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
2. It is a violation of county policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
3. It is a violation of county policy for any employee to report to work under the influence of or impaired by alcohol.
4. It is a violation of the county policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
5. Violations of the policy are subject to disciplinary action up to and including termination of employment.

It is the responsibility of the county's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment for Greene County.

As a condition of employment, employees must abide by the terms of this policy and must notify the county, in writing, of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

EAP

The county offers an Employee Assistance (EAP) benefit for all full-time employees and their dependents. The EAP provides confidential assessment, referral, and short-term counseling for

employees who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance; but the cost of such outside services is the employee's responsibility.

Confidentiality is assured. No information regarding the nature of the personal problem will be made available to supervisors, nor will it be included in the permanent personnel file.

Participation in the EAP will not affect any employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline, not a substitute for discipline.

The EAP can be accessed by an employee through self-referral or through referral by a supervisor. The county will distribute information about the EAP to employees for their confidential use.

General Procedures

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be transported safely to a medical facility – depending on the determination of the observed impairment – and accompanied by the supervisor or other county staff member. The employee will be required to submit to a drug and/or alcohol test. The employee will not be allowed to return to work until negative drug and/or alcohol test results have been provided. Therefore, the employee will be put on administrative leave until further notice. If the test results are negative, the employee will receive pay for time missed.

Opportunity to Contest or Explain Test Results

Employees and job applicants who have a positive confirmed drug or alcohol test result may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of the test result from the medical review officer; if an employee, or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the county; a person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

Job Applicant Drug Testing

All job applicants for the county will undergo testing for substance abuse as a condition of employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by the county, and by signing a consent agreement will release the county from liability. If the applicant's sample/specimen appears diluted, he/she will be required to re-take the test within

48 hours. If the physician, official or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment. Any applicant refusing to submit to a urinalysis for drug testing will not be considered for employment. The county will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that the county will not tolerate.

Employee Drug Testing

Greene County has adopted testing practices to identify employees who illegally use drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

1. When there is a reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - A report of substance abuse provided by a reliable and credible source;
 - Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - Information that an employee has caused or contributed to an accident while at work; or
 - Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment.
2. When employees have caused or contributed to an on-the-job injury that resulted in a loss of work-time which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. The county will send employees, transported by his or her direct supervisor or a county safety representative or HR representative, for the substance abuse test.
3. As part of a follow-up program to treatment for drug abuse.
4. Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are

required by; law, regulation, are part of the covered employer's established policy or one that is scheduled routinely for all members of an employment classification group, or at the discretion of the department head for any other circumstance.

5. As part of the county's quarterly random drug screenings when employees are in a role having safety-sensitive duties. Safety-sensitive position means a position in which a drug or alcohol impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, work with individuals in life-threatening situations, or work with controlled substances; or a position in which a momentary lapse in attention could result in injury or death to another person.
6. When an employee is driving, operating, or is a passenger in a county vehicle or equipment and any property damage occurs, the driver and passenger (if also an employee) will be required to submit to testing.

Alcohol Testing

The consumption or possession of alcoholic beverages on county property is prohibited. An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .08% by weight for non-safety sensitive positions, or .04% for safety sensitive positions, while on duty/county business shall be guilty of misconduct, and shall be subject to discipline up to and including termination of employment.

Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination of employment.

***Important Information for Job Applicants and Employees**

When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test. This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss this information at that time. The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine. It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to TCA section 50-9-100 et. seq., Drug-Free Workplace Programs.

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:

Alcohol: not required for job applicant testing) Any "alcoholic beverage", all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. Amphetamines: "speed," "uppers," etc. Cannabinoids: THC, marijuana, hashish, "pot," "grass," "hash," etc. Cocaine: "coke," "crack," etc. Phencyclidine: PCP, "angel dust." Opiates: Narcotics, Heroin, Codeine, Morphine, "smack," "dope," etc.

NOTICE

Any personnel policies governing county employees shall be subject to change at any time, and shall not give rise to any contractual rights between the county and its employees. T.C.A. § 5-23-106.

7.0 SAFETY POLICY

7.1 Inclement Weather Policy

Inclement weather does not ordinarily warrant the closing of County offices. However, Greene County's vast area and differing geography and topography will occasionally require the delayed opening, early dismissal, and/or the closure of government offices due to adverse weather.

