



PERSONNEL
POLICY HANDBOOK
FOR EMPLOYEES
OF GILES COUNTY

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INTRODUCTION

Welcome and congratulations on becoming an employee of the Giles County Government. Giles County recognizes the need for standardization of its personnel policies throughout the various departments of County government. This Handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibility and general personnel practices. This Handbook is intended for all Giles County Government employees. This copy is yours to keep.

Nothing in this Handbook creates a contract of employment with Giles County. Employment at Giles County is on an "at will" basis. Both the employee and Giles County have the right to terminate the employment relationship at any time with or without cause. 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 employee-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer but will not violate federal or state labor laws. Nothing contained in this Handbook, or any other documents or materials provided to the employee in conjunction with their employment, shall alter or be construed to alter their "at will" status or the County's right to change the terms and conditions of employment. Statements of specific grounds for disciplinary action and/or termination are not all inclusive and are not intended to alter any employee's "at will" status.

The policies outlined in this Handbook are guidelines only. Giles County reserves the right to unilaterally revise, rescind or modify the policies, procedures, benefits described in this manual at any time, for any reason, and without prior notice. The County will notify employees when a change in policy or procedure has been made.

SECTION 1. DEFINITION OF TERMS

1.1 EMPLOYER - Giles County, being a government entity acting as employer for all elected and/or appointed officials and County employees.

1.2 FULL TIME EMPLOYEE - Any employee scheduled to work thirty (30) or more hours every week and/or a minimum of one thousand five hundred and sixty hours (1,560) hours per calendar year.

1.3 PART TIME EMPLOYEE - Any employee scheduled to work **less** than thirty (30) hours per week. Part-time employees are not entitled to receive any benefits set out in the policies of Giles County, except to the extent required by law or where expressly and specifically provided otherwise. Any employee who works an average of thirty (30) hours per week is eligible to enroll in the County's group health insurance policy. These policies are not intended to establish paid leave of any kind for part-time employees. The pay for part-time employees will be determined by each department head.

1.4 PART TIME EMPLOYEE WITH REGULAR WORK SCHEDULE - Any employee who is scheduled to work every week of the year but works less than thirty (30) hours per week and/or a maximum of one thousand five hundred and eight hours (1,508) hours per year.

1.5 DEPARTMENT HEAD – SALARY EXEMPT- The following officials are considered Department Heads.

County Executive
County Court Clerk
Clerk and Master
Circuit Court Clerk
Emergency Services Director
Financial Management Director
General Sessions Judge
Highway Superintendent
Register of Deeds
Sheriff
Tax Assessor
Trustee

1.5a SUPERVISORS – SALARY EXEMPT

Administrator of Elections
EMS Chief
Human Resources Manager
OEM Chief
Solid Waste Director
Animal Shelter Supervisor
Deputy Financial Management Director

1.5b SUPERVISORS – SALARY NON-EXEMPT

Janitorial Supervisor
Archives Director
Veterans Officer

OFFICE HOURS

Annex and Courthouse operating hours are 8:00 a.m. - 4:00 p.m. Monday-Friday; being a 35-hour work week but will be paid for 40 hours and the hourly rate is calculated at a 40-hour work week; however, overtime and /or comp time will not begin until the employee exceeds 40 worked hours. The (1) hour lunch period is unpaid. (See Breaks and Lunch Break in 3.2 of the handbook). Department Heads have the authority to schedule the working hours for employees in their department depending upon the needs of the department.

SECTION 2. HIRING

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." Either Giles County or the employee can terminate the employment relationship at any time, with or without cause, and with or without notice. The employment "at will" relationship is in effect regardless of any other written statements or policies contained in this manual, in any other Giles County documents or in any verbal statements to the contrary; and 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.

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

In accordance with state and federal law, Giles County provides equal employment opportunity for everyone regardless of age (40 and over), sex (including pregnancy), color, creed, race, national origin, religion, disability, genetic information, or veteran's status. This policy applies to all terms and conditions of employment, including, but not limited to, the following:

- Recruitment, hiring, placement, transfer, promotion, and demotion.
- Training, development, and educational assistance.
- Compensation and benefits.
- Educational, social, and recreational programs.
- Discipline.
- Termination of employment.

Employment decisions, subject to the legitimate business requirements of Giles County, are based solely on the individual's qualifications, merit, and performance.

In addition, the County will not tolerate prohibited discrimination or harassment on the basis of sex (including pregnancy), age (40 and over), race,

disability, color, creed, religion, national origin, genetic information, veteran's status, or any other protected status listed above, and will follow the Anti-Discrimination / Anti-Harassment / Sex Harassment policy contained in this handbook. If you believe you have been discriminated against or harassed, please follow the reporting procedure outlined in Section 3.15, Anti-Discrimination / Anti- Harassment / Sexual Harassment policy.

2.2 APPLICATION FOR EMPLOYMENT

Applicants for employment with Giles County may complete an employment application when job posting/s become available.

2.3 INTERNAL JOB POSTING / PROMOTIONS / TRANSFERS

As vacancies occur and/or new positions are created, every effort will be made to promote qualified employees from lower classification positions. Employees who wish to apply for a promotion to an announced job opening should submit an updated application to his or her Department Head.

Job transfers to another department are at the discretion of the Department Head. When an employee accepts a transfer to another County department, any unused accrued sick or vacation time will be transferred. It is the responsibility of the Department Head who hires and accepts the transfer of the employee to make sure their budget will accept the total hours of sick and/or unused vacation days. Vacation days will not be paid to the transferring employee in lieu of days off. Unused vacation days are only paid when an employee is terminated from employment (whether voluntary or involuntary – see section 4.8 for maximum pay out limits) with Giles County.

2.4 FINGERPRINTING AND BACKGROUND CHECKS

Pursuant to Tenn. Code Ann. § 5-1-126, Giles County will require applicants, prior to employment with the county, to agree to the release of investigative records to the county for the purpose of verifying the accuracy of criminal violation information contained on an employment application and supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI). In addition, to the extent permitted by federal law, and at the discretion of the county, a check of such prints may be made against records maintained by the Federal Bureau of Investigation (FBI). A pre-employment drug screening will be required.

2.5 EMPLOYMENT ELIGIBILITY VERIFICATION

Newly hired employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. Section 1 should never be completed before the employee has accepted a job offer.

2.6 EMPLOYMENT OF RELATIVES (NEPOTISM POLICY)

Giles County will consider, for employment, qualified candidates who may or may not be related to employees. It also seeks to avoid the perception of favoritism, conflict in loyalty, discrimination, the appearance of impropriety, and conflicts of interest.

Giles County prohibits any employees who are family members from working in the same chain of command whether it be through direct or indirect supervision, authority, or control. Employees are required to disclose changes in their personal situations, which may be covered under this policy.

SECTION 3. CONDITIONS OF EMPLOYMENT

3.1 DRESS CODE

Employees contribute to the corporate culture and reputation of Giles County in the way they present themselves. A professional appearance is essential to a favorable impression with the community. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such people. Department Heads may exercise their discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change.

Some basic essentials of appropriate dress include the need for clothing to be neat and clean. A reasonable standard of dress **excludes** tight or short pants, tank tops, halter-tops or any extreme dress, accessory, fragrances, facial piercings, or unnatural hair colors, or provocative political statements. It is impossible and undesirable to define an absolute code for appropriate attire. During business hours, it is expected that everyone will have a clean and neat appearance and will be dressed according to the requirements of their position, as may be suggested, or directed by the Department Head or supervisor.

3.2 BREAKS AND LUNCH TIME

Employees may take one (1) ten (10) minute break period, during the morning and one (1) ten (10) minute break during the afternoon, and still receive regular pay during this time but are not permitted to leave the premises as this is a paid break. The time in which the employee takes a break will be left up to the discretion of the employee's supervisor or department head.

Employees may take a lunch break not to exceed one hour unless preapproved by the supervisor/department head. No set time will be provided as to when the

employee will take their lunch break but will be left up to the discretion of the employee's supervisor or department head. Lunch breaks are not work time for which the employee is paid. Employees shall be completely relieved of all work duties during their lunch break and will last no less than the law requires (30-minute rest period). Non-clerical Sheriff's Department employees cannot be guaranteed a one-hour lunch break; therefore, they will be paid for the entire shift.

3.3 PERSONNEL FILES

All personnel files will be kept in the Human Resources Manager's office in a secured cabinet. An employee may inspect any or all of his/her personnel files. An individualized personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the employer any change in the information that they have previously provided. Providing false information is a misdemeanor under T.C.A. § 39-16-504.

At the employee's request, arrangements are made for him or her to review the file in the Human Resources Manager's office. Benefits information will be kept in a file separate from other information and will be held in a secured file in the Human Resources Manager's office. Payroll records are kept in the Human Resources office and are separate from the personnel file. You may see information kept in your payroll file, and you may request and receive copies thereof. Sheriff's Department employee personnel, and training files, as well as employee psychological reports, will be maintained in a secure office at the Sheriff's Department.

3.4 STANDARDS OF CONDUCT

Employees are expected to always act professionally, demonstrating a positive attitude, respect for co-workers and the public. Misconduct and/or insubordination are grounds for corrective (disciplinary) action up to and including termination. Depending on the severity of the infraction, the level of corrective action is at the discretion of the Department Head and depends upon the seriousness of the offense, the employees work record, and other relevant information.

The following are examples of acts that may warrant corrective action. This list is not all inclusive and shall not limit a Department Head's discretion in cases of corrective action concerns:

1. Inefficiency in the performance of duties.
2. Incompetency in the performance of duties after effective training has been completed;
3. Negligence in the performance of duties;
4. Work-related misconduct;
5. Careless or improper use of County property or equipment;

6. Failure to maintain satisfactory and harmonious working relationships with the public and fellow employees;
7. Habitual and improper use of sick leave;
8. Habitual pattern of failure to report for duty at the assigned time and place;
9. Failure to obtain or maintain a current license or certificate or other qualification required by law or rule as a condition of continued employment;
10. Conviction of a felony while employed by the County;
11. Willful abuse or misappropriation of County funds, property, or equipment;
12. Falsification of an official document;
13. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the County or any other segment of County service or that would interfere with the ability of the department head to manage;
14. Trespassing on the property of any County employee for the purpose of harassment;
15. Theft, damage, or destruction of County property;
16. Acts that would endanger lives and/or property of others;
17. Private possession of unauthorized firearms, lethal weapons, alcohol, or illegal drugs on the job;
18. Excessive force or deliberate indifference in the performance of duties;
19. Reporting to work under the influence of alcohol or illegal drugs, or partaking of such on the job;
20. Sleeping or failure to remain alert during duty hours;
21. Unauthorized disclosure of confidential information, e.g., protected personal data, HIPPA, Financial Management, electoral information, protected records pertaining to the courts, law enforcement and all other sensitive material.
22. Conduct unbecoming of a county employee;
23. Failure to follow the chain of command protocol and/or undermining the authority of a department head.

If you have direct or indirect knowledge of any suspected illegal, improper, wasteful, or fraudulent activity involving an employee with Giles County, you must immediately report such activities to your supervisor, department head, or the County Mayor. Failure to report such activity may lead to disciplinary action up to and including termination.

3.5 PROGRESSIVE DISCIPLINE

In cases where an employee displays inappropriate conduct or poor performance, and the activity does not call for automatic dismissal – Giles County may or may not follow a progressive discipline process. This is a system that consists of corrective action, documentation, adverse action, and dismissal.

The three steps of progressive discipline include:

Verbal Warning. A Department Head may issue a verbal warning to an employee for unacceptable conduct or performance of duties. The verbal warning will be documented, and the Department Head will provide the employee with a copy of the written documentation (original will be placed in the employee's personnel folder), the date of discussion, and other necessary information regarding expectations for improvement.

