

MINUTES
OF
PUTNAM COUNTY COMMISSION
JULY 21, 2014

Prepared by:

Wayne Nabors
Putnam County Clerk
121 S Dixie Avenue
Cookeville, TN 38501

STATE OF TENNESSEE

COUNTY OF PUTNAM

BE IT REMEMBERED: that on July 21, 2014 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding the Chairman, Chris Savage and County Clerk, Wayne Nabors.

The Chairman Chris Savage called the meeting to order.

The Chairman Chris Savage recognized Steve Pierce for the Invocation.

The Chairman Chris Savage recognized Commissioner Marsha Bowman to lead the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following were present:

PRESENT:

Scott Ebersole	Eris Bryant
Tom Short	Sue Neal
David Gentry	Jonathan Williams
Jerry Ford	Daryl Blair
Ron Williamson	Kevin Maynard
John Ludwig	Kim Bradford
Anna Ruth Burroughs	Bob Duncan
Terry Randolph	Marsha Bowman
Chris Savage	Steve Pierce
Reggie Shanks	Mike Atwood
Joe Trobaugh	Cathy Reel
Mike Medley	

ABSENT:

Jim Martin

The Clerk announced that twenty-three (23) were present and one (1) absent. Therefore, the Chairman declared a quorum.

MOTION RE: APPROVAL OF THE AGENDA

Commissioner Jerry Ford moved and Commissioner Ron Williamson seconded the motion to approve the Agenda.

(SEE ATTACHED)

AGENDA

PUTNAM COUNTY

BOARD OF COMMISSIONERS

Monthly Awards will be presented at 5:45 PM

Regular Monthly Session
Monday, July 21, 2014 6:00PM

Presiding: Honorable Chris Savage
Commission Chairman

- 1. Call to Order - Sheriff David Andrews**
- 2. Invocation** *District 11*
- 3. Pledge to the Flag of the United States of America** *District 11*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees**
 - C. Other Unfinished Business**
 1. Consideration of the updated County Personnel Policy
- 8. New Business and Action Thereon by the Board**
 - A. Report of Standing Committees**
 1. Planning Committee
 2. Fiscal Review Committee
 3. Nominating Committee
 - B. Report of Special Committees**

C. Resolutions

D. Election of Notaries

E. Other New Business

1. Debt Obligation Report CT0253 for \$583,332 Vocational Rehabilitation Building
Comptroller's Office requires that this report be in the minutes of the County Commission meeting. No approval required.

9. Announcements and Statements

10. Adjourn

MOTION RE: AMEND AGENDA TO ADD BUDGET ITEM 8-B: BUDGET COMMITTEE DISCUSSION

Commissioner Kevin Maynard moved and Commissioner Kim Bradford seconded the motion to amend the Agenda to add Budget Item 8B: Budget Committee Discussion.

The Chairman asked for discussion on the motion to approve to amend the Agenda. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

MOTION RE: APPROVE THE AGENDA AS AMENDED

Commissioner Kevin Maynard moved and Commissioner Kim Bradford seconded the motion to approve the Agenda as amended.

The Chairman asked for discussion on the motion to approve the Agenda as amended. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING

Commissioner Kevin Maynard moved and Commissioner Steve Pierce seconded the motion to approve the Minutes of the June 16, 2014 meeting of the Putnam County Board of Commissioners.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion to approve the Minutes of the June 16, 2014 meeting of the Putnam County Board of Commissioners. The motion carried.

UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES

PLANNING COMMITTEE: No unfinished business.

FISCAL REVIEW COMMITTEE: No unfinished business.

NOMINATING COMMITTEE: No unfinished business.

REPORT OF SPECIAL COMMITTEES:

**MOTION RE: CONSIDERATION OF THE UPDATED COUNTY PERSONNEL
POLICY**

Commissioner Ron Williamson moved and Commissioner Reggie Shanks seconded the motion to approve the updated County Personnel Policy.

