

FOREWORD

EMPLOYERS OF WEAKLEY COUNTY GOVERNMENT

You are now a part of our County Government. The progress this county makes depends on our employees. We are glad you have chosen Weakley County to build your career and future.

You will want to know more about your job and your benefits. That is the purpose of this handbook -- to help you get acquainted with your employer; to briefly explain your benefits and what you should do to obtain them; and to prevent questions and problems before they arise.

It is to your advantage to read this handbook carefully and to keep it handy for future use. If, from time to time, some questions arise that are not covered in this handbook, feel free to ask your supervisor for assistance.

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BASIC OBJECTIVES

The purpose of these policies is to bring into the service of Weakley County the high degree of understanding, cooperation, efficiency, and unity which comes through systematic application of good procedures in personnel administration, and to provide a uniform policy for all employees, with all employees, with all the benefits such a program insures. The fundamental objectives of good personnel administration sought to be achieved by these policies are:

1. To promote and increase efficiency and responsiveness to the public and economy in Weakley County Government.
2. To provide fair and equal opportunity to all qualified citizens to enter Weakley County employment on the basis of demonstrated merit and fitness as ascertained through fair and practical methods of selection.
3. To develop a program of recruitment and advancement which will make Weakley County service attractive as a career and encourage each employee to render his/her best service.
4. To establish and promote high morale among Weakley County employees by providing good working relationship, a uniform personnel policy, opportunity for advancement, and consideration for employees needs and desires.

EQUAL OPPORTUNITY

It shall be the policy of Weakley County Government to assure fair treatment of applicats and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, or religious creed and with proper regard for their privacy and constitutional rights as citizens, Discrimination on the basis of age or sex or physical or mental disability shall be prohibited except where specific age, sex, or physical or mental requirements constitute a bona fide occupational qualification necessary for proper and efficient administration.

DEFINITIONS

As used in these policies and regulations, unless the context indicates otherwise:

ABSENCE WITH PAY means an absence from duty which has been approved by the department head, and for which compensation is received.

ABSENCE WITHOUT PAY means absence for which compensation is not paid.

ABSENCE WITHOUT LEAVE means absence from duty which was not authorized or approved and for which either a leave request was not made or such request was denied.

DEPARTMENT means a major functional unit of the County Government.

DEPARTMENT HEAD means a person appointed/elected in accordance with the Law and who is responsible for administering the functions of a department.

EMPLOYEE means any person working in the paid service of the County Government. (Also see full-time, permanemtn, part-time temporary, (seasonal) and probatiinn: employee under Definition of Employees).

HIRING AUTHORITY means that officer or body having authority under the laws of the county to make appointments to the positions.

HOLIDAY means one of those official dates which has been declared a holiday by the County Court. On these days all employees, with the exception of those required to maintain certain operations, sheriff's department, guards ets.), are excused from duty without charge to leave.

RESOLUTION NO. 1978-3 CONTINUED:

INJURY LEAVE means that leave which is granted to an employee injured in line of duty. (See workman's compensation).

LEAVE OF ABSENCE means the excused absence of an employee of a period of time during which he retains the right to return to his position.

OFFICIAL means any individual elected by the citizenry of Weakley County for the paid or the unpaid service of Weakley County.

OVERTIME means authorized time worked in excess of regular work-week.

PENSION means that monthly compensation received due to retirement from a county position based on service, age or disability.

PERFORMANCE means the way in which an employee executes his assigned duties and responsibilities. Performance is evaluated by the immediate supervisor.

POSITION means a group of current duties and responsibilities assigned or delegated by appropriate authority, requiring the services of a full-time or part-time employee.

POSITION DESCRIPTION means a detailed written description of the specific duties assigned to and performed.

PROBATIONARY EMPLOYEE (See definition of employee)

PROBATIONARY PERIOD means that designated period of time after an applicant is employed or an employee is promoted in which the employee is required to demonstrate his fitness for the position by the actual performance of the duties.

REGULAR EMPLOYEE (See definition of employee)

RESIGNATION means a separation from the county service at the request of the employee.

SEASONAL (temporary) EMPLOYEE (See definition of employee)

HOSPITAL LEAVE means in-patient hospitalization and recovery period.

DEFINITIONS OF EMPLOYEE

EMPLOYEE Any person working in the paid service of the County Government.

FULL-TIME EMPLOYEE Any person working full time who was appointed/hired elected into a regular position which requires a normal work week and any additional time required to fulfill the duties of the position he/she holds.

PERMANENT EMPLOYEE Any person hired/appointed into a regular job who in full time capacity has completed a six months probationary period of successful work.