Purpose

To ensure public safety and that essential County government services are accomplished. Secondly, to ensure that employees comply, and are aware of the procedures for remaining safe, reporting for work, and properly recording their hours of work or absence during inclement weather.

Procedure

Individual/Each employee should make a personal judgment pertaining to his/her safety in traveling to and from work during periods of inclement weather. If an employee personally determines that traveling is unsafe, the employee should notify their immediate supervisor/department head using the most immediate method of notification as soon as possible.

An adverse weather decision resulting in: delayed opening, early dismissal, and/or closure will be as follows:

1. Greene County Courthouse: Consultation between: Sheriff, Circuit Court Clerk, Clerk & Master, Courthouse Security Director, and Judges.
2. Greene County Courthouse Annex: Consultation between: County Mayor, County Court Clerk, Trustee, Register of Deeds, and Assessor of Property.
3. Appendant Divisions/Offices of the County Mayor: Solid Waste; Animal Control; Planning/Building & Zoning; Elections; Accounting and Budgets; Purchasing; Attorney/Legal; Human Resources; and Veteran's Services will follow/comply with Greene County Courthouse Annex procedure.

4. Other Departments/Divisions or Offices of Greene County: UT Extension; Greene County Health Department; Employee Health Clinic (Ballad Health) will follow/comply with Greene County Courthouse Annex procedure.

In the event of delayed opening, early dismissal, and/or closure, the following will apply:

Notification

1. The Greene County Sheriff is the designated spokesperson/decision announcer for the Greene County Courthouse.
 - a. The Sheriff will inform the County Mayor at the Courthouse Annex and the Supervisors/Department Heads in the offices of the Courthouse of any delayed opening, early dismissal, and/or closure.
 - b. The Sheriff will notify the area mass media outlets, (WGRV Radio & the Greeneville Sun), of delayed openings, early closures, and/or complete closures of the Greene County Courthouse.
 - c. It is the responsibility of the Supervisor/Department Head to disseminate the decision/announcement to each of their respective offices and their employees using the most immediate method of notification as soon as possible.
2. The Greene County Mayor is the designated spokesperson/decision announcer for the Greene County Courthouse Annex.
 - a. The County Mayor will inform the Sheriff at the Courthouse and the Supervisors/Department Heads in the offices of the Courthouse Annex, of any delayed opening, early dismissal, and/or closure.
 - b. The County Mayor will notify the area mass media outlets, (WGRV Radio & the Greeneville Sun), of delayed openings, early closures, and/or complete closures of the Greene County Courthouse Annex.
 - c. It is the responsibility of the Supervisor/Department Head in the offices of the Courthouse Annex to disseminate the decision/announcement to each of their respective offices and their employees using the most immediate method of notification as soon as possible.
3. The Greene County Mayor is the designated spokesperson/decision announcer for the Appendant Divisions/Offices of the County Mayor and the other Departments/Divisions or Offices of Greene County.
 - a. The County Mayor will inform the Supervisors/Department Heads in these Departments of any delayed opening, early dismissal, and/or closure.
 - b. It is the responsibility of the Supervisor/Department Heads in these Departments/Offices to disseminate the decision/announcement to each of their respective offices and their employees using the most immediate method of notification as soon as possible.

Time Reporting

1. Hourly employees who report to work at the appointed time after the announcement of a delayed opening will be paid as scheduled for a full day. No time will be charged against leave/personal or vacation/compensatory time.
2. Hourly employees who choose to Not Report to work after the announcement of a delayed opening will be charged leave/personal or vacation/compensatory time. It is the responsibility of the employee and their direct supervisor/department head to timely and accurately record employee work time.
3. Hourly employees dismissed early due to adverse weather will be paid as scheduled. No time will be charged against leave/personal or vacation/compensatory time. It is the responsibility of the employee and their direct supervisor/department head to timely and accurately record employee work time.
4. Elected Officials and Salaried employees are expected to use professional judgment in reporting to and completing required work whether it is at the normal designated office/workplace or at home or other off-site workplace.
5. Employees who do not report to work during periods of inclement weather may use accumulated annual leave/personal and/or compensatory time. However, in certain announced circumstances, administrative leave with pay may be granted for personal recovery time.
6. Law Enforcement/Public Safety/Essential Service Personnel and any designated "Called In" employees who are required by their job/duties to work when other employees/departments are delayed, dismissed, and/or closed due to an adverse weather decision will be compensated with leave/personal/vacation/compensatory time equal to the delayed, dismissed, and/or closure time.

