

CLAIBORNE
COUNTY
HIGHWAY
DEPT

EMPLOYEE
HANDBOOK

Approved as to Form:

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Revised

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1.0 DEFINITIONS

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

EMPLOYER

Claiborne County Highway Department – Claiborne County, TN

FULL-TIME REGULAR EMPLOYEES

Those hired to work the county's normal, full time, workweek on a regular basis. These employees may be "exempt" or "non-exempt" as defined below. These employees are eligible for employee benefits.

PART-TIME REGULAR EMPLOYEES

Part-time or seasonal employees are part-time on a regular basis (less than 30 hours). These employees may be "exempt" or "non-exempt" as defined below. These employees are not eligible for employee benefits.

TEMPORARY EMPLOYEES

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

EXEMPT EMPLOYEES

Those not required to be paid overtime, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt.

NON-EXEMPT EMPLOYEES

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

NEWLY HIRED EMPLOYEES

All employees accrue benefits after a 90-day probationary period unless otherwise provided by federal or state law or county contract. They may be either "exempt" or "non-exempt".

2.0 NON-DISCRIMINATION POLICIES

2.1 NON-DISCRIMINATION – EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of Claiborne County Highway Department to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence compensation and training. It is the policy of Claiborne County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees can raise concerns and make complaints without fear of reprisal and with assurance of protection from harassment or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 HIRING PRACTICES

Claiborne County Highway Department does not discriminate in its hiring practices on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. All qualified applicants are urged to apply. Applications or resumes are retained by the county official or department head for up to one (1) year for any positions that may become available (within that office or department). Anyone applying for a subsequent opening must submit a new application.

3.0 EMPLOYEE BENEFITS

3.1 GENERAL INSTRUCTIONS

References to the employer means official or department head under whose direction the employee works. References to employment year means the 12-month period from date of hire.

3.2 RETIREMENT

Retirement from county service offers retirement benefits. If you are a new regular employee, you are a member of the Tennessee Consolidated Retirement System (TCRS).

Your retirement contributions are deducted from your wages each payday. Your contributions and those from the county insure you of an income during your retirement. If you are eligible to receive them, social security benefits are in addition to those funds you receive from your county retirement.

Contributions to the TCRS are made by each individual full-time employee having five percent of their gross wages being deducted each pay period.

3.3 LEAVE POLICIES

3.3.1 VACATION LEAVE

Vacation is one way the Claiborne County Highway Department shows its appreciation to its employees for their contribution to the administration of county government.

Full-Time regular employees begin accruing vacation time after one-year of service as a full-time employee, at which time 40 hours of vacation will be available, after three years of service as a full-time employee, 80 hours of vacation time will be available, and after 5 years as a full-time employee 120 hours of vacation time will be available.

Accumulation of Vacation Time: Vacation time will not accumulate. All vacation time must be used by June 30 (the end of the fiscal year). All vacation time will be lost if it is not used prior to June 30 (end of fiscal year).

Use of Vacation Time: Vacation leave may be used only at times approved in advance by the employer/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 employer's decision if this 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 of the employee who first asked for vacation time will be honored. No employee may give or loan vacation time to another employee.

Termination of Employment: Upon termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has been accrued (up to the applicable limits). Payment shall be made based upon the daily rate of compensation the employee receives as of the time of termination.

Vacation Time Schedule: The following schedule displays the vacation earning policy for each year of continuous and uninterrupted employment:

- After employment of one full year, employee will receive 40 hours of vacation with pay.
- After three years or more of employment, employee will receive 80 hours of vacation with pay.
- After five years or more of employment, employee will receive 120 hours of vacation with pay.