PART-TIME EMPLOYEE Any person who is normally assigned to work less than a normal work week but is employed for a minimum of six (6) consecutive months in a twelve (12) month period.

TEMPORARY (Seasonal) Any person who in a given calendar year works less than six calendar months, or who is employed to work full time for a fixed period of time which does not exceed six calendar months at a time, or who is engaged for a specific project involving a period of time of more than six (6) months.

PROBATIONARY EMPLOYEE Any person hired or appointed who in a full time job capacity has not completed a six (6) month period of successful performance of work.

RESOLUTION NO. 1978-3 CONTINUED:PROBATIONARY PERIOD

Each new county employee who has been appointed to a permanent position is required to serve a probationary period of at least six (6) months. This does not apply to trainees, who begin the probationary period at the end of the training period.

During your probationary period, your Department Head and/or Supervisor will provide training assistance and close supervision to aid you in becoming thoroughly familiar with your duties and responsibilities. Your attitude toward your work, and coworkers, the quality of your work, and your willingness to assume responsibility will be carefully observed. During your probationary period, a supervisor can determine your ability. This period of time also gives you the opportunity to decide whether you wish to continue your service for county government.

Probationary employees will not earn hospital leave and vacation days during the probationary period; however, upon becoming a regular Weakley County Employee, probationary time will be credited toward fringe benefits.

Department Heads and/or Supervisors will not approve unemployment compensation for any employee not completing probationary period.

CONDUCT AND PERSONAL RESPONSIBILITYCOURTESY

You have been employed to serve the public in a courteous, impartial, and efficient manner. Citizens will evaluate you and your performance whenever they do business with you.

The impression you make on people depends on the way you treat them and this in turn affects their impression of public employees in general. Since the people of Weakley County are your employer, polite, courteous service should always be rendered whether you are answering criticism or a request for information.

REPORTING FOR WORK

If you are going to be late getting to work or absent because of illness of some unforeseen circumstance notify your immediate Department Head and/or Supervisor as soon as possible. It is advisable to talk to your supervisor personally by phone. (See attendance, punctuality, records).

RESIGNATION COURTESIDE

Weakley County Government naturally would regret the loss of a conscientious and competent employee, but we realize that all employees will not be with the County from initial employment to retirement. When leaving, however, every attempt should be made to give your Department Head and/or Supervisor at least two (2) to three (3) weeks advance notice in order to allow him to secure and train a replacement.

HOUSEKEEPING

Typewriters, adding machines and other equipment should be covered before leaving for the day. Care in handling equipment will help avoid unnecessary losses.

Whether you work in an office or in the field, the way you handle and maintain the equipment assigned to you reflects the quality of your work in general, and it certainly has a bearing on the opinions formed by the general public.

TELEPHONE USAGE

Proper telephone procedures give people the feeling that you are interested in serving them, that you are friendly, helpful and considerate. From the moment you lift a telephone receiver, you are creating an impression for or against your department.

TELEPHONE USAGE

## Telephone Tips:

1. Answer promptly
2. Identify yourself
3. Transfer call properly
4. Speak distinctly
5. Hang up gently

APPROPRIATE ATTIRE

Attire is a matter of personal choice within a broad range of contemporary and acceptable standards.

However, an important aspect of the County's public image is conveyed in your personal appearance as people tend to judge you and any organization you may represent by your appearance. Employees are encouraged to dress in a manner that creates a good impression on the people we serve.

COUNTY PROPERTY

Personal usage of county owned property is strictly prohibited. Violations may result in disciplinary action taken by your Department Head and/or Supervisor.

REGULATION HOURS, ATTENDANCE AND HOLIDAYS

ABSENCE:

An Employee who fails to report to work shall be required to notify his department head or authorized person immediately stating reason for absence.

ATTENDANCE, PUNCTUALITY, RECORDS:

Employees shall be at their places of work in accordance with established working hours. Regular attendance and punctuality are essential if we are to accomplish the objectives of providing efficient services to the public. If you are unable to arrive at work on time, either notify your Department Head and/or Supervisor or make arrangements for someone else to contact him no later than one hour prior to work time.

AUTHORIZED WORKING HOURS:

Business hours for all offices in all departments and/or agencies are as follows:

Monday through Friday -- Open 8:00 A. M. -- Close 4:00 P.M.  
 Saturday -- Open 8:00 A. M. -- Close 12:00 Noon

HOLIDAYS:

Because of the variety of county services, all county employees may not observe holidays on the same day. If your schedule requires a deviation from the holiday schedule, your supervisor will tell you about it.