Written Warning. A Department Head may issue a written warning to an employee for unacceptable conduct or performance of duties. The Department Head must provide the employee with written documentation that identifies the document as a written warning. The written warning documents, the date of the discussion, and other necessary information regarding expectations for improvement. A copy of the written warning shall be placed in the employee's personnel file.

Adverse Action. If repeated attempts at corrective action fail to produce satisfactory results, the employee will be subject to some form of adverse action. The term adverse action means an action involving either suspension, demotion, or dismissal. Before the action becomes effective, the supervisor must obtain the approval from the Department Head or the County Mayor.

- **Paid Administrative Leave.** To be utilized only in cases where an employee's actions are being investigated internally or externally with regard to serious accusations. Paid administrative leave will be utilized to allow the Department Head to reach a conclusion and shall not exceed one pay period.
- **Suspension without pay.** An employee may be suspended by his or her Department Head for unacceptable conduct or performance of duties.
- **Transfer or Demotion.** An employee may be transferred or demoted if the Department Head determines that the employee's ability to satisfactorily perform the required duties of the position is beyond the capabilities of the employee, or the employee has been compromised by conduct that renders the employee ineffective in his or her position.
- **Termination.** An employee may be dismissed when unacceptable conduct occurs or when the progressive corrective action process has been followed and presented to the employee through means of documented corrective actions and very little to no improvement has been made by the employee. All terminations will be reviewed by the Human Resources Manager prior to being presented to the employee.

Department heads are responsible for maintaining the proper job performance level, conduct and discipline of the employees under their supervision. When progressive discipline is necessary, the department head should

administer progressive discipline appropriate for the infraction, conduct or performance, as determined by the department head with guidance from the Human Resources department. All corrective actions will remain active for a 12-month period at which time, and with satisfactory improvement of the infraction, will go into a non-active status.

3.6 ATTENDANCE

Inherent in each position is the need and expectation for regular, consistent attendance. Employees are expected to arrive at their work sites and begin their tasks no later than the start of their work schedules. Punctuality and regular attendance during scheduled work periods are requirements for continued employment with Giles County. An employee's specific work schedule, including days off, break periods, and meal periods is determined by his or her immediate supervisor based on department needs. An employee is required to notify his/her supervisor as soon as possible to the beginning of the working shift that he or she (or a family member) is ill or, in rare cases, will be absent from work due to another serious, unforeseen situation. If the supervisor is not available, the Department Head should be notified unless the supervisor has designated someone else to be notified. The supervisor must be contacted each day the employee is absent except when the duration is known in advance. An employee is expected to speak with the supervisor directly whenever possible rather than leave a voice mail, email, or text to notify him/her of an absence.

If an employee is sick for five (5) consecutive days, hospitalized or has/had surgery, a doctor's release to return to work will be required. Excessive absenteeism happens when an employee has three (3) or more unexcused absences within ninety (90) consecutive days. If an employee fails to give notice of an absence, the employee will be placed in a "no call no show" status. If the employee has not contacted their supervisor or Department Head and has not reported to work within twenty-four (24) hours following the initial no call no show event, the employee will be terminated.

All unexcused absences which warrant disciplinary action will follow the corrective action process and will remain active for 180 days. A copy of the corrective action will be given to the employee; the original corrective action will be placed in the employee's personnel file.

- 1) First occurrence - Verbal Warning (documented)
- 2) Second occurrence – Written Warning
- 3) Third occurrence – Final Warning
- 4) Fourth occurrence – Termination

Definition of an unexcused absence: any absence that was not previously approved by the supervisor or Department Head.

3.7 LATE ARRIVAL

Occasionally, a situation arises that delays an employee's arrival at work. Except in the case of an emergency, it is the employee's responsibility to notify his or her supervisor in advance of the start of the workday regarding a late arrival. If the supervisor is not available, the Department Head's preference for notification procedures should be followed. It is expected that instances of late arrival are rare. It is also expected the time missed due to a late arrival is made up the same day. If not, it is charged to the employee's vacation or is unpaid. Repeated, frequent occurrences of tardiness, without prior notification to the supervisor, or Department Head, may result

3.8 COUNTY-OWNED VEHICLES

Department Heads may authorize an employee to operate a Giles County-owned vehicle for County business purposes only. If you are authorized to use a County-owned vehicle for County business, you must adhere to the following rules:

- 1) All authorized employees must be a licensed driver and maintain a safe driving record.
- 2) All authorized employees will not allow persons unauthorized by the County to operate the vehicle.
- 3) All authorized employees will be responsible for following all vehicle recommended maintenance schedules.
- 4) All authorized employees will be responsible for paying any moving or parking violations.
- 5) All authorized employees will be responsible for always keeping the vehicle clean and vacuumed as often as necessary.
- 6) All authorized employees who operate a County-owned vehicle are only authorized for County business purposes only and must drive in a safe/lawful manner.
- 7) All authorized employees who operate a County-owned vehicle while under the influence of drugs or alcohol will be immediately terminated due to violation of the County Governments drug free workplace policy.

3.9 PERSONAL USE OF COUNTY-OWNED VEHICLES

Personal use of County-owned vehicles will be subject to IRS reporting, except for emergency vehicles, which are exempt. Sheriff's Department employees are assigned vehicles, and at times required to be in them for extended periods of time. Limited personal use of the county vehicle is authorized for "on-duty" law enforcement and first responder personnel.

3.10 CELLULAR TELEPHONE USAGE

County-owned cellular telephones may be used for business or duty-related emergencies and critical situations, for necessary communication while traveling, and for occasional ordinary business when other means of communication are unavailable or unsuitable to the circumstances. Cellular telephones are not to be used as a means to

conduct day-to-day business unless specified by your Department Head.

County-owned cell phones should not be used for personal business. All airtime on cellular telephones is the property of Giles County. The appropriate Department Head must authorize the purchase and use of a cellular telephone. County-owned cellular telephones must be turned into the appropriate department upon separation of employment with Giles County.

3.11 E-MAIL AND INTERNET USAGE

Giles County computers are available for County business purposes only. Giles County understands that employees may from time to time engage in personal use of the internet during lunch and break time. However, the employee's use must not affect or interfere with the employee's performance of his or her job, constitute conduct that is inappropriate for the workplace, compromise the County's interests, result in added expense to the County, or otherwise impair operations of the County's computer systems in any way. Additionally, under no circumstances may Giles County computers or other electronic equipment be used to obtain, view, or reach any pornographic or otherwise immoral or offensive Internet sites. Doing so can lead to corrective action up to and including termination of employment.

E-mail should be used for County business only. Confidential information must not be shared outside of the County, without authorization, at any time.

Prohibited uses of Giles County computers, tablets, or other tech equipment include, but are not limited to, (1) sending, displaying, circulating, or storing inappropriate, illegal, or sexually explicit material, (2) installing or downloading software, hardware, or applications without the written permission of the Department Head or supervisor, (3) playing computer games, and (4) soliciting or conducting personal business ventures.

Any e-mails that discriminate against or harass employees by virtue of any protected classification under federal or state law will be addressed according to the County's anti-harassment policy. The County owns any communication sent via e-mail or that is stored on County equipment. Department Heads and other authorized staff have the right to access any material in your e-mail or on your computer at any time. Giles County reserves the right to review and obtain any and all documents, data file/s, electronic mail message/s or any other material/s on these computer systems and to copy, delete, or disclose it, if necessary. Giles County has the right to obtain the aforementioned through means of any and all lawful methods. Giles County has the right to monitor any and all of its electronic devices. During criminal investigations it is, at times, necessary to access websites or view material that would constitute a violation of policy. Accessing these websites or viewing such material is authorized for investigatory or evidence gathering purposes only.

Employees who violate this policy shall be subject to legal and/or criminal prosecution. Computers, smartphones, tablets, and other tech equipment that have been used to violate this policy may be disconnected from the network until such violations are corrected. Employees must immediately notify their immediate supervisor or department head upon learning of any violations of this policy. Employees are advised

that any and all use of electronic devices, data compilations of such use, and communications made with electronic devices may be a public record and be subject to public inspection under T.C.A. §10-7-512 and other applicable State and Federal laws.

3.12 COUNTY OWNED PROPERTY AND EQUIPMENT

All computers will use anti-virus software approved by the Department Head. All obsolete computer tapes and hard drives will be disposed of properly and by means of destruction. All obsolete equipment will be disposed of by public auction or sealed bids. The Budget office will be notified of any transfer of equipment and/or office furniture from one department to another with written documentation on the department letterhead.

3.13 SOCIAL MEDIA POLICY

The County understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all Giles County employees.

Employees should understand that they are fully responsible for anything they write, publish, post, or view online. Discipline or legal action can result from any employee that violates the County policy, Code of Ethics, or creates a hostile work environment.

Employees' digital social activity (Facebook, Twitter, Instagram, or other platforms) should not insult, defame, or attack coworkers, managers, or members of the public as this would not align with our Code of Ethics.

Except where permitted by applicable State or Federal law, do not reveal confidential information about fellow employees, personnel issues, or any other information that has not been approved for release. Employees are advised that the use of electronic devices, data compilations of such use, and communications made with electronic devices and concerning matters of County interest or the employee's employment with Giles County may be a public record and be subject to public inspection under T.C.A. §10-7-512 and other applicable State and Federal laws.

Guidelines Concerning Social Media

The same principles and guidelines found in County policies apply to your activities online. Ultimately, the employee is solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects county business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, and the anti-harassment policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Always be fair and courteous to fellow employees or people who work on behalf of the County. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that could be viewed as malicious, obscene, threatening or intimidating, that disparage other employees or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, color, creed, national origin, age (40 and over), sex (including pregnancy), disability, religion, genetic information, veteran's status, or any other status protected by state or federal law or County policy. Employment complaints or derogatory posts and/or comments against other Giles County employees or against Giles County (the employer), will be grounds for corrective action to include termination. Complaints about other County employees or Giles County – the employer, shall be directed to the department head or Human Resources to find a means of resolution; failure to follow the guidelines of this policy will result in corrective action to include termination.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Giles County, fellow employees or people working on behalf of the County. Social media posts that are misleading, untruthful, or are based on speculation/rumor, will be in violation of this policy and will be subject to corrective action to include termination.

Post Only Appropriate and Respectful Content

Do not create a link from your blog, website, or other social networking site to a county website without identifying yourself as a county employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating,

be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the County, other employees or people working on behalf of County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Giles County."

Using Social Media at Work

Refrain from using social media while on work time or on equipment the County provides unless it is work-related as authorized by your supervisor and/or your Department Head. Do not use County e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

3.14 PERSONAL TELEPHONE CALLS

Personal phone calls are permitted in emergency situations only and must be kept to a minimum. Long distance and/or international phone calls charged to the county are prohibited by all Giles County employees for personal use. Failure to comply with this policy may result in disciplinary action up to and including termination.

3.15 AMERICANS WITH DISABILITIES ACT (ADA)

Giles County is committed to the fair and equal employment of qualified individuals with disabilities. Although many individuals with disabilities can work without accommodation, other qualified applicants, and employees face barriers to employment without the accommodation process. It is the policy of Giles County to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship or pose a direct threat to the safety of others. In accordance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities when such reasonable accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants and employees.

DEFINITIONS

Disability: For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities.

Reasonable Accommodation - A reasonable accommodation is a modification

or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices, modifying training materials, making facilities readily accessible, modifying work schedules and reassignment to a vacant position.