3.3.2 LEGAL HOLIDAYS

New Year's Day	January 1
Martin Luther King Day.....	Third Monday January
President's Day.....	Third Monday February
Good Friday.....	Friday before Easter
Memorial Day.....	Last Monday May
Juneteenth.....	June 19
Independence Day.....	July 4
General Election Day.....	1 st Thursday August even years
Labor Day.....	1 st Monday in September
Columbus Day.....	2 nd Monday October
Veterans Day.....	November 11
Thanksgiving Day.....	4 th Thursday November (unless otherwise determined by the Claiborne County Highway Department to make this a 2-day holiday)
Christmas Holidays.....	Unless otherwise informed a 3-day holiday is observed (day before Christmas, Christmas Day and day after)

3.4 SICK LEAVE

Earning and Accumulating Sick Days: Sick leave is considered a benefit and a privilege and not a right. Full-time regular employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). There is a maximum accumulation of sick leave credits of up to 30 days. The employee shall not be paid for accumulated sick leave credit days, but shall be able to count the unused sick leave credit days toward their retirement (to the extent allowed under the rules and regulations of the Tennessee Consolidated Retirement System). Any employee sick for three (3) or more continuous days, the office holder at their discretion, may request the employee furnish their employer with a doctor's certificate, certifying they were unable to work.

Use of Sick Leave: An employee may use sick leave allowance for absence due to his or her own illness or injury. Sick leave may also be used for appointments with a licensed doctor, dentist, or recognized practitioners. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave. NO employee may give or loan sick leave to another employee.

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

Exhaustion of Sick Leave: Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time. The employee must request that additional sick leave be credited against the remaining vacation.

3.5 BEREAVEMENT LEAVE

In case of death in the employee's immediate family, the employee will be given three (3) days paid leave which will not be charged to vacation leave. Paid bereavement leave is for scheduled work days which normally fall between the day of the death and the day following funeral. Additional time off without pay may be granted in certain situations.

Immediate family is defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

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

3.6 VOTING LEAVE

Office is closed for county elections held during August and local, state, and federal elections held during November and primary elections as required. The office will only be open for emergency situations (storm events, inclement weather).

3.7 MILITARY LEAVE

Full-time employees who are members of any military reserve component will be granted military training leave for such time as they are in the military service on field training or active duty. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.

Full-time employees who are members of a military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed additional time when they produce their military orders.

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

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

3.8 JURY DUTY

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

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

3.9 LEAVE WITHOUT PAY

Any employee, at the discretion of the employer, may be granted leave without pay for sufficient reason as determined by the employer. During the period of absence, the employee will not accrue vacation, sick leave, or other benefits. The absence for leave without pay shall be at the discretion of the employer.

3.10 FAMILY AND MEDICAL LEAVE POLICY

Under the Family and Medical Leave Act of 1993 (FMLA), eligible Highway employees are entitled to up to twelve (12) weeks of unpaid leave during each 12-month period beginning the calendar year for the birth of a child, the placement of child for adoption or foster care, a serious health condition of the employee that makes the employee unable to perform the functions of his or her job, or the serious health condition of a spouse, son, daughter or parent which requires the employee's presence. Both male and female employees are eligible for leave in connection with the birth or placement of a child or a family illness, but special rules may apply if both husband and wife are Highway employees. Subject to certain conditions, accrued paid leave may be substituted for unpaid FMLA leave.

Eligible employees are those who have been employed by the County for at least 12 months, before leave is requested.

An employee must provide at least thirty (30) days advance notice of the need to take FMLA leave under normal circumstances. Medical certification also may be required. It is the policy of Claiborne County Highway Department to grant its employees leave in accordance with the requirements of the FMLA. Employees can obtain a copy of the FMLA Fact Sheet from the Finance Department. Additional information about the FMLA and employee rights and obligations under that law can be obtained from the U.S. Department of Labor at 1-866-487-9243 or www.dol.gov.

In addition to the FMLA, Tennessee has a maternity leave law (TCA 4-21-408) which applies to all employers who employ 100 or more full-time employees at a job site or location. This State law allows employees who have been employed for 12 months to take up to 4 months of unpaid leave for pregnancy, childbirth and nursing the infant. To be eligible for this leave, the employee must give at least three months advance notice, except in cases of medical emergency. This leave will run concurrently with any leave to which the employee may be entitled under the FMLA or otherwise. Subject to certain conditions, accrued paid leave may be substituted for the unpaid maternity leave. Employees may obtain a copy of the Tennessee maternity leave statute by contacting the Claiborne County Finance Department at (423) 626-6006.