The Authorized Holidays Are:

New Years' Day	-----	January 1
Independence Day	-----	July 4
Labor Day	-----	First Monday in September
Veteran' Day	-----	November 11
Thanksgiving Day	-----	Fourth Thursday in November
Christmans	-----	(3) Three Days to be designated by County Judge and/or Executive. Christmen Holidays will be designated during the first month of the year.

One additional Holiday as authorized by Department Head or Supervisor.

HOLIDAYS WITHIN VACATION PERIOD:

When an authorized holiday falls within a employee's vacation period, an additional day of vacation shall be included.

PAY PROCEDURES

The Department of Weakley County have different pay days. You will be informed by your Department head and/or Supervisor of your specific pay day.

Checks may be obtained only at authroized disbursement time.

REINSTATEMENT AND GRIEVANCE POLICIES

FOLLOWING LAYOFF:

A person who was laid off, including a former temporary employee separated upon completion of duties, may be recalled to work at any time, provided the person remains qualified to perform the duties of the position.

RESOLUTION NO. # 1978-3 CONTINUED:FOLLOWING MEDICAL SEPARATION:

A perso who was separated fro incapacity due to mental or physical disorders may be (but is not required to be) reinstated in the person (s) former type of position following separation; provided the reason for the incapacity has been removed to the satisfaction of the hiring authority, and the reinstatement would be in the best interest of the County.

FOLLOWING REMOVAL:

A person who was removed from the employment of the county may be (but is not required to be) reinstated, if in the opinion of the hiring atuhority the cause of the removal no longer exists, the person remains qualified to perform the duties of the position, the reinstatement would be in the best interest of the County.

VETERANS:

A former regular employee who left the county service in good standing to enter the active military service and who completed under honorable conditions a term of service of not more than for (4) years may be reinstated to the person's former type of position upon application within ninety (90) days of release, provided the person remains qualified to perform the duties of the position, and the reinstatement would be in the best interest of the County.

GRIEVANCE POLICY:

Any grievance will be presented to Department Head and/or Supervisor in writing. Any grievance not satisfied may be appealed to proper Boards or Committees.

SAFETY POLICIES

No job is completely free of hazard, therefore, safety is an important aspect of employment to you and the County. Accidents cost the Countymoney through man-hours lost from work; also, accidents can result in serious harm to the employee.

Weakley County has established a job safety and health protection program for its employees. Under this plan the county is responsible for providing safe and healthful working conditions at all work stations.

However, employees also have responsiblility to comply with OSHA standards and rules, regulations, and orders issued pursuant to the program.

All injuries or accidents, no matter how minor, whether it be an employee or visitor, must be reported at once to the department head. In compliacne with the Tennessee Occupational Safety and Health Act of 1972, the TOSHA form 101-PS is to be filledout by the supervisor or department head within twenty-four (24) hours of an accident. One copy is to be retained in the department and one copy forwarded to the OSHA/ Personnel Director. TOSHA and OSHA forms 100, 102 have been provided to all departments; additional forms may be obtained by contacting the OSHA/Personnel Director.

All employees should cooperate in helping prevent injury to themselves, other employees, and visitors by observ ing the following rules:

1. Keep informed on fire rules, know the location of fire extinguishers and your duties in case of Fire. Fire extinguishers will be rprovided in all County buildings and vehicles.
2. Stay informed concerning first aid treatment,
3. Avoid accidents by eliminating hazards.
4. Never operate electrical equipment with wet hands.
5. Report to your department head or safety officer any unsafe conditions such as:
  - a. Wet or slippery floors.
  - b. Equipment left in hall or walks.
  - c. Use of defective equipment.
  - d. Use of combustible materials near open flame.

ADDITIONAL SAFETY RULES:

1. All accidents and/or injuries must be reported immediately to your supervisor. Failure to report may result in your termination.
2. Fighting, horseplay, intoxication or being under the influence of alcohol or narcotics while on duty are strictly prohibited. Violations may result in your termination.
3. Good housekeeping practices must be maintained on County Property.
4. All tools, equipment and machinery shall be used and/or operated only by authorized personnel or as directed by supervisor.

5. Any damage to County property must be reported immediately.
6. No one except authorized personnel may repair, adjust, or alter machinery or electrical equipment.
7. The prescribed clothing and safety equipment must be worn at all times for the work being performed.
8. All safety signs must be obeyed.

FIRST AID

First Aid equipment will be provided in all county buildings and equipment. Department Heads and/or Supervisors in each building will designate first aid area and appoint an individual responsible for area and supplies.

LEAVE POLICIES

VACATION LEAVE:

Vacation leave will be earned (and will accumulate if unused) at the rate of one (1) day per month worked. Beginning employees will accumulate one-half (1/2) day per month worked for the first twenty-four (24) months. Vacation leave may not be accumulated to a maximum of twenty-five (25) days. Any vacation time accumulated over the maximum will be lost and the employee will not be compensated for the same.