Reasonable accommodation applies to three aspects of employment:

- To ensure equal opportunity in the hiring process.
- To enable a qualified individual with a disability to perform the essential functions of a job.
- To enable an employee with a disability to enjoy equal benefits and privileges of employment.
- Procedure - Current Employees and Employees Seeking Promotion
- Giles County will inform all employees that this accommodation policy can be made available in accessible formats.
- The employee shall inform his or her supervisor of the need of reasonable accommodation.
- The Department Head may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate locked files. No one will be told or have access to medical information unless the disabled individual may require emergency treatment.
- When a qualified individual with a disability has requested a reasonable accommodation, the County shall, in consultation with the individual:
 - Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
 - Determine the precise job-related limitation.
 - Identify the potential accommodation and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
 - Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the County is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
 - The County will work with the employee to obtain technical assistance, as needed.
 - The County will provide a decision to the employee on a reasonable

accommodation within a reasonable amount of time.

If a reasonable accommodation cannot overcome the existing barriers or if the reasonable accommodation would cause an undue hardship on the operation of the County's business or pose a direct threat to the safety of others, the employee and the County shall work together to determine whether reassignment to an available vacant position may be an appropriate accommodation.

Procedure - Job Applicants

It is recommended that job applicants express the need for reasonable accommodation. Once the applicant makes the reasonable accommodation known, the Department Head will discuss the needed reasonable accommodation and alternatives with the applicant, if alternatives are necessary.

The Department Head will decide regarding the request for reasonable accommodation and, if approved, take the necessary steps to ensure the reasonable accommodation is provided.

Undue hardship is an action that is unduly costly, extensive, substantial, or disruptive or that would fundamentally alter the nature or operation of the County.

Procedure for Determining Undue Hardship

- The employee will meet with the Department Head to discuss the requested accommodation.
- The Department Head will review undue hardships by considering:
- The nature and cost of the accommodation in relation to the size, the financial resources and the nature and structure of the County.
- The impact of the accommodation on the nature or operation of the County.
- The Department Head will provide a decision to the employee within a reasonable amount of time.

Appeals

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the Human Resource office no later than 180 days from the time the decision was made regarding the accommodation request. The Human Resource office will provide the final decision once the investigation has been completed.

If the applicant or employee believes the decision is based on discriminatory reasons, then he or she may file a complaint internally pursuant to the County's Anti-Discrimination policy in Section 3.16 of this Manual.

3.16 ANTI-DISCRIMINATION / ANTI-HARASSMENT / SEXUAL HARASSMENT POLICY

Giles County is committed to providing a work environment that is free of discrimination and harassment. Giles County has established a "zero tolerance" policy regarding any form of discrimination or harassment. Each employee is responsible for fostering mutual respect, becoming familiar with this policy, and refraining from any conduct that would violate this policy.

Covered Employees and Application

This policy includes, but is not limited to, Department Heads, supervisors, full-time employees, part-time employees, and non-employees, including, but not limited to, contractors and vendors. It applies during all work hours, while on-call, while on Giles County property, and at County sponsored events. It applies to all phases of employment.

DEFINITIONS

Discriminatory Harassment is unwelcome conduct toward an individual that degrades or shows hostility towards an individual because of disability, genetic information, veteran's status, or because of his or her opposition to discrimination or his/her participation in the discrimination complaint process. It can take on many forms and may be, but is not limited to, the following:

- Offending or humiliating someone physically or verbally.
- Threatening or intimidating someone.
- Verbal or written communications (including e-mail, voice mail messages, social media platforms of any kind, blogs, podcast etc.) making unwelcome jokes, gestures or comments about someone's race, national origin, color, religion, age, sex, veteran's status, disability, genetic information, or because of his or her opposition to discrimination or his/her participation in the discrimination complaint process.

Sexual Harassment is defined to include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment. Common examples include:

- Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, e-mail, or jokes.
- Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; internet or e-mail materials that contain sexually explicit or suggestive pictures, cartoons, or pornography.
- Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate or sexual way.

- Unwanted romantic conduct such as sexual advances, invitations, or attention.

Giles County's Responsibilities

If the County receives an allegation of harassment or has reason to believe harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, the County will take immediate and effective measures to end the unwelcome behavior. The County is committed to take immediate action if it learns of cases of harassment, even if the individual affected does not wish to file a formal complaint.

The County Executive's and Human Resources office are the main point of contact for questions or concerns about harassment. The County Executive's office and Human Resources has the responsibility for overseeing investigations of alleged harassment. Giles County is committed to ensuring that all investigations of harassment will be conducted in a prompt, thorough and impartial manner. The Supervisors and other Department Heads who observe, are informed of, or who have reasonable suspicion there are incidents of harassment, are required to immediately report such incidents to the County Executive's or Human Resources office, which will either initiate or oversee a prompt investigation. Failure to report such incidents to the County Executive or Human Resources office will be considered a violation of this policy and may result in disciplinary action, up to and including termination. The County Executive or Human Resources office will provide guidance as needed for the purposes of investigating and handling incidents of potential harassment. Supervisors and Department Heads should take effective measures to preclude further apparent or alleged harassment pending completion of an investigation.

The County will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). The County will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible discriminatory harassment. Violators shall be subject to disciplinary action, up to and including termination of employment.

Employees who have been found, by the County, subjecting another employee to unwelcome conduct that interferes with an individual's ability to perform his/her job duties, unwelcome conduct which results in, or creates a hostile working environment, whether such behavior meets the legal definition of harassment or not, will be subject to corrective action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspension without pay of varying lengths, to termination for cause.

Employee's Rights and Responsibilities under this Policy

Any employee who believes he/she has been the target of discriminatory harassment is encouraged to inform the offending person verbally or in writing that

such conduct is unwelcome and offensive and must stop immediately.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues of reporting allegations of discriminatory harassment and/or pursuing resolution.

Employees are encouraged to report unwelcome conduct verbally or in writing as soon as possible to the employee's direct supervisor, Department Head, or Human Resources. It is usually most effective, although it is not required, that the supervisor be within the employee's supervisory chain. A written complaint should include the specific nature of the incident, date and place of the incident, names of all parties involved and witnesses, and a detailed report of all pertinent facts.

If an employee's immediate supervisor or Department Head is alleged to have harassed the employee, the incident should be reported verbally or in writing to the County Executive or Human Resources Manager, who can be reached at (931) 363-5300.

These same reporting provisions apply if you feel you have been discriminated against because of race, color, creed, sex (including pregnancy), national origin, religion, age (40 and over), physical or mental disability, genetic information, or veteran's status.

SECTION 4. PAYROLL PRACTICES AND COMPENSATION

4.1 PAYPLAN

The pay plan of Giles County is established by each job classification. These classifications are set by each Department Head, which reflects the knowledge, skills, and abilities needed to fill that position. The Department Head may change the employee from one classification to another. All pay rates will be determined by the department head and he/she so decides within funds allocated in the budget.

4.2 DIRECT PAYROLL DEPOSITS

Direct payroll deposit is an automatic deposit of your pay into a financial institution that has a physical address. Direct payroll deposits are required for all county employees. Bank accounts with no physical address are not authorized to be used for payroll deposits, such as Green Dot. Direct deposits will begin when the employee has completed their 1st pay period.

4.3 PAYROLL ADMINISTRATION

The task of processing and administering payroll is assigned to the Finance Department. Any questions regarding payroll-related issues such as payroll computations, deductions, taxes, benefits, etc. should be directed to the Finance Department. Every effort is made by your Department Head and the Finance

Department to avoid errors in your paycheck. If you believe an error has been made with your paycheck, please contact the Finance Department.

4.4 PAYROLL DEDUCTIONS

RETIREMENT - All full-time employees of Giles County shall have five percent (5%) of their earnings deducted from each paycheck and will be placed into their individual retirement fund with Tennessee Consolidated Retirement System (TCRS). Participation in TCRS is **mandatory** for all full-time employees but is available to part-time employees at their request only. TCRS deductions will not be automatic for part-time employees. At your request, TCRS will refund your contributions if/when you retire/terminate your employment and forms can be obtained in the Human Resource office. TCRS plan details are available online at treasury.tn.gov/tcrs.

FEDERAL INCOME TAXES - Federal income taxes will be deducted from the employee's payroll check according to the employee's most recent W-4 Form on file in the employee's personnel file. Employees can, however, update their W-4 Form annually or at their discretion.

INSURANCE – All fulltime County employees are eligible to enroll in the health benefit plan beginning the 1st of the month following the first 30 days of employment, (e.g., if the employees date of hire was December 15th, the 30 day waiting period would be January 15th; however, enrollment will not take place until the 1st of the following month, which means benefits would not become active until February 1st).

Health insurance premiums and other voluntary optional insurance coverages shall be deducted from the employee's bi-weekly payroll check twice per month. On months having three (3) paydays, no deductions will be made on the third payday. Part-time employees are eligible for benefits specifically required by law, provided you meet the minimum requirements set forth by law and in the benefit plan(s).

GARNISHMENTS – The County hopes that employees will manage their financial affairs so that the County will not be obligated to execute any court-ordered garnishment or wage assignment against wages. Court-ordered wage assignments must be immediately forwarded to the Finance Department.

CHILD SUPPORT – Child support will be deducted through means of a court order only. Child support will be deducted as set out by the law and **cannot** be stopped **without** a court order.

LIFE, HEALTH, AND COMPANY REPRESENTATIVES - The Human Resources office in conjunction with the Financial Management office have the authority to approve representatives to offer personal services to Giles County employees. At least twenty five percent (25%) voluntary participation must be met before it can qualify for a payroll deduction unless the employee is grandfathered in.

4.5 FAIR LABOR STANDARDS ACT

A. WORKWEEK

The work week for County employees, other than the Sheriff's Department and Giles County Emergency Medical Service, begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday.

B. OVERTIME/COMPENSATORY TIME

1) EXEMPT VERSUS NON-EXEMPT EMPLOYEE

Employees are either "exempt" or "non-exempt" from the overtime requirements of the Fair Labor Standards Act (FLSA). "Non-exempt" employees are entitled to overtime pay when they work over 40 hours during a work week; "exempt" employees are not entitled to overtime pay. Most employees covered by the FLSA are "non-exempt", some are not. All employee positions on the Giles County pay plan are classified as "non-exempt" except those positions listed below:

Administrator Elections
Assessor of Property
County Executive
County Court Clerk
Clerk and Master Circuit Court Clerk
Emergency Services Director
EMS Chief
Financial Management Director
Financial Management Deputy Director
General Sessions Judge
Human Resources Manager
OEM Chief
Register of Deeds
Sheriff
Solid Waste Director
Trustee

All employee positions not included on the Giles County pay plan are considered "exempt." "Non-exempt" employees must receive overtime compensation in accordance with the FLSA. Overtime work by "non-exempt" employees must be authorized in advance by the appropriate Department Head.

All "Non-exempt" hourly rate employees who are compensated for overtime work must be paid their regular hourly wage for any time between their normal schedule and forty (40) hours per week. They shall be paid one and one-half (1 1/2) times their regular hourly wage for any time worked over forty (40) hours per week. Non-working paid time off will not contribute to the overtime "worked" hour calculations. The employee's hourly rate for overtime purposes (over 40 worked hours) is determined by multiplying the employee's regular hourly rate by one and one-half (1

1/2). The overtime requirements also apply if an employee works for more than one department during a work week.

Emergency Services (EMS) employees' compensatory time is to be capped at 240 hours.

2) OVERTIME/COMPENSATORY TIME- All hourly and salary non-exempt qualify for overtime pay as compensatory time off at the rate of time and a half (1 ½) (subject to allowable limits) for all hours worked more than forty (40) hours during the work week, with the approval of the department head. Allowable limits are 240 maximum hours for all county employees except those working in law enforcement and all first responders which can accumulate a total of 480 maximum hours; however department heads have the ability to place caps less than federal allowable maximums. Compensatory time can be rolled over year after year so as not to exceed the maximum. When the maximum allowable limit has been reached the employee will then convert to be paid at the rate of time and a half of their pay for any overtime accumulated hours.