(SEE ATTACHED)

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1. Employment-At-Will

These personnel policies have been prepared to provide you with general guidelines of the policies, rules and current employee benefits. They are not a contract, promise or guarantee, and the policies, procedures and benefits described are subject to change, addition or deletion by Putnam County at any time. Changes will be communicated to you, and your continued employment will constitute acceptance of such changes. From time to time, supervisors may be trained. Employees may also be required to attend training as determined to be necessary by management.

No policy, benefit or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will of Putnam County. Employees' employment may be terminated for failure to satisfactorily perform their duties or simply at the will of Putnam County. These policies do not create or confer any contractual rights.

- A. All new employees with the county shall undergo a one hundred eighty (180) day probationary period from the date that person is hired. During the probationary period, the employee shall accrue no vacation nor sick leave; however, if the employee remains employed by the county after the aforementioned probationary period, the employee will be given credit for sick leave and vacation leave pursuant to Sections 7 and 8 of the foregoing policy. During the probationary period, the employee may be terminated for failure to satisfactorily perform their duties or simply at the will of Putnam County, but they shall not be terminated for a discriminatory or illegal purpose.
- B. Employees that have been absent from their job without approved leave for a period of three (3) consecutive work days without notifying their supervisor may be considered to have abandoned their position and may be dismissed. Supervisors should make a reasonable attempt to contact the employee during the three day period to ascertain the circumstances related to the absence and, if successful, should request the employee to return to work immediately, unless the employee qualifies for a leave of absence and was unable to request a leave of absence. Depending upon the circumstances, the employee may still be subject to appropriate disciplinary action. If contact is not made, the employee should be deemed to have resigned without notice and his/her employment should be terminated accordingly.
- C. Appointments to the county should be conducted through a selection process that recruits the candidates believed to be the best qualified for the respective vacancy. Appointments will be made according to perceived merit and fitness. Vacancies should be advertised on the county's website and should provide relevant information about the position including job title, a statement that starting salary will be based on experience and the County Pay Scale, position description, qualifications, as well as

where and how to apply, the closing date or notice that applications should remain open until the position is filled.

2. Personnel Files

An individual personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the County. Employees are also responsible for promptly reporting to the County any change in the information which they have previously provided. Knowingly providing false or erroneous information may subject the employee to disciplinary action up to and including dismissal.

3. Fair Labor Standards Act.

Regular full-time employees will be paid compensation at a rate designed to cover all hours worked up to forty (40) during each workweek. The workweek will begin at 12:00 a.m. on Monday and end at 11:59 p.m. on Sunday.

~~Fair Labor Standards Act: Supervisors are responsible for ensuring proper record-keeping and compliance with the Fair Labor Standards Act.~~

Sections 4, 6, 7, and 8 shall be modified for Putnam County Ambulance Service personnel only. Said employees shall be subject to the federal wage and hour plan pursuant to federal law, 29 C.F.R., Part 778.114 ("Fluctuating Work Week") and formulated for the Putnam County Ambulance Service by local agents of the United States Department of Labor. The aforementioned plan is incorporated into the foregoing personnel policy by reference. For holidays recognized in the Putnam County Personnel Policy, ambulance service personnel shall receive sick/vacation days commensurate to the years worked according to the following schedule:

See attached Exhibit entitled "Ambulance Service Personnel Sick/Vacation Days" Said employees shall accrue no more than forty days of sick/vacation days. All other provisions of the Putnam County Personnel Policy shall apply to Putnam County Ambulance Service Personnel.

4. Overtime/Compensatory Time

- A. Overtime/Compensatory Time - All non-exempt employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours worked over 40 during the workweek. No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the work period. All overtime should be approved in advance by the appropriate supervisor.

- B. Overtime Rate - Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular rate of pay. For salaried, non-exempt employees, the employee's annual salary divided by 52 weeks determines the weekly salary. That salary will be converted into an hourly rate which will then be multiplied by one and one-half to determine the overtime rate of pay. The overtime rate for both hourly and salaried employees applies only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked under 40.
- C. Selection of Compensatory Time - Non-exempt employees who are required to work in excess of 40 hours per week may receive compensatory time off in lieu of overtime subject to employer discretion. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked.

D. Departments that give comp time leave to employees need to make sure this leave is taken within the fiscal year that it is earned and comp time will no longer be accrued past June 30th.