3.11 IN-LINE-OF-DUTY INJURY LEAVE (WORKER'S COMPENSATION INSURANCE)

Any employee sustaining an injury or an illness during the course and scope of his or her employment, which is determined to be compensable under the provisions of the Worker's Compensation Law shall be entitled to receive in-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave which the employee has accumulated. Benefits which are receivable by the employee will be determined by the provisions of the Worker's Compensation law.

3.12 LEAVE RECORDS

Employees requesting leave are required to record leave on forms provided by the Highway Department. The leave forms are to be given to the Road Superintendent or Foreman under whose direction the employee works. Leave forms are to be maintained at each Count official's or department head's office.

4.0 SEXUAL HARRASSMENT POLICIES AND DISCRIMINATION/HARRASSMENT COMPLAINT PROCEDURE

4.1 UNLAWFUL HARRASSMENT IN THE WORKPLACE

It is the policy of Claiborne County Highway Department (CCHD) to maintain a respectful work and public service environment. CCHD prohibits and will not tolerate any form of unlawful harassment by or towards any employee or official on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. Any employee or official who engages in such behavior is subject to disciplinary action, up to and including termination of employment.

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

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

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

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

4.2 DISCRIMINATION/HARRASSMENT COMPLAINT PROCEDURE

Discrimination, including harassment, in the workplace on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law is illegal. If an employee believes that he or she has been subjected to illegal discrimination or harassment related to employment with Claiborne County Highway Department, the employee should report the incident promptly to the county official or department head under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the county official or department head, then the problem should be reported to the County Attorney. The County Attorney may act as a mediator between the affected employee and the county official or department head under whose direction the employee works to assist them in reaching an acceptable resolution of the problem, but the County Attorney has no legal authorization to make employment decisions on behalf of the county official or department head. No adverse personnel action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the investigation of a

complaint. However, disciplinary action may be taken against any individual providing false information in connection with a complaint.

5.0 WAGE AND HOUR POLICIES

5.1 WORKWEEK

The workweek for employee of the Claiborne County Highway Department begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday of each week. Employees who are paid on an hourly basis will receive compensation at their regular rate of pay for all hours worked up to and including 40 hours in the workweek. The salary paid to salaried employees is compensation for all hours worked by such employees up to and including 40 hours in the workweek. The actual work schedule for each employee will be arranged by that employee's supervisor.

Your supervisor will discuss salary and payday upon beginning your employment. Highway Department employees are paid every other Wednesday. Employees are required to set up direct deposit for their pay checks. If you believe there are any errors in your paycheck, notify your supervisor immediately.

The regular work day begins at 7:00 a.m. and ends at 3:30 p.m. Monday thru Friday (November thru March, depending upon when the time changes) or 7:00 a.m. and ends at 5:30 p.m. Monday thru Thursday (March thru beginning of November, depending upon when the time changes).

5.2 OVERTIME

"Overtime" is defined as time worked in excess of 40 hours in a workweek. Non-exempt employees, as defined herein, who work over 40 hours in a workweek are entitled to compensation for such hours, either in cash at the rate of one and one-half times their regular rate of pay. Employees shall not work overtime without obtaining advance approval of the supervisor as required may be subject to disciplinary action, up to and including termination of employment.

5.3 TIME RECORDS

Employees are required to record their hours on the forms provided for this purpose. Both exempt and nonexempt employees are required to fill in this form daily, and at the end of the work day, sign and forward them to your supervisor for review and processing. Employees or their supervisor will send time record forms to the Finance Department. Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying these records is a crime under TCA 39-16-504. The Claiborne County Highway Department shall maintain their time records at the Highway Department Office.

5.4 IMMIGRATION PAPERS

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

EMPLOYMENT STATEMENT

Employment with Claiborne County Highway Department is contingent on the need for work and availability of funds to provide compensation for a position. Other conditions of employment include the employee's ability to carry out the duties and responsibilities of the position, the employee's attendance on the job at the appropriate times, and the employee's satisfactory performance in all assigned work.