Sheriff's Department employees are considered either emergency personnel or clerical. Emergency personnel are paid bi-weekly based on an 86 hour pay period, and clerical personnel are paid bi-weekly based on (2) two 40-hour work weeks. Employees are eligible for overtime pay at a rate of 1 ½ times their normal hourly rate, when the hours actually worked exceed 86 or 40 depending on the job classification. Vacation and or sick leave hours are not used to calculate the total hours worked. If an employee uses leave and also works in excess of 86 or 40 hours in the same pay period. The hours in excess will be paid at their normal hourly rate until the hours exceed the hours the employee was on leave. Any hours in excess of the hours taken as leave will be paid at 1 ½ times the employee's normal hourly rate.

Sheriff's Department – Payments for Extra Duty Assignments

1. Payments rates charged to vendors are as follows:

- a. All vendors will reimburse the County a flat rate of \$50.00 per hour for all extra duty work.
- b. Mileage for the patrol car will be calculated at the current Federal mileage rate. If use of a patrol car is required other than to and from the event. A flat rate of \$10.00 per hour in addition to mileage will be charged.
- c. Deputies will be paid a flat rate of \$50.00 per hour for extra duty assignments.
- d. If a deputy is working a grant-funded activity, the rate of pay will be \$50.00 per hour. Regardless of whether or not the deputy has actually worked their full 86 hour pay period.

2. No Deputy shall accept any payment directly from a vendor. All billing will be done by the Giles County Sheriff's Department Account Clerk.

3) OVERTIME RATE - Non-exempt hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half (1 ½) times their regular hourly rate.

4) COMPENSATORY TIME – Non-exempt, hourly, and salaried

employees who are required to work in excess of forty (40) hours per week may receive compensatory time in lieu of overtime pay. Such compensatory time shall be earned at the rate of one and one-half (1 ½) hours for each hour of employment worked over (40) hours per week. Use of comp time must be approved by the employee as well as the Department Head. Comp time request must be attached to the employee's time sheet with signature of employee and the department head.

An employee may not accrue more than 240 hours of compensatory time. Compensatory time will be used in lieu of overtime pay for all non-exempt county employees, except for employees of the Emergency Services and the Sheriff's department. It is the responsibility of the Department Head to have available overtime pay in the budget for any employee who has accumulated the maximum hours of compensatory time. If the non-exempt employee exceeds 240 hours of compensatory time in a 12-month period, he/she must be paid one and one-half times (1 ½) their current hourly rate.

Emergency personnel, first responders, fire and law enforcement may not accrue more than 480 hours of compensatory time. The agency may set lower caps on comp time. 29 CFR 553.21(3)(A).

Sheriff's Department, and EMS employees will be allowed to accumulate a total of two hundred forty (240) hours of compensatory time. Individual supervisors should make every effort to keep individual employees' compensatory time accounts at a reasonable level.

Sheriff's Department employees are considered either emergency personnel or clerical. Emergency personnel are paid bi-weekly based on an 86 hour pay period, and clerical personnel are paid bi-weekly based on two 40-hour work weeks. Employees are eligible for compensatory time at a rate of 1 ½ hours for every hour worked, when the hours actually worked exceed 86 or 40 depending on the job classification. Vacation and or sick leave hours are not used to calculate the total hours worked. If an employee uses leave and also works in excess of 86 or 40 hours in the same pay period. The hours in excess will be compensated at their normal hourly rate until the hours exceed the hours the employee was on leave. Any hours in excess of the hours taken as leave will be compensated at 1 ½ hours for every hour worked.

The use of compensatory time off is subject to approval by the Department Head. Such approval will not be denied unless undue disruption to the office or department occurs. All worked hours, as well as compensatory time off in lieu of overtime pay, will be recorded on the employee's time sheet. A beginning and ending balance of compensatory time (as well as vacation and sick time) will be carried forward and approved by the department head for all payroll time sheets.

The FLSA requires a prior agreement or understanding before compensatory time may be given to employees in lieu of cash payment for overtime. The Human Resource office will have the employee sign an agreement to accept compensatory time off in lieu of overtime pay. The signed agreement will remain in the employees personnel file in the Human Resource office.

4.6 STEP RAISE

All full time Giles County Employees shall receive a five percent (5%) step raise on their five (5) and ten (10) year anniversary from their hire date which falls within Giles County's fiscal year, except for the Emergency Services and Sheriff's department who have their own schedule.

4.7 TIME RECORDS

Employees shall work set schedules as established by the department head. For any day the employee works hours other than those on the established work schedule, the employee must note on his or her time sheet the exact hours worked during the day, and shall show sick leave, holiday leave, and vacation time taken. The time sheet must be signed by the employee and the Department Head. Fabrication of time sheet/s is time fraud. Any county employee who is found guilty of time fraud will be immediately terminated and punishable by law. Elected officials, Directors, Supervisors and/or those in a position of authority, who are suspected of time fraud will be turned over to the State of Tennessee's Comptroller of the Treasury for a full investigation, and if found guilty will be punished by law.

4.8 TERMINATION PAY

An employee whose services are being terminated, either voluntarily or involuntarily, shall be paid for all regular earnings which are due, accrued overtime and/or compensatory time. Effective January 1, 2024, the terminating employee shall be paid for a maximum of (80) eighty hours of accrued vacation. Any other accrued vacation time will roll over to their sick time hours for TCRS purposes. The employee will not be compensated for any unused sick leave days. In the event of death, the employee's final pay will be paid to the employee's estate, beneficiary or to the surviving spouse as may be required by law. Tenn. Code Ann. § 30-2-103.

4.9 COBRA

An employee covered by the employee health insurance plan has the right to seek continued health coverage upon the occurrence of certain events, such as termination of employment, which might affect that individual's coverage. Once an employee is terminated, the employee will receive COBRA Election Forms directly from the insurance company. It is the responsibility of the terminated employee to complete the COBRA Election Forms and return them to the insurance company. It is the responsibility of the terminated employee to pay his or her own premiums directly to the insurance company.

SECTION 5. LEAVE BENEFITS

5.1 HOLIDAYS

OBSERVED HOLIDAYS- The following holidays will be declared official holidays and employees will be excused from work without charge to leave:

• New Year's Day	January 1st
• Martin Luther King, Jr. Day	Third Monday in January
• President's Day	Third Monday in February
• Good Friday	Friday prior to Easter
• Memorial Day	Last Monday in May
• Juneteenth	June 19th
• Independence Day	July 4th
• Labor Day	First Monday in September
• Veterans Day	November 11th
• Thanksgiving Day	Last Thursday in November
• Friday after Thanksgiving Day	Friday after Thanksgiving
• Christmas Eve	December 24th
• Christmas Day	December 25th
• Day After Christmas Day	December 26th
• New Year's Eve	December 31st
• Floating Holiday	to be determined by department head

When a holiday falls on the weekend, Giles County will follow the State of Tennessee's holiday schedule. Floating holidays may not be rolled over and have no monetary value and may not be paid in conjunction with work hours as they must be taken as a full day. Emergency Services, only, will be allowed to utilize the floating holiday in conjunction with a scheduled workday. The Sheriff's department will opt out of the floating holiday as an approved paid holiday.

5.2 HOLIDAY PAY

SPECIAL PAY PROVISIONS - Every effort will be made to allow all employees off on each official holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one- and one-half times (1 ½) the employee's regular rate of pay for the hours worked during the holiday. The employee may elect to receive compensatory time which will be earned at the rate of one and one half (1 ½) times for each hour worked during the holiday.

EMS currently pays \$225 holiday pay for an entire 24-hour holiday shift (or \$9.40 per hour for a partial shift. This could be in addition to overtime pay. To qualify for holiday compensation, the employee must be in a paid status the day before and the day after the official holiday.

During the time an employee is receiving worker's compensation pay, due to a work-related accident, the employee will receive 66 and 2/3% of the employee's base pay from the worker compensation company; therefore, additional holiday pay is not allowed. Sheriff's Department employees, scheduled to work on an observed holiday, will be compensated at a rate 2 times their normal hourly rate for all hours worked. Employees called in to work on an observed holiday will be compensated at a rate 2 times their normal hourly rate, with a two-hour minimum for call outs.

5.3 VACATION LEAVE

The County provides paid vacation to all full-time employees. Full-time employees shall begin accruing vacation time which will start on the first day of their employment and are

eligible to begin using accrued time. Part time employees are not eligible to receive vacation leave. Effective January 1, 2024, employees who terminate their employment (voluntary or involuntary) will only be paid for a maximum of 80 hours of unused vacation. Any additional days will

automatically roll to their sick time balance for TCRS (Tennessee Consolidated Retirement System) purposes.

0-5 years of service	8.00 hours per month (12 days per year)
5-10 years of service	10.00 hours per month (15 days per year)
10-15 years of service	14.00 hours per month (21 days per year)
15 or more years of service	18.00 hours per month (27 days per year)

The Sheriff's Department employees will take vacation in increments of full days.

Giles County Ambulance Service will accrue vacation at the following rate:

1-5 years of service:	10 hours per month (120 hours per year)	5 days
5-10 years of service:	14 hours per month (168 hours per year)	7 days
10-15 years of service:	20 hours per month (240 hours per year)	10 days
15 years or more:	26 hours per month (312 hours per year)	13 days

5.4 USE OF VACATION TIME

Vacation leave may be used only at times approved in advance by the employee's 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 to determine if it will create a hardship upon the department. If it is determined that it is not possible for both employees to be on vacation at the same time, the request for vacation time will be honored at the discretion of the Department Head. Department Heads are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service. No employee may give or loan vacation time to another employee.

Any employee from a qualifying Tennessee State Agency or Tennessee County Government Agency, who becomes employed by Giles County Government, will have their unused vacation (a maximum of 80 hours of unused vacation may transfer), sick time and years of service transfer to Giles County Government. Tennessee State Agencies or Tennessee County Government Agencies who allow, years of service, unused vacation or sick time, may transfer to a qualifying agency within the State of Tennessee; otherwise, the unused vacation time will be paid to the departing employee (a maximum of 80 hours of unused vacation will be paid; any vacation days, that exceed 80 hours, will be transferred to the employees sick time accrual for TCRS purposes only).

Employees who are on a leave of absence, other than a military leave of absence, will be required to use all accrued paid vacation as a part of the leave.

Employees who are entitled to a vacation of two weeks may take their full vacation at one time at the Department Head's discretion. Those who are entitled to a vacation of more than two weeks, normally may take a maximum of two weeks consecutively, with the balance to be taken separately as full weeks or as individual days with the Department Head's approval. Vacation time will be taken in increment no less than 30 minutes.

In addition, employees will not be paid for any unused vacation days that exceed the maximum carryover limits at the end of the calendar year. Vacation may be accumulated and carried forward to the next year not to exceed one half of the employee's annual vacation entitlement. All unused vacation hours, that are subject to be lost due to exceeding the maximum rollover amount, will be rolled over to their sick time hours.

Note: It is the responsibility of the Department Head to monitor and approve vacation time and accrual for every payroll period time sheet with correct balance forward. It is the responsibility of the Department Head to monitor unused vacation time and schedule time off for all employees.

When an employee's employment is terminated, the employee will receive vacation pay for their unused vacation which has accrued at the time of termination; however effective January 1, 2024, employees who terminate their employment (voluntary or involuntary) will only be paid for a maximum of 80 hours of unused vacation. Any additional days will automatically roll to their sick time balance for TCRS (Tennessee Consolidated Retirement System) purposes.