5. Records

Employees will usually work a 40-hour workweek, with at least one-half hour during the workday in which the employee is totally relieved of all duties for lunch. Each employee shall sign a schedule showing that particular employee's work schedule. For any day the employee varies from the established work schedule, the employee has the duty to file with the supervisor a signed schedule variance form, which shall show the exact hours worked during the work day, and shall show sick leave, holiday leave, and vacation time taken.

6. Holidays

- A. Observed Holidays - The following holidays will be declared official holidays, and employees will be excused from work without charge to leave and be paid in keeping with their employment status:

New Year's Day

January 1

Martin Luther King Jr.'s Day	3 rd Monday in January
Presidents Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Friday after Thanksgiving	4 th Friday in November
Christmas Eve *	December 24 (See below)
Christmas Day *	December 25(See below)
Veteran's Day	November 11
Good Friday	Friday before Easter
Election Day**	See Below

*Christmas Holidays.

In regards to paragraph 6A, entitled "Observed Holidays", in that Christmas will fall on the weekends in the years 1999 and the year 2000, to avoid confusion in the future, it was felt necessary to deal with the issue now rather than waiting until next Christmas. Further, on years where Christmas has not fallen on a weekend, the day after Christmas has been traditionally given to County employees as a travel day. Consequently, the following will be observed as the schedule regarding Christmas holidays henceforth:

Depending on Christmas day, County Employees will receive the following days off:

Saturday or Sunday	Friday preceding Christmas and the Monday after Christmas
Monday	Monday (Christmas Day) and the Tuesday after Christmas
Tuesday, Wednesday or Thursday	Christmas Eve, Christmas Day, and the day after Christmas as a travel day
Friday	Christmas Eve and Christmas Day

** Election Day/Columbus Day.

In regards to paragraph 6A entitled "Observed Holidays", Election Day will be a recognized holiday for County offices. Election Day will simply be recognized as a County holiday. There is legislative precedent for this change. Pursuant to Tennessee Code Annotated, § 15-1-101, Election Day is a recognized holiday that may be taken by county offices in the State of Tennessee pursuant to personnel policies enacted by that office. This will encompass the following Election Days: County Primary, County General, National/State Election Day. Columbus Day will not be recognized as a County holiday.

B. Special Pay Provisions - Every effort will be made to allow all employees off on each designated 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 the regular rate of pay for any hours actually worked. The employee may elect to receive compensatory leave time which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

7. Sick Leave Policy

A. Earning and Accumulating Sick Days - Sick leave shall be considered a benefit and privilege and not a right. Full time 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 no maximum of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of separation, all unused sick leave shall be forfeited. In the event of retirement, an employee shall be compensated for unused sick leave. If an employee is in a paid status for one-half of the month or more, he or she will be credited with one day of sick leave for the month. Otherwise, the employee will not accrue any time for the month.

B. General Sick Leave Rules and Procedures

1. 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 be used for appointments with a licensed doctor, dentist or recognized health care practitioners. When appropriate, a partial sick day may be used rather than a full one. Employees who become ill during 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 time to another employee.
2. Documentation of Sick Leave - Employees is required to notify his/her department head as early as possible on the first day of their sick leave absence. An employee who claims sick leave may, at the discretion of the department head, be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the periods of absence, and that the employee is again physically able to perform his or her duties.
3. Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days of leave needed due to illness or injury. For any additional time needed, the employee will be considered on a leave without pay status unless the employee has accumulated vacation time or

compensatory time available. The employee may request that additional sick leave be credited against their remaining vacation or compensatory time.

C. Tennessee Consolidated Retirement

1. A qualified County employee, in good standing, may choose to apply accrued sick leave towards retirement, pursuant to the rules and regulations of the Tennessee Consolidated Retirement System, or he/she may select the lump sum payment option (hereinafter referred to as "payment option") as stated below.

2. A "Qualified Employee" is defined as a County employee, in good standing, eligible for retirement pursuant to the rules and regulations of the Tennessee Consolidated Retirement System.

3. If the qualified employee chooses the payment option, the employee shall be compensated for each sick day accrued at the rate of FIFTY (\$50.00) DOLLARS per day.