6.0 GENERAL CONDITIONS OF EMPLOYMENT

6.1 REPORTING FOR WORK

If you are going to be late getting to work or absent because of illness or some unforeseen circumstances, notify your immediate supervisor as soon as possible. It is advisable to talk to your supervisor personally by telephone

6.2 OUTSIDE EMPLOYMENT

Claiborne County Highway Department (CCHD) employees may also be employed in other jobs, subject to the following conditions:

- a. Outside employment must not interfere with the work schedule and proper performance of the position with the Claiborne County Highway Department.
- b. Outside employment must not constitute, nor give the appearance of, any conflict of interest with CCHD programs.
- c. Any employee who engages in any activity for pay in any field directly related to the work of the CCHD must have prior approval from the departmental supervisor who oversees their particular department.
- d. Full-time employees must have prior approval from the departmental supervisor of their office in order to accept any other paid employment.
- e. Regardless of the nature of any outside employment, the requirements of employment with the CCHD must take precedence over other jobs. These requirements include, but are not limited to: attendance at work for the CCHD as scheduled, being available for overtime work or work outside normal hours if the CCHD job requires it, and being well-rested and physically fit so that CCHD work can be done properly and efficiently.

6.3 CORRECTIVE ACTIONS

Purpose of Corrective Actions

When an employee commits a minor violation of the CCHD policies or procedures, or when the employee appears to experience difficulty in meeting performance expectations established for the position, the CCHD may use corrective actions to improve performance as an alternative to the more severe measure of dismissal for misconduct.

The corrective actions referred to in this section do not apply to serious violations, which are determined by the departmental supervisor to be employee misconduct.

Corrective actions may be taken by the CCHD in an attempt to resolve problems, to correct minor violations and to improve employee performance. It is the intent of the CCHD to give an employee every reasonable opportunity to make the necessary corrections and/or improvements in performance while remaining on the job, and to attempt to resolve situations on an informal basis, when possible, before taking formal adverse personnel actions.

Procedures for Corrective Actions

Corrective actions to improve employee performance may include any or all of the following measures, which may be taken in any order deemed appropriate by the CCHD:

- a. Informal discussions and/or formal meetings with the employee's supervisor, department head and/or the County Road Superintendent.
- b. Written reprimands prepared by the supervisor and/or department head.
- c. Changes in work assignments, work sites and/or working hours.
- d. Placing the employee on disciplinary probation, with specific instructions for corrective actions to be taken by the employee, and possible restrictions on fringe benefits, leave accrual, leave use, and work hours.
- e. Temporary reduction in compensation, work hours and/or fringe benefit accruals.
- f. Suspending the employee with or without pay.
- g. Other measures determined by the CCHD to be useful in improving employee performance.

In the course of administering any or all corrective actions to improve employee performance, documents may be prepared for the employee's personnel file. The employee will have an opportunity to read such documents, and may submit written challenges if so desired.

Any employee who is placed on disciplinary probation or suspended will not be considered "in good standing" for any other provisions of these policies, for as long as the probation or suspension continues.

The employee's failure to comply with any or all of the corrective measure described in this section will be considered employee misconduct, and may result in termination of employment.

7.0 TERMINATION OF EMPLOYMENT

7.1 GENERAL POLICIES REGARDING TERMINATION

At the termination of an employee whether voluntary by the employee or termination an exit interview should be held between the employee, Foreman, and the Road Superintendent.

The purpose of the exit interview is to assist the employee in making the transition, and to arrange for the proper handling of work and resources assigned to the employee.

At the option of the departmental supervisor, the employee's final compensation and processing of fringe benefits may be delayed until the exit process has been satisfactorily completed.

At time of termination, the employee will be entitled to compensation for assigned time actually worked, plus any accrued and available vacation leave. However, a terminating employee's final compensation and benefit may be withheld by the Claiborne County Highway Department (CCHD) pending return of equipment, keys, uniforms and other county property or resources that have been assigned to the employee.

7.2 EMERGENCY SUSPENSION OF EMPLOYMENT

If, in the opinion of an employee's supervisor or department head, an employee has committed a serious violation of law, regulation or policy, or if the supervisor or department head believes that the employee's presence on the job would constitute an immediate danger or threat of harm to the County, to its programs or to other employees, or other persons, the supervisor or department head may order the employee suspended.

Emergency suspension may be either with or without pay, at the discretion of the departmental supervisor.