Specific Employee Duties/Responsibilities

Law Enforcement/Public Safety/Essential Service Personnel.

1. Law Enforcement, Corrections, Emergency Medical Service (EMS), Emergency Management Agency (EMA), and 911 employees must be available and report to work even in the most severe of weather conditions.
 - a. Emergency scheduling/Shifts/On Call/Overtime, and/or special shifts/duties will be, and are the responsibility of the Supervisor/Department Head.
 - b. County Law Enforcement, Corrections, and Security employees will be directed by the Greene County Sheriff or his designee.
 - c. Greene County EMS employees will be directed by the EMS Director or his designee.
 - d. EMA employees will be directed by the EMA Director or his designee.
 - e. 911 employees will be directed by the 911 Director or his designee.

2. Public Safety employees include the Greene County Highway Department. GCHD designated employees must be available and report to work even in the most severe of weather conditions. Under certain inclement weather conditions and/or emergency circumstances all GCHD employees must be required to report to work at the direction and discretion of the Greene County Highway Superintendent. Any and all Emergency scheduling/Shifts/On Call/Overtime, and/or special shifts/duties will be, and are the responsibility of the Supervisor/Department Head. For the Greene County Highway Department; the Greene County Highway Superintendent or his designee.

3. Essential Service personnel to include County Maintenance; designated Solid Waste employees; and designated Animal Control employees should make every safe effort possible to make their normal work shift, and /or complete required duties during any and all adverse weather conditions. Essential Service employees will perform necessary jobs/duties and special tasks/functions as required by their Supervisor/Department Head.

a. County Maintenance will monitor HVAC systems, plumbing, fire suppression, security, and public notifications (signage) on Courthouse Annex alerting/informing public of modified operating hours and/or closure.

b. Designated Solid Waste employees will pick up/manage garbage/recycling as needed to prevent public health safety issues, and manage/modify staffing at County Convenient Centers as well as public notifications (signage) on County Convenience Centers alerting/informing public of modified operating hours and/or closure.

c. Designated Animal Control employees will perform required monitoring, feeding, cleaning, and care of animals at the James Eagle Animal Control Facility.

4. Appendant Divisions/Offices of the County Mayor: Solid Waste; Animal Control; Planning/Building & Zoning; Elections; Accounting and Budgets; Purchasing; Attorney/Legal; Human Resources; and Veteran's Services will follow/comply with the Greene County Courthouse Annex Procedure, and are not required to perform jobs/duties during periods of adverse weather when a closure is announced unless otherwise directed by the Supervisor/Department Head or their designee. The County Mayor will inform/announce any adverse weather operations changes to the above listed department heads using the most immediate method of communication as soon as possible.

5. Other Departments/Divisions or Offices of Greene County: UT Extension; Greene County Health Department; Employee Health Clinic (Ballad Health) will follow/comply with Greene County Courthouse Annex Procedure and are not required to perform jobs/duties during periods of adverse weather unless otherwise directed by their Supervisor/Department Head or their designee. The County Mayor will inform/announce any adverse weather operations changes to the above listed department heads using the most immediate method of communication as soon as possible.

7.2 Workers Compensation

If you are injured on the job, you will be paid by the county for the remainder of the workday in which the injury takes place. If you are hospitalized on the day of the injury, or if you are required to miss work to recover from the injury, you will receive no further wages, but may receive benefits through worker's compensation. If your injury requires an absence of less than fourteen (14) working days, you may be permitted to use accrued sick leave, vacation or personal days to receive compensation for the first seven (7) days. If your injury requires you to be absent from work for fourteen (14) days or more, worker's compensation benefits may be paid retroactively to the first day missed. For this reason, you will not receive compensation for the first seven (7) days until after it is determined whether worker's compensation benefits will be available. You are not permitted to receive vacation, sick or personal leave while receiving worker's compensation benefits. If you are injured on the job and require non-emergency medical treatment, please see your supervisor for the proper course of action to pursue.