4. Under the payment option, a qualified employee shall be paid for accrued sick days in an amount not to exceed the maximum number of days accrued for years of service as outlined below:

Ten Years of Service	30 Days
Twenty Years of Service	60 Days
Thirty Years of Service	90 Days

5. It shall be the responsibility of the head of each department within the County to report to the County Executive on a quarterly basis the amount of accrued sick leave for employees in their respective departments.

6. It shall further be the responsibility of the head of each department within the County to submit with his/her annual budget financial information so that the County may allocate sufficient funds to compensate employees who choose the payment option.

8. Vacation Time

A. Qualification for Vacation Time - Full time employees (those who regularly work 35 hours or more per week) shall earn up to twelve days (12 days) of paid vacation per year accruing at the rate of one day per every month of service in that calendar year, with the exception of probationary employees as stated in Section 1A. Full time

employees (those who regularly work more than 35 hours per week) who have been full time employees of the County fifteen (15) years or longer shall earn up to eighteen days (18 days) of paid vacation per year accruing at the rate of one day and a half per every month of service in that calendar year. Employees shall be given credit for vacation time as of the date of their employment. For probationary employees, this time shall not accrue until after satisfactory completion of the one hundred eighty (180) days mentioned in Paragraph 1A. Part time employees do not qualify for vacation leave.

Employees may be permitted to borrow against non-accrued vacation time; however, employees may only borrow the number of vacation days which would accrue in that current fiscal year. Should an employee leave employment with the County or be terminated after borrowing non-accrued vacation days, all such non-accrued vacation days borrowed shall be deducted from that employee's final paycheck.

- B. Accumulation of Vacation Time - Due to the accounting difficulties, you will no longer be permitted to carry over vacation time. Vacation days not used in a current employment year will be lost.
- C. Use of Vacation Time - Vacation leave may be used only at times approved in advance by the employee's immediate supervisor. 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 immediate supervisor'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, it will be up to the discretion of the immediate supervisor as to whose request will be honored. No employee may give or loan vacation time to another employee. Employees may take no more than 10 days of vacation at any one time.
- D. Termination of Employment – Except as provided in section #19 Termination Pay, upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued as of the date of termination. Payment shall be made based upon the daily rate of compensation the employment receives as of the time of termination.

9. Longevity Policy

All current Full Time employees, including those employees who were full-time employees of the County as of the effective date of the foregoing amended policy, of the County General, Solid Waste, and Road Departments shall be eligible for longevity pay. Eligible employees shall receive \$100.00 per year of service. Said amount will be paid by County in one annual check. To be eligible for longevity pay, an employee must have continuous employment with the County. For purposes of the foregoing amendment, "continuous employment" means no

breaks in the time of employment with the County. It is permissible for an employee to work for more than one department; however, to be eligible for this benefit, the employment with the County must be continuous. An employee's years of service shall be verified by the County before this benefit is given. The County shall have absolute discretion in determining whether an employee's service to the County is continuous. Longevity pay will begin at an eligible employee's completion of five years of service. This benefit shall have a ceiling of thirty years after which an eligible employee can receive no more longevity pay than the equivalent of thirty years of service.

10. Bereavement Leave Policy

In the case of a death in the employee's immediate family, the employee will be given up to three (3) working days paid leave in the sole discretion of the employee's department head. Any other leave regarding bereavement shall be left to the sole discretion of the employee's supervisor. Immediate family shall be defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, grandparents, grandchildren, stepchildren of the employee and legal guardians or dependents.

11. Voting Leave Policy

Any person registered to vote in an election in this state may be absent from work to vote while the election polls are open for a reasonable period of time to be determined by the employee's supervisor. The County may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation.

12. Jury and Court Duty Policy

Putnam 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 the employee is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- C. The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as a witness.

- D. The employee may retain all compensation or fees received for serving as a juror or as a witness.
- E. If the employee is relieved from jury duty during working hours after serving less than three (3) 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.
- F. 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 use available vacation leave, compensatory time or leave without pay.