Emergency suspension may be ordered with or without advance notice, and will be in force until the departmental supervisor determines that it is appropriate for the employee to return to work, or until other appropriate actions can be taken.

7.3 DISMISSAL DURING THE INTRODUCTORY EMPLOYMENT PERIOD

During an employee's 90-day introductory employment period, the departmental supervisor may dismiss the employee with or without advance notice, for the good of the CCHD.

7.4 RESIGNATION

Resignation is a voluntary termination freely made by an employee for any reason he or she chooses. The employee should resign in writing, stating the expected last day of work. The employee should give the CCHD as much advance notice as possible, with a minimum of ten (10) working days notice expected for any resignation.

7.5 MUTUAL AGREEMENT

When both the employee and the departmental supervisor think that it would be mutually beneficial to end the employment relationship, termination by mutual agreement is appropriate. Under such circumstances, no termination notice period is set by the CCHD and a departure date is mutually agreed upon within a reasonable time period.

7.6 LAYOFF OR REDUCTION IN FORCE

A layoff results from job elimination due to lack of work, reorganization, ending of a grant or contract or financial considerations as determined by the Road Superintendent.

An employee affected by a layoff will be given as much advance notice as possible, and will be permitted reasonable paid time off during the notice period for seeking other employment.

An employee who has been terminated through layoff does not have automatic recall rights, and may or may not be called back to work, at the option of the departmental supervisor depending on CCHD financial resources, the need for work requiring the skills and abilities of the former employee and the employee's work record.

Any termination resulting from the ending of a CCHD grant program or contract, or the ending of a temporary period of employment, will be considered a layoff.

Employees with satisfactory work and attendance records will be eligible for recall in suitable positions for a period of six months following layoff. Employees with substantially equal qualifications will be offered recall, if available, in order of length of service with CCHD.

7.7 DISMISSAL FOR UNSATISFACTORY PERFORMANCE

An employee can be dismissed for failure to meet the performance standards for his/her position; working on private property, not following instructions, abuse of equipment, failure to complete tasks in a timely, competent way or failure to maintain an adequate attendance record.

7.8 DISMISSAL FOR EMPLOYEE MISCONDUCT

Misconduct is defined to include inappropriate employee behavior on the job, refusal to follow instructions or refusal to do work reasonable expected, willful misuse, theft or neglect of CCHD funds and/or property, conviction of a felony, or other employee actions which are clearly detrimental to CCHD in the opinion of the departmental supervisory and/or departmental head.

Dismissal for misconduct requires no prior notice, and the CCHD is specifically not required to carry out any corrective actions or other measures designed to improve employee performance, in cases of misconduct.

7.9 RETIREMENT

The CCHD has no mandatory retirement age. However, Claiborne County does follow guidelines established by the State of Tennessee for retirement of emergency personnel. An employee may

elect to retire from the CCHD at any time. Retirement benefits from the CCHD will be limited to those accrued and available through the employee's prior participation in the Tennessee Consolidated Retirement Plan, and will be available only in accordance with provisions of that plan.

7.10 DEATH

Termination will be effective as of the date of death. All compensation due from the CCHD will be paid to the estate of the employee.

8.0 DRUG TESTING POLICY

The Claiborne County Highway Department (CCHD) requires the following drug testing:

Pre-employment

Annually (All employees) – The date of this testing is not announced in advance.

Post Accident or Suspect of Abuse

Safety Sensitive (saws, equipment, flagging traffic)

If any employee refuses a drug test, or fails the drug test, the employee can be immediately dismissed.

TENNESSEE CODE ANNOTATED 39-16-504

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

- a. If is unlawful for any person to:
 1. Knowingly make a false entry in, or false alteration of, a governmental record;
 2. Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
 3. Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a government record.

- b. A violation of this section is a Class E felony.

EMPLOYEE ACKNOWLEDGEMENT FORM

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my position as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with the Claiborne County Highway Department (CCHD).

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

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

I have entered into my employment relationship with Claiborne County voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time except CCHD, will not terminate for a discriminatory or illegal purpose.

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 Claiborne County Highway Department.

EMPLOYEE NAME (TYPE OR PRINT)

EMPLOYEE SIGNATURE

DATE