5.5 ACCUMULATION OF VACATION LEAVE

Vacation leave may be accumulated and carried forward to the next year in an amount not to exceed one-half (1/2) the employee's annual vacation entitlement. Any days exceeding the maximum accumulation will be transferred to the employee's sick time if not used prior to the end of the current employment year. The current employment year will be based on the calendar year. While an employee is receiving workers compensation pay, the employee will continue to earn vacation time.

Sheriff's Department employees will fall under the County's vacation policy. However, employees who have more than the County policy's maximum number of days (27) per the Sheriff's Department's previous policy, will remain at their current number of annual vacation days, and will not accrue more.

Sheriff's Department employees will be allowed to bank a maximum of six (6) unused vacation days at the end of the calendar year, regardless of their years of service. The days will be banked in either sick time or compensatory time at the employee's choice with a maximum allowable of (240) two hundred forty compensatory hours. Unused vacation days will be banked at a straight time rate. Any unused vacation days at the end of the year in excess of six (6) days will be lost.

The Sheriff's Department and EMS employees will be allowed to accumulate a total of two hundred forty (240) hours of compensatory time. Individual supervisors should make every effort to keep individual employees' compensatory time accounts at a reasonable level.

If an employee is in a paid status for one half (1/2) of the month or more, he or she will be credited with vacation accrual for the month, but if an employee is in an unpaid status, the employee will not accrue vacation time for the month. Vacation leave will be accrued on the (15th) fifteenth of each qualifying month.

5.6 BEREAVEMENT LEAVE

In the event of death in the employee's immediate family, the employee will be given up to three (3) consecutive workdays with pay, which will not be charged to the employee's accrued vacation or sick leave. Immediate family is defined as the employee's spouse, parent, stepparent, child, stepchild, brother or sister, stepbrother, stepsister, aunt, uncle, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, step-grandparents, grandchildren, step-grandchildren, or legal guardians or dependents. The Department Head may request written documentation from the employee of the name of the deceased, relationship to employee, and dates of bereavement leave.

5.7 VOTING LEAVE

Pursuant to Tenn. Cod Ann. 2-1-106, any part-time or full-time employee who is eligible to vote in an election held in Tennessee is entitled to take a reasonable amount of time off from work, not to exceed three hours, in order to vote, during the time, the polls are open in the county where the employee is a resident. All employees shall receive their regular compensation during this period, and the employees' accrued leave time will not be affected. However, if the employee's work period begins three or more hours after the opening of the polls or ends three or more hours before the closing of the polls, then the County does not have to allow the employee any time off from work.

5.8 JURY AND COURT DUTY

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

- Upon receiving a summons to report for jury duty, the employee shall show the summons to his/her supervisor on the next day the employee works.
- The employee shall be granted a leave of absence when the employee has been served with a subpoena or ordered to appear in federal or state court as a witness.
- The employee will receive his/her regular compensation during time served on jury duty or when under subpoena as a witness.

- The employee may retain all compensation or fees received for serving as a juror or as a witness.
- If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to work. If the employee is relieved from being a witness during working hours, the employee will report back to work.
- The above provisions concerning compensation for time in court do not apply if the employee testifies as a witness in a deposition or in court as a plaintiff or defendant in civil litigation. The County is not required to compensate employees for appearing in court as a party. On these occasions, the employee must take vacation leave, compensatory time or leave without pay.

5.9 SICK LEAVE

GENERAL SICK LEAVE RULES AND PROCEDURES

1. **USE OF SICK LEAVE** - An employee may use sick leave for absence due to his/her own illness or injury or any illness or injury of any immediate family member. For purposes of sick leave, immediate family shall be defined as the employer's spouse, parent, children, and legal dependents. Sick leave may be taken in increments of no less than 30 minutes.

NOTE: While an employee is receiving workers' compensation pay, no other forms of paid leave will be allowed during the duration the injured employee is receiving compensation from the County's worker compensation insurance.

2. **DOCUMENTATION OF SICK LEAVE** - Employees are required to notify his/her supervisor as early as possible on the first day of their sick leave absence. An employee who claims sick leave for three (3) or more consecutive scheduled days or more than twelve (12) days during any three (3) consecutive months will be required to furnish a doctor's certification from a physician stating that the employee has been incapacitated from work for the period of absence, and that the employee is again physically able to perform his or her duties.

3. **EXHAUSTION OF SICK LEAVE** - Employees who have exhausted their accumulated sick leave will be required to use all accumulated paid time off, i.e., vacation or comp time prior to going into a leave without pay status. When all paid time has been exhausted, the employee will not receive financial compensation due to their illness or injury.

The Human Resources and the Department Head of any employee may require a doctor's certificate at any time and may refer the employee to a county physician (at the expense of the County) for a second opinion regarding said illness for absences in excess of three (3) days. Employees are expected to act responsibly when using sick leave and not abuse this privilege. **Abuse of this sick leave privilege will be subject to disciplinary action up to and including**

termination (examples of abuse: when an employee consistently takes sick time as soon as it is accrued, does not provide doctors notes when requested, is consistent in calling out of work on Monday's and Fridays and/or before or after a holiday or shows a consistent pattern of absenteeism).

SICK LEAVE ACCRUAL - If an employee is in a paid status for one half of the month or more, he or she will be credited with 8 (eight) hours of sick leave for the month. Otherwise, the employee will not accrue any sick leave time for the month. Sick leave will be accrued on the (15th) fifteenth of each qualifying month.

All full-time employees will accrue 96 hours of sick leave per year. Emergency Services employees working 24-hour shifts will accrue 12 hours per month for a total of 144 hours per year. The Sheriff's Department will accrue sick leave at a rate of 12 hours per month, for a total of 144 hours per year.

4. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no monetary value except for the purpose granted, and in the event of separation of employment, all unused sick leave shall be forfeited. Upon retirement, the employee's accumulated unused sick leave will be added to service time in calculating years of service.

Employees of Giles County who are elected to a position in the Giles County Government ("elected official") will no longer accrue sick leave. However, the elected official will be able to use those days toward retirement credit. The Department Head of an employee who becomes an elected official should certify the hours of sick leave balance and forward to the Finance Director. Elected officials shall keep a record of sick time used after becoming an elected official. Sick time used in advance is not allowed.

5. STATE TO COUNTY OR COUNTY TO COUNTY EMPLOYEES
Candidates who become employed with Giles County Government and who are coming from an approved Tennessee state or county agency, will have their years of service, sick time, and vacation (maximum of 2 weeks of vacation may transfer) accruals transferred to Giles County (also referenced in 5.4 "Use of Vacation Time"). A signed letter (on company letterhead) from the prior employer's Human Resources office confirming accruals of sick time, vacation days, and time in service shall be given to Giles County Human Resources office to have all accruals transferred.

5.10 FAMILY AND MEDICAL LEAVE ACT (FMLA)

I. PURPOSE.

Under the federal Family and Medical Leave Act of 1993 (FMLA), eligible County employees are entitled to take up to twelve (12) workweeks of unpaid leave during each twelve (12) month period.

A. DEFINITIONS.

1. **ELIGIBLE EMPLOYEES:** Eligible employees are those who have been

employed by Giles County for at least twelve (12) months and who have provided at least 1,250 hours of service during the twelve (12) months before leave is requested.

2. PARENT: Mother or father of an employee, or an adult who had day to day responsibility for the employee during his or her childhood years in place of natural parents.

3. SON OR DAUGHTER/CHILD: Biological, adopted, or foster child, a stepchild, legal ward, or child of a person standing in loco parentis, who are under the age of eighteen (18) years or older qualify if he or she is incapable of self-care because of mental or physical disability.

4. SERIOUS HEALTH CONDITION: An illness, injury, impairment, physical or mental condition involving either inpatient care or continuing treatment by a health care provider.

B. LEAVE PROVISIONS.

1. An eligible employee may take up to twelve (12) weeks of unpaid leave in a twelve (12) month period for the birth of a child or the placement of a child for adoption or foster care, and to care for the newly placed child within one year of placement, to care for the employee's spouse, child, or parent who has a serious health condition, a serious health condition that makes the employee unable to perform the essential functions of his/her job, or any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent who is a service member in the Armed Forces, including the National Guard or Reserves, is on covered active duty or is called to covered active duty and experiences a "qualifying exigency."

a. Qualifying exigencies include: (1) short-notice deployment, (2) military events and related activities, (3) arranging and providing for childcare and school activities, (4) addressing financial and legal arrangements, (5) attending counseling sessions, (6) rest and recuperation, (7) attending to post- deployment activities, and (8) additional activities to address other events that arise out of the covered service member's active duty or call to active duty status, provided that the County and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of the leave.

b. Qualifying exigency leave may commence as soon as the covered service member receives the call-up notice.

2. In addition, an employee is entitled to up to twenty-six (26) work weeks of leave during a single 12- month period for the following reasons.

a. Care of an employee's spouse, son, daughter, parent, or next-of-kin who is a service member in the Armed Forces, including the National Guard or Reserves, with an injury or illness.

b. Care of an employee's spouse, son, daughter, parent, or next-of-kin who is a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A covered veteran means an individual who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

c. All FMLA leave already taken for other FMLA qualifying reasons is deducted from the total of twenty-six (26) weeks of leave available for service member care.

3. The right to take leave applies equally to male and female employees who are eligible.

4. Unpaid leave for the purpose to care for a newborn child, a newly placed adopted, or foster care child must be taken before the end of the first twelve (12) months following the date of birth or placement.

5. An expectant mother may take leave upon the birth of the child, or before the birth of her child for necessary medical care and if her condition renders her unable to work. Similarly for adoption or foster childcare, leave may be taken upon the placement of the child or leave may begin prior to the placement if absence from work is required for the placement to proceed.

6. An employee may take unpaid leave to care for a parent or spouse of any age, who because of a serious mental or physical condition, is in the hospital or other health care facility. An employee may also take leave to care for a spouse or parent of any age who is unable to care for his or her basic hygiene, nutritional needs, or safety needs. Examples include a parent or spouse whose daily living activities are impaired by such conditions as Alzheimer's disease, stroke, or who is recovering from major surgery; or who is in final stages of terminal illness.

7. Eligible employees, who are unable to perform the functions of the position held because of a serious health condition, may request up to 12 weeks unpaid leave. The term serious health condition is intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than a few days for treatment or recovery.

8. Employees requesting Family and Medical Leave shall use any balance of sick leave or vacation leave to run concurrently with the FMLA leave period before receiving unpaid leave.

C. NOTIFICATION AND SCHEDULING.

1. An eligible employee must provide his or her supervisor with at least thirty (30) days' advance notice of the need for leave for birth, adoption or planned medical treatment, when the need for leave is foreseeable. The thirty (30) day advance notice is not required

in cases of medical emergency or other unforeseen events, such as premature birth, or sudden changes in a patient's condition that require a change in scheduled medical treatment.

2. If employee requests leave because of a serious health condition or to care for a family member with a serious health condition, the employee shall provide a complete and sufficient certification within fifteen (15) calendar days of the County's request.
- 3.
4. This certification must contain the date on which the serious health condition began, its probable duration, and appropriate medical facts within the knowledge of the health care provider regarding the condition. The certification must also state the employee's need to care for the son, daughter, spouse, or parent and must include an estimate of the amount of time that the employee is needed to care for the family member. If the certification is incomplete or insufficient, the County shall give the employee a written notice stating what additional information is necessary to make the certification complete and sufficient. The employee must provide the additional information to the employer within seven (7) calendar days.
5. If the County has reason to question the original certification, the employer may, at the County's expense, require a second opinion from a different health care provider chosen by the County. That health care provider may not be employed by the County on a regular basis. If a resolution of the conflict cannot be obtained by a second opinion, a third opinion may be obtained at the County's expense from another provider and that opinion will be final and binding.
6. The County may request the employee to provide a recertification every 30 days. If the employee's certification indicates that the minimum duration of the serious health condition is more than 30 days, the County may request recertification after the minimum duration expires. In all cases, including cases where the condition is of an indefinite duration, the County may request a recertification for absences every six months.
7. Medical certifications will be kept confidential.
8. The County may require employees who have taken leave under this policy to furnish the County with a medical certification from the employee's health care provider showing that the employee is able to resume work.