13. Parental Leave Policy (applicable to mothers and fathers)

- A. Employees who have been employed by the County for at least twelve (12) consecutive months as full-time employees may be absent for a period not to exceed 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. Any time off under this policy will also count toward an employee's use of FMLA leave (if the employee qualifies for FMLA leave), and such leaves shall run concurrently to the extent possible.

- B. Notice

Employees who provide at least three (3) months' advance notice to their department head of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from providing at least three (3) months' advance notice because of a medical emergency which necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

- C. Other Provisions

- 1. Leave will be without pay, except that employees may use accrued personal vacation days as under the County's FMLA policy, if they so

choose. Such leave shall not affect the employees' right to receive personal vacation time, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.

2. If an employee's job position is so unique that the County cannot, after reasonable efforts, fill that position temporarily, then the County need not reinstate the employee at the end of such leave period.
3. The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if the County learns that the employee has utilized the period of leave to actively pursue other employment opportunities, or if the County learns that the employee has worked for another employer during the period of leave, then the County will not reinstate the employee at the end of such leave.
4. Whenever the County determines that an employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily, or because the employee has used such leave to pursue employment opportunities or to work for another employer, the County will notify the employee.
5. No holiday pay will be paid to a person on maternity leave or any other personal leave of absence.
6. It is the employee's obligation to notify his/her department head in writing of his/her intent to return to work following the use of parental leave.

Inquiries regarding leaves under the Tennessee Maternity Leave Law may be directed to the Office of the County Executive.

14. Family and Medical Leave Policy

A. Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave (measured to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;

- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

B. Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- (2) a veteran who 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, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

C. Amount of Leave

The amount of FMLA leave available to an employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave. This is referred to as the "rolling period" method of calculation.

D. Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

E. Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

F. Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

G. Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

H. Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. Putnam County requires that FMLA eligible employees use any paid personal vacation time, sick leave time, or other forms of paid time off which employees have accrued at the same time that they use FMLA leave until the paid time off has been fully used. The paid leave and FMLA leave will run at the same time and count toward the 12-weeks of FMLA leave. Once paid time off has been exhausted, any remaining FMLA leave would be unpaid. Paid sick time can only be substituted if your FMLA leave request is due to your own serious medical condition, not to care for a family member.

I. Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

J. Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

K. Job Restoration

An employee eligible for family and medical leave - with the exception of those employees designated as "key employees" - will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The County cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the County.

L. Return from Leave

An employee must complete a notice of their intention to return from Family or Medical Leave before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of

absence, notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return.

M. Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a Family or Medical Leave of Absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's department head. This written request should be made as soon as the employee realizes that she or he will not be able to return at the extension of the leave period.

N. Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

O. Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice.

15. In-Line-of-Duty Injury Leave Policy (Workers' Compensation)

Any employee sustaining an injury or an industrial illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Tennessee Workers' Compensation Law shall be entitled to receive in-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave which the employee has accumulated. Any benefits to which an employee is entitled will be determined in accordance with the provisions of the Tennessee Workers' Compensation Law.

16. Administrative Leave With Pay Policy

Absence with pay for administrative purposes may be granted by the department head, elected official or County Executive. Such leave must be for a good cause as determined by the County official. This leave shall not exceed five (5) working days per year unless exceptional circumstances exist.

17. Leave Without Pay Policy

Any employee, at the discretion of the department head, elected official or County Executive, may be granted leave without pay for sufficient reason as determined by the County official. During the period of absence, the employee will not accrue vacation, sick leave, or other benefits. Leave without pay shall not extend for a period in excess of one year.

18. Military Leave of Absence Policy

- A. Full-time employees who are members of any military reserve component will be granted paid military training leave for such time as they are in military service on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed forces orders.
- B. 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 an additional fifteen (15) days of paid military leave if the additional military training:
 - 1. Occurs during the same calendar year; and
 - 2. Fulfills the employee's military training obligation for the next calendar year.
- C. During such time that the employee is on military training leave, the employee will receive the benefits to which he or she would otherwise be entitled.
- D. An unpaid military leave of absence will be granted to employees, except temporary employees who were hired under the condition that their employment would be limited for a specific, brief and non-recurrent project or period of time, to attend scheduled drills or training or if called to active duty with the U.S. armed services or State National Guard. The employee must provide to their immediate supervisor a copy of the military orders to verify the type and duration of the leave of absence.