The County will not be responsible for payment of worker's compensation benefits for an injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties with the County. Attempting to collect workers compensation benefits for injuries that do not occur on the job and/or artificially inflating the value of a legitimate claim is considered fraud and is a violation of the law. Employees who fraudulently attempt to obtain benefits will be subject to immediate discipline, up to and including termination, and may be subject to criminal prosecution. (Pursuant to T.C.A. Section 50-6-110(a)(6)(A) and T.C.A. Section 50-6-127)

7.3 DRIVING COUNTY OWNED VEHICLES

All employees who shall be engaged in the operation of a County owned vehicle, shall abide by the Tennessee State Law and shall wear Safety Belts when operating County owned vehicles. Exceptions may only apply to those who are "emerging from and reentering a vehicle at frequent intervals; and operating the vehicle at speeds not exceeding forty miles per hour; and a vehicle crossing a highway from one field to another if operated at less than fifteen miles per hour" as it pertains to the individual job duties. Pursuant to T.C.A. Section 55-9-603. All employees who might be engaged in the operation of a County owned vehicle or the operation of County owned equipment shall have their Motor Vehicle Records checked at the time they are being considered for employment. All employees who drive County owned vehicles may have their Motor Vehicle Records checked once a year by a designated party and these records will be kept on file in the employee's personnel file. These records will be available for use by the employee, department head or other authorized person when or if necessary. Violation of the motor vehicles safety rules of the State, County, and/or Department within the County is subject to immediate discipline, up to and including termination and may be subject to criminal prosecution. Non-employees of Greene County are not permitted in county vehicles with the exception of the following: inmates of the county jail, other persons on government business including employees of other governmental entities, spouses of

employees traveling to an event or conference. Any moving violations that may occur while operating a county vehicle is the financial responsibility of the individual operating the vehicle.

8.0 CODE OF ETHICS

Section 1. Definitions.

(1) "County" means Greene County, which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the county or an official of the county, and specifically including the county school board, the county election commission, the county health department, and utility districts in the county.

(2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the county,

(3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, a financial interest of the official or employee, or a financial interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters.

An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters.

An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose that interest, before the exercise of the discretion when possible. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of discretion in the matter.

Section 4. Acceptance of gifts and other things of value.

An official or employee, or an official's or employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the county:

(1) For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or

(2) That a reasonable person would understand was intended to influence the vote, official action, or judgment of the official or employee in executing county business.

It shall not be considered a violation of this policy for an official or employee to receive entertainment, food, refreshments, meals, favors, health screenings, amenities, foodstuffs, or beverages valued at \$100 or less per occasion or occurrence from any individual, partnership, corporation, business or entity provided same is not intended to adversely affect the judgment or decision making of such employee or official as it relates to the conduct of county business. However, the acceptance of any entertainment, food, etc. above described shall be limited to two occasions or occurrences from any individual or any related concern in any one calendar year.

Section 5. Ethics Complaints.

A County Ethics Committee (the "Ethics Committee") consisting of **eight** members shall be appointed to one-year terms by the County Mayor with confirmation by the county legislative body to be appointed each year at the same time as internal committees of the county legislative body, seven members of the committee shall be members of the county legislative body; and one member shall be a constitutional county officer or, should no constitutional county officer be willing to accept appointment, an additional member of the county legislative body shall be selected. The Ethics Committee shall convene as soon as practicable after their appointment and elect a chair and a secretary. The records of the Ethics Committee shall be maintained by the secretary and shall be filed in the office of the county clerk, where they shall be open to public inspection.

Questions and complaints regarding violations of this Code of Ethics or of any violation of state law governing ethical conduct should be **directed to any member of the Ethics Committee or County Attorney**. Complaints shall be in writing and signed by the person making the complaint, and shall set forth in reasonable detail the facts upon which the complaint is based.

The County Ethics Committee shall investigate any credible complaint against an official or employee charging any violation of this Code of Ethics, or may undertake an investigation on its own initiative when it acquires information indicating a possible violation, and make recommendations for action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall recuse himself or herself from all proceedings involving such complaint.

The Committee may:

(1) refer the matter to the County Attorney for a legal opinion and/or recommendation for action;

(2) in the case of an official, refer the matter to the county legislative body for possible public censure if the county legislative body finds such action warranted;

(3) in the case of an employee, refer the matter to the official responsible for supervision of the employee for possible disciplinary action if the official finds discipline warranted;

(4) in a case involving possible violation of state statutes, refer the matter to the district attorney for possible ouster or criminal prosecution;

(5) find the ethical complaint is without merit and take no further action;

Any action or decision by the Ethics Committee is subject to review by the full Greene County Legislative Body if said Body desires, said review must occur at a regularly scheduled meeting of the Greene County Commission and said review must occur within ninety (90) days of any formal action of the Ethics Committee. The Greene County Commission may affirm, modify, or reverse any action of the Ethics Committee by roll call vote of the Greene County Commission and such action of the Commission shall be recorded in the minutes of such Commission meeting.