VACATION ASSIGNMENTS:

Vacation may be taken any time during the year with the approval of the department head. The department head will endeavor to schedule vacation for the convenience of the employee, but the needs of the department must be the controlling factor.

VACATION PAY:

Pay checks for vacation periods shall be computed on the regular payroll day and will be available for employee at the normal time and place. No. Checks will be issued in advance for vacations.

HOSPITAL LEAVE:

Department Heads and/or Supervisors may authorize up to 20 days hospitalization and may authorize up to 10 days recovery time.

Sick leave is earned at the rate of one (1) day per month (12 days per year). There is no maximum accumulation for sick leave credits. Accumulated sick leave has no value except for the purpose granted, and the event of retirement or separation, all unused sick leave shall be forfeited. Upon return from three (3) days illness, employee shall have physician's statement verifying illness.

VACATION LEAVE:

County employees who are considered regular employees but who work less than 40 hours a week will earn leave as follows:

<u>HOURS WORKED PER WEEK</u>	Leave Earned	
	Less Than 24 Month Service	Over 24 Month Service
35-40	1/2 day	1 Day
25 - 35	1/4 Day	1/2 Day
20-25	1/8 Day	1/4 Day
Less than 20 hours	0	0

PERSONAL LEAVE:

An employee, at the discretion of the Department Head, may be granted a maximum of three (3) days per year personal leave without pay. Department heads shall be responsible to report to the payroll clerk and/or appropriate person in charging the number of days to be deducted.

All officers and employees of the state, or any department or agency thereof, or of any county municipality, school district, or other political subdivision, and all other public employees of this state who are, or may become members of any reserve component of the armed forces of the United States, including members of the Tennessee Army and Air National Guard, shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave or vacation, impairment of efficiency rating, or any other rights or benefits to which they are engaged in the performance of duty or training in the service of this state, or of the United States, under competent orders provided, that an officer or employee which on such leave shall be paid his salary or compensation for a period or periods, not exceeding fifteen (15) working days, in any one (1) calendar year, plus such additional days as may result from any call to active duty pursuant to Tennessee Code Annotated 7-106. The military leave herein provided shall be unaffected by date of employment or length of service and shall have no effect on other leaves provided by law, regulation, policy or practice.  
(Tennessee Code Annotated, Sec. 8-3310).

CIVIL LEAVE:

Employee may be granted a leave of absence without loss of pay when subpoenaed or directed by proper authority to appear when:

1. Performing jury duty.
2. Appearance before a court, public body or commission as a witness without personal interest in the litigation.
3. If released from either of the above during working hours, employee is expected to return to work.

An employee will receive the difference between his/her normal County pay and his jury duty pay. Notice shall be given to the Department Head.

Vacation leave will be charged if employee is involved in private litigation. All compensation of fees received for this service shall be retained by employee.

SPECIAL LEAVE:

A special leave with pay may be granted to the Department Head to attend special conference, conventions, or short schools, or to visit other counties or cities in the interest of Weakley County Government.

DEATH IN IMMEDIATE FAMILY:

In the case of death in the employee's immediate family, he will be given 3 days leave which will not be charged to vacation leave. Immediate family is defined to mean Husband, wife, parent, mother and father-in-law, brother, sister, children of employee, brother and sister-in-law and grandparents.

FRINGE BENEFITS

Workmen's Compensation

Retirement

Unemployment

Cost sharing group hospitalization, surgical and life insurance is being developed for fiscal year 78-79 budget.

CONCLUSION

If you have read this booklet, you will have a better understanding of your County Government, what you can expect as a County employee and what your County expects of you as an employee.

Space does not permit a detailed discussion on all matters, however, remember your supervisor will always be glad to assist you. If something is troubling you, go to your Supervisor without delay.

In conclusion, we, all employees and officials of the Weakley County Government say, "WELCOM". We want to make this the best job you ever had, and it is hoped you will do your best for the benefit of the citizens of Weakley County, whom you serve.

Pursuant to the rules of the court, this resolution is sponsored by the following members of the Weakley County Quarterly Court:

/S/ Wesley Perkins

/S/ T. H. Farmer III

Approved:

/S/ Larry W. Taylor

Chairman Personnel Committee

Motion made by Esquire Joe White that the foregoing and hereto attached resolution be approved, motion seconded by Esquire P. A. Bell. Upon being put to a voice vote, motion carried.

ATTESTED TO:

/S/ James T. Omer

James T. Omer  
County Court Clerk

/S/ Charles T. Butts

Charles T. Butts  
County Judge