E. MAINTENANCE OF HEALTH AND COBRA BENEFITS DURING UNPAID LEAVE.

1. The employer will maintain health insurance benefits, paid by the County for the employee, during periods of unpaid leave without interruption. Any payment for family coverage/premiums, or other voluntarily payroll deductions, must be paid by the employee or the benefits coverage will be terminated.
2. Leave taken under this policy does not constitute a qualifying event that entitles an employee to take COBRA insurance coverage. However, the qualifying event triggering COBRA coverage may occur when it becomes clearly known that an employee will not be returning to work, and therefore ceases to be entitled to leave

under this policy.

F. REDUCED AND INTERMITTENT LEAVE.

1. Leave taken under this policy may be taken intermittently or on a reduced leave schedule when medically necessary as certified by the health care provider. Intermittent or reduced leave schedules to care for or bond with a newborn child or for a newly placed adopted child can be taken only with approval of the Department Head and must conclude within 12 months after the birth or placement. The schedule must be mutually agreed upon by the employee and the Department Head.
2. Employees on the intermittent or reduced leave schedule may be temporarily transferred by the employer to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule.
3. Intermittent or reduced leave may be spread over a period of time longer than twelve (12) weeks but will not exceed the equivalent of (12) work weeks total leave in a one twelve (12) month period.

G. RESTORATION

1. Employees who are granted leave under this policy will be reinstated to the employee's original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment position held prior to the commencement of their leave.
2. Certain compensated key employees, who are salaried and among the 10% highest paid employees, may be denied restoration. Restoration may be denied if (a) the County shows that such denial is necessary to prevent substantial and grievous economic injury to the County's operations.

H. THE 12 MONTH FMLA PERIOD

1. The twelve (12) month period during which an employee is entitled to twelve (12) work weeks of FMLA leave is measured forward from the date the employee's first FMLA leave begins. An employee is entitled to twelve (12) weeks of leave during the twelve (12) month period after the leave begins. The next twelve (12) month period will begin the first time the employee requests FMLA leave after the completion of the previous twelve (12) month period. For example: the employee's FMLA leave begins on November 6, 2012, so his/her 12-month period is November 6, 2012, through November 5, 2013.

5.11 TENNESSEE PARENTAL LEAVE ACT

In addition to protections provided under the Family and Medical Leave Act, Tenn. Code Ann. § 4-21-408 allows employees leave for pregnancy, childbirth,

adoption, and nursing an infant. A qualified employee may take leave as outlined below. Leave time for FMLA and Tennessee Parental Leave Act, **will run simultaneously** under both laws.

Employees who have been employed by Giles County for at least twelve (12) consecutive months as full-time employees may be absent from work for up to four (4) months for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child.

- Employees who give, at least, three (3) months advance notice to the County of their anticipated date of departure for such leave, their length of leave, and their intention to full- time employment after leave, shall be restored to their previous or similar position with the same status, pay, length of service credit, and seniority as of the date of their leave.
- Employees who are prevented from giving three (3) months advance notice because of a medical emergency that necessitates that leave to begin earlier than originally anticipated or because the notice of adoption was received less than three (3) months in advance are entitled to the same job restoration after leave.
- Leave under this policy is without pay, with the exception of two weeks paid leave for the birthing mother only. Employees shall be required to use their accrued paid leave in accordance with the County's leave policies prior to taking unpaid leave under the Tennessee Parental Leave Act. Such leave shall not affect the employee's right to receive vacation time, sick leave, advancement, seniority or length of services credit, benefits, or programs for which the employee was eligible at the date of their leave, and any other benefits or rights of their employment providing they are in a paid leave status.

5.12 WORKERS COMPENSATION

Giles County has chosen to be covered by the terms of the Tennessee Workers' Compensation Law, which provides workers' compensation benefits at no cost to employees. This program covers any injury or illness to any full-time or part-time employee sustained in the course and scope of employment.

Report Injuries Promptly

Any employee who sustains a work-related injury should report the accident or injury to a Supervisor and the Safety Director. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Failure to report any accident (regardless of how minor it appears) could result in the claim for workers' compensation benefits being denied. Any accident that occurs on the job must also be reported to a supervisor and to the Safety Director on the day of the accident within 24 hours and

proper paperwork must be filed before an employee can claim an "on the job injury" against Giles County. When an employee has a work-related injury, all efforts will be made to provide light duty to the injured worker and all accommodations will be made to accommodate the employee and their injury.

Failure to report any accident (regardless of how minor it appears) could result in the claim being denied and/or termination of employment.

All accidents will receive medical care from a three- doctor panel at the discretion of Giles County. Giles County also reserves the right to choose doctors for the panel to handle claims. If the employee goes elsewhere other than the physicians listed on the panel, your claim may be denied. If you choose not to see a physician within 30 days from the date of injury, your claim will be denied.

Whenever an employee is on medical leave due to a work-related injury or illness, the employee must provide his or her supervisor with an update of the employee's anticipated return to work date every fourteen (14) calendar days.

When the employee's supervisor receives the report of injury from the employee, the supervisor should immediately notify the Safety Director of the injury so that he/she can complete a First Report of Work Injury and submit it to the County's Workers' Compensation Insurance Carrier. The Safety Director will give the employee a panel of physicians from which the employee may choose a treating physician. Once the employee chooses a treating physician from the panel, the County's Workers' Compensation Insurance Carrier will make arrangements for the employee to receive the appropriate medical treatment. Any other benefits to which the employee is entitled will be determined by the County's Workers' Compensation Insurance Carrier.

Neither the County nor the County's Workers' Compensation Insurance Carrier are liable for the payment of workers' compensation benefits for injury that occurred during an employee's voluntary participation in any off-duty recreational, social, or athletic activity arranged by the County.

If any employee is injured on the job, the employee is required to submit to testing to determine the presence of illegal drugs or alcohol. Any employee who refuses to consent and submit to providing a drug and/or breath alcohol test, it will be considered a failed test and the employee will be terminated.

Whenever an employee is on extended leave due to a work-related injury or illness, the employee must provide his or her supervisor with an update of the employee's anticipated return to work at least once every fourteen (14) calendar days, unless the employee and supervisor agree upon a different reporting schedule as appropriate under the circumstances.

During the time an employee is unable to work because of a work-related

injury or illness, the employee will continue to earn vacation and sick leave, all benefits paid by the County, and "years of service" accrual.

RETURN TO WORK

It is the policy of Giles County to support bringing injured employees back to work, as soon as they are medically able, to a position with the County compatible with any physical restrictions they may have. Until an employee is released to return to full duty work, an employee's current position may be modified to accommodate the employee's medical restrictions, including, but not limited to, modifying the employee's workstation, altering specific tasks, or reducing the employee's working hours. If an employee has permanent restrictions as a result of a work-related injury, the employee may request a reasonable accommodation in accordance with the County's Americans with Disabilities Act Policy.

Giles County reserves the right to choose a panel of doctors who will be assigned to worker compensation claims. If the employee goes elsewhere other than the physicians listed on the panel, your claim may be denied. If you choose not to see a physician within 30 days from the date of injury, your claim will be denied.

Anytime an employee is on leave due to a work-related injury or illness, the employee must provide his or her supervisor with an update of the employee's anticipated return to work date every fourteen (14) calendar days. Anytime an employee is on leave due to a work-related injury or illness, the employee will be required to remain off work for fourteen (14) consecutive days prior to receiving worker compensation pay. After fourteen (14) days of leave due to a work-related injury or illness, the employee will receive sixty-six and two-thirds (66 2/3%) percent of their average weekly earnings in accordance with workers' compensation guidelines; **however, Giles County Government will pay the employee the difference of their 66 2/3 pay from workers compensation and their base salary.** The employee may return to work once the employee receives a medical certificate which states the employee can return to work without restrictions on a full-time basis.

While an employee is receiving workers' compensation pay due to a work-related injury or illness, the employee will continue to earn vacation, sick leave, and years of service accrual. The County will continue to pay the county contributions for health benefits (the employee will be responsible for paying their portion of the monthly contributions).

5.13 INJURIES NOT COVERED BY WORKERS' COMPENSATION

INJURIES NOT COVERED- Work related injuries will not be considered as a compensable injury if the injury was due to the employee's willful misconduct or intentional, self-inflicted injury, or due to being under the influence of prescription or

illegal drugs or alcohol when the injury occurred, a sports-related injury, unless participation in sports activities is required by the job description, or willful failure or refusal to use a safety appliance to perform a duty which is required by law. This exclusion does not apply to mandatory physical fitness programs as developed and mandated by the employer.

5.14 LEAVE WITHOUT PAY

Before leave without pay can be granted, the employee must use all accrued paid time off. During the period of absence, the employee will not accrue vacation, sick leave, or other benefits. The absence without pay leave shall not extend for a period of more than one year.

General Procedures for Leave without Pay:

- Personal time off without pay must be requested in writing prior to taking the leave and approved by the department head.
- Leave without pay taken without approval may result in disciplinary action.
- Leave without pay will only be approved when personnel are available to replace the employee requesting leave.

5.15 REINSTATEMENT

If an employee returns to work within six months, his or her accrued sick leave and all County paid benefits will be reinstated on the first day of the calendar month coinciding with or following the date the employee returns to work. If the employee returns to the same job classification, his or her rate of pay will resume. If that position is not available, his or her rate of pay will be based on a position to be determined by the Department Head.

5.16 REINSTATEMENT OF TIME

If an employee returns to work after six months of leave, the prior accumulated unused sick leave will not be reinstated if the employee has any of the accumulated hours left over. If an employee returns to work after six months, the service years may not be used in determining five percent raise for five (5) and ten (10) year step raises, whichever comes first. If an employee returns to work after six months, the service years may not be used in determining days of vacation accrual.

5.17 MILITARY LEAVE

Employees in military service shall have all the rights and benefits conferred upon such persons by state law found in Tenn. Code Ann. Title 8, Chapter 33, and under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employees who are members of any military reserve component, including the Tennessee army and the Air National Guard, shall be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States under competent orders. While on leave, the employee will receive their regular compensation for a period not exceeding twenty (20) working days per calendar year, plus any additional days that may result from a call to active duty by the Governor. Such requested leave shall be supported with copies of the armed forces orders.

Employees will be granted a leave of absence after 20 days without pay for the purpose of being inducted into or otherwise entering active military duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which an employee is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty. If not accepted for service, the employee will be reinstated at the same rate of pay and without loss of seniority, benefits, or status. If accepted for service, the employee shall be entitled to a cumulative leave of absence of up to five (5) years and will be reemployed by the county in the employee's previous position or an equivalent job with equal pay and benefits, as well as other rights and benefits determined by seniority. Upon the completion of active-duty service, an employee seeking to return to work from active duty must apply for reinstatement.

5.18 ADMINISTRATIVE LEAVE

Any employee who is under investigation for an active complaint which has been filed against them, suspicion of unlawful activities in or outside of the workplace, or have encountered a life altering event, i.e., shot an assailant in the line of duty, will be placed on paid Administrative Leave for a maximum period of (2) two weeks. If the investigation exceeds the two-week period, the employee will convert to leave without pay pending the completion of the investigation.