The interpretation that "a reasonable person in the circumstances" would apply shall be used in interpreting and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the personnel or civil service provisions rather than as a violation of this Code of Ethics.

Section 6. Liability and Workers' Compensation Issues.

Generally, all issues concerning county government and functions of county government are open to the public. However, as part of its governing function, Greene County is called upon to defend liability, workers' compensation and other cases filed against Greene County or filed on behalf on Greene County. In those instances, when the general public is not necessarily privy to the particular facts and circumstances of each case, county commissioners and department heads,

(to the degree that their individual department is involved) generally are entitled to knowledge and information about pending litigation and actual filed litigation involving their department. That department heads, commissioners nor employees shall not disclose to the public any information concerning actual cases involving pending or actual litigation involving county government or any of its various departments, boards, or agencies without the expressed consent of the duly appointed Greene County Insurance Committee and/or County Attorney.

Section 7. Applicable State Laws.

In addition to the ethical principles set out in this Code of Ethics, state laws also provide a framework for the ethical behavior of county officials and employees in the performance of their duties. Officials and employees should familiarize themselves with the state laws applicable to their office or position and the performance of their duties. To the extent that an issue is addressed by state law (law of general application, public law of local application, local option

law, or private act), the provisions of that state law, to the extent they are more restrictive, shall control. Following is a brief summary of selected state laws concerning ethics in county government. For the full text of these statutes, see the Tennessee Code Annotated (T.C.A.) sections indicated.

Campaign finance - T.C.A. Title 2, Chapter 10. Part One (campaign financial disclosure requires candidates for public office to disclose contributions and contributors to their campaigns. Part Three (campaign contribution limits) limits the total amount of campaign contributions a candidate may receive from an individual and sets limits on the amount a candidate may receive in cash.

Conflict of interest - T.C.A. § 12-4-101 is the general conflict of interest statute that applies in all counties. It prohibits anyone who votes for, lets out, or in any manner supervises any work or contract from having a direct financial interest in that contract, purchase or work, and it requires disclosure of indirect financial interests by public acknowledgment.

Conflict of interest - T.C.A. § 49-6-2003 applies to the department of education in all counties and prohibits direct and indirect conflicts of interest in the sale of supplies for use in public schools.

Conflict of interest - T.C.A. § 5-1-125 applies in all counties and prohibits county officials and employees from purchasing surplus county property except where it is sold by public bid.

Conflict of interest - T.C.A. § 54-7-203 applies in all counties that are governed by the County Uniform Highway Law. It prohibits officials and employees in the highway department and members of the county legislative body from having any personal interest in purchases of supplies, materials, machinery, and equipment for the highway department.

Conflict of interest - T.C.A. § 5-14-114 applies in counties that have adopted the County Purchasing Law of 1957. It prohibits the purchasing agent, members of the purchasing commission, and all county officials from having any financial or other personal beneficial interest in any contract or purchase of goods or services for any department or agency of the county.

Conflict of interest - T.C.A. § 5-21-121 applies in counties that have adopted the County Financial Management System of 1981. It prohibits all county officials and employees from having any financial or other personal beneficial interest in the purchase of any supplies, materials or equipment for the county.

Page 4.

Conflict of interest - T.C.A. §§ 5-5-102 and 12-4-101 govern disclosures and abstentions voting due to conflicts of interest of members of county legislative bodies.

Conflict of interest disclosure statements - T.C.A. § 8-50-501 and the following sections require candidates and appointees to local public offices to file a disclosure statement with the state services provided, bankruptcies, certain loans, and other information, and to keep these statements up to date.

Gifts - T.C.A. § 5-14-114 applies in counties that have adopted the County Purchasing Law of 1957. It prohibits the purchasing agent, members of the purchasing commission, and all county officials from receiving anything of value, directly or indirectly, from anyone who may have or obtain a contract or purchase order with the county,

Gifts - T.C.A. § 5-21-121 applies in counties that have adopted the County Financial Management System of 1981. It prohibits the finance director, purchasing agent, and employees in those departments from accepting anything of value, directly or indirectly, from anyone who furnishes supplies, materials or equipment to the county.