SECTION 6. ADMINISTRATIVE OPERATIONS

6.1 SMOKE FREE – TOBACCO FREE – VAPE FREE WORKPLACE

It is the policy of Giles County to provide a safe and healthy work environment for its employees and the general public of Giles County. It is the policy of Giles County to protect public records, therefore no smoking, using tobacco products or vape products within twenty (20) feet of a Giles County public entrances is allowed. All offices of Giles County will comply with the "smoke free – tobacco free – vape free" policy in/out/around all County government buildings/properties. Signs shall be placed at all public entrances stating our buildings are all smoke free – tobacco free – vape free and employees are expected to report any violations of this policy to his or her Department Head or Human Resources.

State law protects employees who use tobacco products from being discharged

from employment solely because they use tobacco products, providing the employee complies with all county policies regarding the use of tobacco products during the working hours. Tenn. Code Ann. § 50-1-304.

6.2 NO WEAPONS POLICY

It is the policy of Giles County to provide a safe and "no weapons policy" for Giles County. Firearms, chemical sprays, weapons of any kind and contraband are prohibited on all Giles County owned premises. All persons, packages, purses, and briefcases are subject to search and screening while on Giles County premises. Persons illegally possessing firearms, chemical sprays, weapons of any kind and/or contraband while on Giles County owned premises shall be subject to arrest.

Note: Persons holding a valid firearm carry permit are cautioned that such permits do not allow firearms to be carried in/on any Giles County owned property.

This policy shall not apply to sworn officers of the Giles County Sheriff's Department, EMA, or Elected or Appointed Officials who are subject to the policies and procedures of the Giles County Sheriff.

6.3 COURTHOUSE AND COUNTY SECURITY

Courthouse and courtroom security is the responsibility of the County Sheriff or his designate. It is the responsibility of every elected official and Department Head to provide a secure place of employment on all Giles County owned premises. The Giles County Courthouse has an afterhours security system, therefore any employee entering the courthouse afterhours must have prior approval from his/her Department Head before entering the courthouse afterhours as well as call 911's non-emergency number (931) 363-0911 to advise them of the purpose for entering the building afterhours.

6.4 DRUG FREE WORKPLACE

It is the policy of Giles County to provide a safe and healthful environment for its employees. Giles County for the purpose of this policy Giles County refers to Giles County Government, the employer) is concerned about the effects of the illegal use of drugs and the abuse of

ol upon the health and safety of its employees. We recognize that alcoholism and the illegal use of drugs lead to increased accidents and medical claims, can lead to the destruction of and employee's health, and can adversely affect an employee's family life. Employees who abuse drugs and alcohol pose a danger not only to themselves and their fellow employees, but also to Giles County property. In addition, the increased medical costs incurred by employees with untreated drug or alcohol problems, the decreased productivity of these individuals and resulting increases in absenteeism and turnover can adversely affect Giles County productivity.

In light of these concerns, as well as federal statutes and/or regulation, Giles County intends to maintain a workplace free of the problems associated with the

illegal use of drugs and the abuse of alcohol. Our goal is to assist employees with problems associated with the abuse of drugs, alcohol, and encourage their rehabilitation. We encourage substance abusers to (a) eliminate illegal drug consumption on their own; and/or (b) seek help through professional counseling or rehabilitation. Information on various substance abuse treatment programs is available through the Human Resources Office.

The Employee Assistance Program is a benefit that is included in the health plans for Local Government participants and their eligible dependents that are currently enrolled in a state health plan. The Employee Assistance Program provides up to six free counseling sessions per problem episode with a professional counselor. Some of the issues could be alcohol and other drug problems. All services must be pre-approved. All informational inquiries will be treated confidentially.

ASSISTANCE FOR EMPLOYEES WHO VOLUNTARILY SEEK HELP FOR ALCOHOL OR DRUG ABUSE

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, for the economic good health of Giles County Government, and for reduced personal, family, and social disruption. Giles County encourages the earliest possible diagnosis and treatment for alcohol or drug abuse. Giles County supports sound treatment efforts. Whenever feasible, Giles County will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employee's responsibility.

Employees with personal alcohol or drug abuse problems should request the confidential assistance of a qualified counselor. This should be done through the Human Resources Director. Employees who voluntarily request Giles County to refer them for professional assistance in dealing with alcohol or drug abuse problems may do so without jeopardizing their continued employment with Giles County. If any employee requires in-patient treatment for drug or alcohol dependency, the employee shall be placed on unpaid medical leave.

Voluntary request for assistance will not prevent disciplinary action for violation of Giles County's Alcohol and Drug Abuse Policy. Employees who undergo voluntary counseling or treatment and who continue to work must meet all established standards of conduct and job performance.

MANDATORY REFERRAL FOR DECLINING JOB PERFORMANCE OR ERRATIC ON THE JOB BEHAVIOR

Giles County Department Heads will be alerted to declining job performance

or erratic on the job behavior. When a supervisor concludes that such declining job performance or erratic on the job behavior may be the product of an employee's personal difficulties; the head of the department, (in coordination with the Human Resources Department) will refer the employee to Southern Regional Health System Pulaski, (aka) Hillside Hospital, located 1265 E. College Street, Pulaski, TN 38478, phone number 931-363-7531 for a breath, saliva, urine and/or drug abuse test

An employee who has a mandatory referral to Southern Tennessee Regional Health System Pulaski for testing because of declining job performance or erratic on the job performance and who tests positive for alcohol or drugs will be deemed in violation of Giles County's Alcohol and Drug Abuse Policy.

AUTHORIZED USE OF PRESCRIBED MEDICINE

Employees undergoing prescribed medical treatment with any drug that may alter their behavior or physical or mental ability must report this treatment to their Department Head, or Human Resources Department, who will determine whether Giles County should temporarily change the employee's job assignment during the period of treatment. Employees who do not report their use of such prescribed drugs to their Department Head, County Executive, or the Human Resources Department may be found in violation of this policy.

ARREST OR CONVICTION UNDER A CRIMINAL DRUG STATUTE

An employee must notify his or her Department Head or Human Resource Director within five (5) days of any arrest or conviction under any criminal drug statute. Emergency Services personnel must notify his or her Department Head or Human Resources Director within twenty-four (24) hours of any arrest or conviction under any criminal drug statute.

PROHIBITIONS

A. DEFINITIONS

As used within this policy, the following terms shall be defined as stated below:

1. "SUBSTANCE ABUSE" is defined as:

(a) reporting to work, working, or otherwise pursuing Giles County business under the influence of or impaired by alcohol or any other drug

(b) chemical dependency on, or abuse of, alcohol or any other drug where the job performance or safety of employees is adversely affected.

(c) the use of any illegal drug

2. THE TERM "ILLEGAL DRUGS" as used in this policy means any drug or

substance whose possession and/or use are prohibited under State or Federal Law. It also includes all prescriptions and over the counter drugs not legally obtained or not being used for the purpose or in the manner for which they were prescribed and/or manufactured.

3. "A DRUG" is any substance other than alcohol, capable of altering the user's judgment, perception, or mood, or of impairing the user's physical or mental reactions.

4. "ALCOHOL" or "ALCOHOLIC BEVERAGE" means any consumable substance that has measurable alcohol content.

5. "BEING UNDER THE INFLUENCE" of an unauthorized controlled substance or illegal drug is defined as an individual who tests positive when given any chemical, biological, or physical instrumental analysis administered by a laboratory authorized to do so by a Federal agency of the United States Government, for the purpose of, or such other recognized authority approved by rule of the State of Tennessee Commissioner of Labor.

B. SCOPE

This policy covers all employees of Giles County, including all salaried, exempt, non-exempt, hourly, regular, part-time, and seasonal or temporary employees if they are put on Giles County's payroll.

C. PROHIBITIONS

Giles County prohibits the following:

1. Use, possession, manufacture, distribution, dispensation, transfer, or sale of illegal drugs or drug paraphernalia or alcohol on Giles County's property, in Giles County-supplied vehicles, during work hours, or while on Giles County Business.
2. Unauthorized use or possession, or any manufacture, distribution, dispensation, transfer, or sale of a controlled substance on Giles County's premises, in Giles County supplied vehicles, during work hours, or while on Giles County business.
3. Unauthorized use or possession or any manufacture, distribution, dispensation, or sale of alcohol on Giles County premises, in Giles County-supplied vehicles, during work hours, or while engaged in Giles County business.
4. Storing in a locker, desk, automobile, or other repository on Giles County premises any illegal drug, drug paraphernalia, any controlled

substance whose use is unauthorized, or any alcohol.

5. Being under the influence (i.e., testing positive at or above the specified levels) of an unauthorized controlled substance, illegal drug, or alcohol on Giles County premises, in Giles County supplied vehicles, during work hours, or while on Giles County business.
6. Use of alcohol off Giles County premises adversely affects the employee's work performance, the employee's safety, the safety of other persons at work, or the County's regard or reputation in the community.
7. Switching, adulterating, diluting, tampering with or attempting to switch, adulterate, dilute or tamper with any urine sample submitted for testing; refusing to consent to testing or to submit to a breath, saliva, urine, or blood sample for testing when requested by management.
8. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program which the employee is enrolled,
9. Conviction under any criminal drug statute.
10. Arrest under any criminal statute under circumstances which adversely affects Giles County's regard or reputation in the community.
11. Failure to notify Giles County of any arrest or conviction under any criminal statute within five (5) days of the arrest or conviction.
12. Failure to report to the department head or human resource department regarding the use of a prescribed drug that may alter the associate's behavior or physical or mental ability.
13. Failure to keep any prescribed medicine in its original container.
14. Refusing to sign a statement agreeing to abide by Giles County's Alcohol and Drug Abuse Policy.
15. Refusal to complete a Medical Questionnaire and Consent Form prior to alcohol and drug testing.
16. Refusal to complete the Toxicology Custody and Control Form after submission of a urine or blood specimen.

OTHER TESTING

A. TESTING OF APPLICANTS

Giles County requires that every newly hired employee be free of alcohol or drug abuse. Each offer of employment shall be conditioned upon the passing of a breath, saliva, blood and/or urine test for alcohol and/or drugs. Giles County will not hire any applicant who fails to pass the pre-employment drug test.

An applicant who tests positive for drugs or alcohol may re-apply for employment after six (6) months have passed from the testing date.

B. TESTING OF CURRENT EMPLOYEES

Whenever Giles County Government suspects that an employee's work performance or on the job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated this policy, Giles County may require the employee to submit to a breath, saliva, urine and/or blood specimen for alcohol and/or drug testing. An employee who tests positive for alcohol or drugs as a result of such a test will be in violation of this policy and will be subject to disciplinary action up to including termination.

Whenever Giles County Government determines that an employee was involved or may have contributed to an accident involving a fatality, bodily injury, or damage to property, Giles County will require the employee to submit a breath, saliva, urine and/or blood specimen for alcohol and/or drug testing. An employee who has a positive alcohol or drug test will be in violation of this policy.

C. POLICY FOR TESTING

Prior to testing, Giles County in conjunction with the testing facility will afford applicants and employees, subject to testing, the opportunity to list all prescription and non-prescription drugs that they have used in the last 30 days and to explain the circumstances surrounding their use of such drugs.

Prior to testing, applicants, and employees, subject to testing, must sign an approved form consenting to the testing and consenting to the release of the test results to the Department Head and/or Human Resource Department.

Prior to taking any action, Giles County will give all applicants and employees who test positive for alcohol or drugs the opportunity to explain the confirmed positive test results to the MRO (Medical Review Officer).

For all testing required of current employees, the Department Head, or someone designated by the department head, shall drive the employee to the testing facility and shall remain until the testing is complete or shall coordinate return transportation for the employee.

All positive alcohol or drug tests will be reported on a confidential basis to the Human Resource Department and other management officials will be notified on a need-to-know basis.