Honoraria - T.C.A. § 2-10-116 prohibits elected officials from accepting an honorarium (including money or anything of value, but not including reimbursement for actual expenses) for an appearance, speech, or article in their official capacity.

Private use of public property - T.C.A. § 54-7-202 applies in counties that are governed by the County Uniform Highway Law. It prohibits the private use of equipment, rock, and other highway materials.

Court sales - T.C.A. § 39-16-405 prohibits judges, clerks of court, court officers, and employees of court, from bidding on or purchasing any property sold through the court for which such person discharges official duties.

Rules of the Supreme Court - Rule 10, Cannon 5 (Code of Judicial Conduct) establishes ethical rules for judges and other court personnel when exercising judicial functions.

Fee statutes - T.C.A. §§ 8-21-101, 8-21-102, and 8-21-103 set out circumstances where fees are authorized, prohibit officials from requiring payment of fees in advance of performance of services except where specifically authorized, and set penalties for charging excessive or unauthorized fees.

Consulting fee prohibition for elected county officials — T.C.A. §§ 2-10-122 and 2-10-124 prohibit officials from receiving compensation for advising or assisting a person or entity in influencing county legislative or administrative action,

Crimes involving public officials - T.C.A. § 39-16-101 and the following sections prohibit bribery, soliciting unlawful compensation, and buying and selling in regard to offices.

Official misconduct - T.C.A. § 39-16-402 applies to public servants and candidates for office and prohibits unauthorized exercise official power, acting in an official capacity exceeding the servant's power, refusal to perform a duty imposed by law, violating a law relating to the servant's office or employment, and receiving a benefit not provided by law.

Official oppression - T.C.A. § 39-16-403 prohibits abuse of power by a public servant.
Bribery for votes - T.C.A. §§ 2-19-121, 2-19-126, and 2-19-127 prohibit bribery of voters in elections.

Misuse of official information - T.C.A. § 39-16-404 prohibits a public servant from attaining a benefit or aiding another person in attaining a benefit from information which was obtained in an official capacity and is not available to the public.

Ouster law - T.C.A. § 8-47-101 sets out conduct that is punishable by ouster from office, including misconduct in office and neglect of duty.

NOTICE

Any personnel policies governing county employees shall be subject to change at any time, and shall not give rise to any contractual rights between the county and its employees. T.C.A. § 5-23-106.

8.0 TENNESSEE CODE ANNOTATED 39-16-504

39-16-504 Destruction of and tampering with governmental records.

(a) It is unlawful for any person to:

- i. Knowingly make a false entry in, or false alteration of a governmental record:
- ii. Make, present, or use any record, document, or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
- iii. Intentionally and unlawfully destroy, conceal, remove, or otherwise impair the verity, legibility, or availability of a governmental record.

(b) Violation of this section is a Class A misdemeanor.

T.C.A. § 5-23-106. Personnel Policies:

Any personnel policies governing county employees shall be subject to change at any time, and shall not give rise to any contractual rights between the county and its employees

EMPLOYEE ACKNOWLEDGMENT

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with Greene County. I understand that I should consult the Human Resources Director regarding any part of the policies that I do not understand or any questions I may have about my employment with Greene County, which are not answered in the policies. The current policies will always be on file in the office of the Human Resources Director, and I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Human Resources Director. Although my employer will usually provide me with notice of changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supersede, modify, or eliminate any or all of the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules, and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Greene County voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, expressed or implied, and that any policy may be amended, revised, supplemented, rescinded, or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Greene County.

Employee Name (type or print)

Employee Signature

Date

NOTICE

Any personnel policies governing county employees shall be subject to change at any time, and shall not give rise to any contractual rights between the county and its employees

COMPENSATORY TIME AGREEMENT

In accordance with the Fair Labor Standards Act, Greene County has a policy of granting employees compensatory time off in lieu of compensation for time worked in excess of 40 hours in a workweek (or other permissible schedules for law enforcement, firefighters, and certain other employees). A copy of this policy is on file in the office of the Human Resources Director. I understand that compensatory time will be granted at time and one half for all time worked in excess of 40 hours worked (or other permissible work schedules). I further understand that accrued compensatory time may be used in accordance with county policy and applicable laws, rules and regulations of the U.S. Department of Labor. I voluntarily and knowingly agree to accept compensatory time off in lieu of cash compensation for the overtime work and to the use or accrued compensatory time off in accordance with the county's policy and the laws, rules and regulations of the U.S. Department of Labor.

Employee Signature

Date