CONSEQUENCES FOR VIOLATION OF THIS POLICY

Violation of Giles County's Alcohol and Drug Policy may result in severe disciplinary action for a first offense, including discharge, at the County Government's sole discretion. Giles County will routinely discharge an employee in the following non-inclusive cases:

- I. When an employee uses, possesses, manufactures, distributes, dispenses, or sells illegal drugs or drug paraphernalia on Giles County premises, in Giles County-supplied vehicles, or during working hours or while on Giles County business.
2. When an employee uses or possesses without authorization, or manufactures, distributes, dispenses, or sells a controlled substance on Giles County premises, in Giles County-supplied vehicles, or during working hours, or while on Giles County business.
3. When an employee stores or hides in a locker, desk, automobile, or other location or repository on Giles County premises any legal drug, drug paraphernalia, or other controlled substance whose use is unauthorized.
4. When an employee is convicted under any criminal drug statute for a violation occurring on or off the job.
5. When an employee switches, tampers, adulterates, or attempts such switching, tampering, adulteration, of a blood or urine sample provided for testing.
6. When an employee refuses to consent to testing or to submit a breath, saliva, urine, or blood sample for testing when requested by management.
7. When an employee refuses to submit to an inspection requested by management.
8. When an employee fails to notify the county of any arrest or conviction under any criminal drug statute within five (5) days of arrest or conviction.
9. When an employee refuses to sign a statement agreeing to abide by Giles County's Alcohol and Drug Abuse Policy.
10. When an employee refuses to complete the required documents and/or Consent Form prior to testing.
11. When an employee refuses to complete the Toxicology Custody and control form after submission of a urine or blood specimen.

Giles County will promptly terminate any employee who tests positive for alcohol or drugs while undergoing County required counseling and treatment for alcohol or drug abuse or who test positive on a periodic unannounced test for alcohol or drugs during the 24-month period following completion of the rehabilitation program.

CONDITION OF EMPLOYMENT

Compliance with Giles County's Alcohol and Drug Policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or test, or follow any prescribed course of substance abuse treatment will be grounds for termination.

SECTION 7. OTHER

7.1 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Giles County complies with Title VI of the Civil Rights Act of 1964, as annotated in 42 U.S.C. § 2000d, which states "No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance." Training of Title VI of the Civil Rights Act of 1964 will originate during new hire orientation; as well as annually thereafter. Training documentation will be presented to the new employee, and upon completion of the Title VI training, the employee will sign a training acknowledgement form, which will be placed in the employee's personnel file.

7.2 VERIFICATION OF EMPLOYMENT POLICY

Giles County's policy for the verification of employment is that the County will only provide the job title along with beginning and ending dates of employment for all former or current County employees. Verification of the current employees' pay will be managed through the Finance Office. All salary verifications must be accompanied by a signed authorization to release information of the employee whom the verification party is requesting the information.

7.3 ACCIDENTS ON COUNTY OWNED PROPERTY

In the event of an accident on County owned property, please do the following:

- Summon medical help for the victim, if necessary.
- Do not admit fault or negligence of the County.
- Get the names, address, and telephone numbers of the injured party.
- Contact the County Executive and the Safety Director who manages insurance claims.
- Obtain an accident report from the County Executive and/or Safety Director and complete the accident report.

**TITLE VI
LIMITED ENGLISH PROFICIENCY PROCEDURES
(LEP)**

GILES COUNTY, TENNESSEE

Giles County does not discriminate against anyone with Limited English Proficiency (LEP) who participates in our program and/or services. We have taken steps to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff. These steps are as follows:

- Employees will have access to “*I Speak Language Flashcards*.”
- Once language proficiency is determined, employees will have resources available to assist the individuals in determining his/her need.
- If the need is not urgent or life threatening, employees will defer to their supervisors what steps need to be taken. The steps are, but not limited to, the following:
 - a) If the need is for a document to be translated, the supervisor will have the document translated as soon as possible, without jeopardizing his/her duties as a supervisor.
 - b) If the need is for oral language services, the supervisor will take appropriate actions to provide the assistance as soon as possible through a translation service, without jeopardizing his/her duties as a supervisor.
 - c) The supervisor has the obligation of safety for his/her employees as well as to the people of Giles County, Tennessee to assist the need of all persons. This includes not leaving his/her workplace unless it is an emergency.
- If the need is urgent or life threatening, employees will use, to the best of their ability, any resource available to accommodate the individual.

Any person who thinks there has been discriminatory action against him/her because of LEP should contact Human Resources, Title VI Coordinator, at 931-363-5300.

***Attachment (*I Speak Language Flashcards*)**



LANGUAGE IDENTIFICATION FLASHCARD

☐

املأ هذا المربع اذا كنت تقرأ أو تتحدث العربية.

Arabic

☐

Խնդրում ենք նշում կատարել այս քառակուսում,
եթե խոսում կամ կարդում եք հայերեն:

Armenian

☐

যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্স দাগ দিন।

Bengali

☐

សូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

Cambodian

☐

Matka i kahhon komu un taitai pat un sang i Chamorro.

Chamorro

☐

如果您具有中文閱讀和會話能力，請在本空格內標上X記號。

Chinese

☐

Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.

Creole

☐

Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

Croatian (Serbo-Croatian)

☐

Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

Czech

☐

Kruis dit vakje aan als u Nederlands kunt lezen of spreken.

Dutch

☐

Mark this box if you read or speak English.

English

☐

اگر خواندن و نوشتن فارسی بدرهستین، این مربع را علامت بگذارید.

Farsi

<input type="checkbox"/> Cocher ici si vous lisez ou parlez le français.	French
<input type="checkbox"/> Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
<input type="checkbox"/> Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	Greek
<input type="checkbox"/> अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस गोले पर चिह्न लगाएँ।	Hindi
<input type="checkbox"/> Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	Hmong
<input type="checkbox"/> Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	Hungarian
<input type="checkbox"/> Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	Ilocano
<input type="checkbox"/> Marchi questa casella se legge o parla italiano.	Italian
<input type="checkbox"/> 日本語を読んだり、話せる場合はここに印を付けてください。	Japanese
<input type="checkbox"/> 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	Korean
<input type="checkbox"/> ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	Laotian
<input type="checkbox"/> Zaznacz tę kratkę jeżeli czyta Pan/Pani lub mówi po polsku.	Polish
<input type="checkbox"/> Assinale este quadrado se voce lê ou fala Português.	Portuguese

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<input type="checkbox"/> Însemnați această căsuță dacă citiți sau vorbiți Românește.	Romanian
<input type="checkbox"/> Пометьте этот квадратик, если вы читаете или говорите по-русски.	Russian
<input type="checkbox"/> Maka pe fa'ailoga le pusa lea pe afai e te faitau pe tusitusi i le gagana Samoa.	Samoa
<input type="checkbox"/> Обележите овај квадратик уколико читате или говорите српски језик.	Serbian (Serbo-Croatian)
<input type="checkbox"/> Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	Slovak
<input type="checkbox"/> Marque esta casilla si lee o habla español.	Spanish
<input type="checkbox"/> Markahan ang kahon na ito kung ikaw ay nagsasalita o nagbabasa ng Tagalog.	Tagalog
<input type="checkbox"/> ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	Thai
<input type="checkbox"/> Faka'ilonga'i 'ae puha ko'eni kapau 'oku te lau pe lea 'ae lea fakatonga.	Tongan
<input type="checkbox"/> Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	Ukrainian
<input type="checkbox"/> اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانہ میں نشان لگائیں.	Urdu
<input type="checkbox"/> Xin đánh dấu vào ô này nếu quý biết đọc và nói được Việt Ngữ.	Vietnamese
<input type="checkbox"/> צייכנט דעם קעסטל אויב איר שרייבט אדער ליינט אידיש.	Yiddish

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**RECEIPT AND ACKNOWLEDGEMENT OF THE
PERSONNEL POLICY HANDBOOK**

By signing this form, I acknowledge that I have received a copy of the Personnel Policy for Employees of Giles County ("Handbook"), which includes the personnel policies in effect as of this date, and I understand that it is my responsibility to read and comply with the policies. Based on my signature below, I confirm that I have received a copy of the Handbook.

I understand that I should consult with my Department Head or the Human Resource office regarding any part of the policies that I do not understand or any questions I may have about my employment with Giles County which are not answered in the policies. The current policies will always be on file in the office of the Giles County Clerk, and I may examine them there at any time during normal business hours.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, express 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 Giles County. I understand that all changes to the policies will be filed in the office of the Human Resource office. Although any changes will apply to any employment regardless of whether I receive actual notice, I understand that revised information may supersede, modify, or eliminate any or all 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 such laws may conflict with any provision of the policies, such laws, rules, and regulations will control.

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

I understand that my signature below indicates that I have read the above statements and have received and read a copy of the Handbook.

Employee name (type or print)

Employee signature

Date

**AGREEMENT TO ACCEPT COMPENSATORY TIME OFF
IN LIEU OF OVERTIME PAY**

In accordance with the provisions of the Fair Labor Standards Act and Giles County policy 4.5, non-exempt employees are allowed, with the approval of their department heads, to accrue compensatory time off work instead of receiving payment for overtime hours worked. I voluntarily agree to accept compensatory time off in lieu of overtime pay for overtime hours worked. I understand that I will accrue compensatory time at the rate of one and one-half hours for each overtime hour worked during a workweek. I understand that this compensatory time will not be counted as time worked for purposes of computing overtime or additional compensatory time.

I further understand that compensatory time may be accrued up to a maximum of 240 hours and must be used or paid in accordance with County policy and the law. I also understand that compensatory time may be limited, preserved, used or cashed out consistent with the provisions of County policy and the law. Occasional cash payment of overtime hours does not negate the compensatory time agreement.

I understand that it is the sole responsibility of my Department Head to monitor and maintain records of my accrued and used compensatory time. I understand that if I would resign or be terminated from my position, transfer from a department or be promoted into an exempt position, the department in which the overtime was incurred is responsible for arranging for me to use or be paid the balance of my accrued compensatory time at my final hourly rate of pay prior to termination or a change in position.

I understand that this agreement is in effect during my employment with Giles County.

EMPLOYEE

PRINTED NAME _____ **SIGNATURE** _____

DEPARTMENT _____ **DATE** _____

DEPARTMENT APPROVAL

PRINTED NAME _____ **SIGNATURE** _____

DEPARTMENT _____ **DATE** _____

r

REQUEST FOR COMPENSATORY TIME

DATE: _____

EMPLOYEE: _____

PURPOSE: _____

Requested by: _____ Date: _____

Approved by: _____ Date: _____

This form must be approved by the Department Head prior to the compensatory time worked and attached to the employee's time sheet.

REVISION HISTORY:

Revision Number	Revision Reason	Date
Rev - 01	4.5.2 - Added Extra Duty Assignments for Sheriff's Department	04/05/2024
Rev-02	5.12 (page 37) – Added “however Giles County Government will pay the employee the difference of their 66 2/3 pay from workers compensation and their base salary.”	04/16/2024
Rev-03	5.6 (page 28) – Added aunt and uncle to bereavement policy	05/28/2024
Rev-04	1.2 thru 1.4 (page 2) – changed full time and part time definition for hours worked requirements	06/10/2024
Rev-05	5.1 Holidays (page 25) – edited the use of the floating holiday for EMS. The Sheriff's department opted out of the floating holiday all together.	11/14/2024
Rev-06	4.5 Fair Labor Standards Act page 23 (Paragraph 4) and 5.5 Accumulation of Vacation Leave - page 28 paragraph 3 & 5 The compensatory time cap for the sheriff's department and EMS employees is now capped at 240 hours	11/21/2024
Rev-07	5.4 vacation pay out – modified the verbiage to read the pay out cap is 80 hours	03/03/2025