E. All military leaves of absence will be in accordance with rights of employees pursuant to the Uniformed Services Employment and Reemployment Rights Act. Employees returning from a period of service in the uniformed services must notify their department head of their intent to be reemployed as follows: If the employee's military service was less than 31 days, within 7 days following the employee's completion of such service; if the employee's military service was between 31 and 180 days, within 14 days following the employee's completion of such service; and if the employee's military service was for 181 days or more, within 90 days following the employee's completion of such service.

19. Termination Pay

An employee whose employment is being terminated, either voluntarily or involuntarily (except as a result of gross misconduct or possible commission of a crime), shall be paid for all regular earnings which are due and accrued plus all accrued vacation time, overtime and compensatory leave time. The rate of pay for such compensatory time shall be the employee's current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is greater. The employee will not be compensated for any unused sick leave days. In the event of death of an employee, the amount owing hereunder to the employee shall be paid to the employee's estate or to the surviving spouse as may be required by law.

20. Part-Time Employees

A part-time employee designation will be used for those employees whose regular assigned work schedule includes no more than thirty five (35) hours per week. The benefits set forth in this manual are intended to apply only to regular full-time employees. These rules and regulations are not intended to and do not establish paid leave of any kind for part-time employees.

21. Non-Discrimination Statement

As an equal opportunity employer, employment decisions will be based upon consideration of the qualifications of all employees or applicants for employment. Discrimination based upon an applicant's or employee's race, color, sex, religion, national origin, age or disability is prohibited.

22. Sexual Harassment Policy

Putnam County is opposed to and prohibits, without qualification, sexual harassment of its employees in the workplace. All other forms of harassment are also prohibited. The purpose of this policy is to assure that all employees will enjoy a work environment free from intimidation, hostility, or offensive behavior by supervisors, co-workers, or visitors.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and all other unwelcome verbal or physical conduct of a sexual nature, especially where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited sexual harassment include, but are not limited to, offensive or unwelcome physical contact, lewd or sexually suggestive comments, sexual propositions, sexually-oriented teasing or kidding, jokes of a sexual nature, or any display of sexually explicit pictures, photos, cartoons, books, magazines, greeting cards, or other objects.

All employees must respect the rights of their co-workers and shall refrain from any behavior or conduct toward any other employee that could be interpreted as sexual harassment.

All County officers are responsible for the effective administration of this policy. Should any officer or supervisor be advised or learn of a violation of this policy, he/she should immediately report the matter to their immediate supervisor or County Executive or other County officer, who will arrange for a prompt and thorough investigation.

Reporting Procedure

Any employee who believes that he/she has been subjected to sexual harassment should immediately notify the county official or department head under whose direction the employee works. If the employee's department head is involved in the harassment, the employee should notify a county official or the County Attorney. If an employee prefers to discuss the circumstances with someone else, he/she is invited to contact the County Attorney. All complaints will be kept confidential to the maximum extent possible and no retaliation will be taken or permitted to be taken against any employee for filing a good faith complaint or for assisting in the investigation of such a complaint.

Violations of this policy will not be tolerated and will result in prompt corrective action. If the County official determines that another employee did harass a County employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment and possible loss of accrued leave benefits as deemed appropriate. If the individual who harassed the employee is not employed by the County, the County will take corrective action to the extent possible. However, if after investigating a complaint of harassment, the County official determines that the complaint was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

23. Equal Employment Opportunity Policy

It is the policy of Putnam County that all persons shall have equal employment opportunities regardless of race, color, national origin, sex, age, religion or disability. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices is prohibited. Harassment of employees in any form and for any reason is prohibited.

The personnel policies of this county shall be administered in such manner as to comply fully with the Civil Rights Act of 1964 as amended and other applicable federal and state laws as set forth in this policy.

Any employee or applicant who believes that he or she has not been afforded equal opportunity for any employment action may file a complaint in accordance with the discrimination complaint procedure with an assurance of protection from retaliation.

I. The Law

In our efforts to achieve equal employment opportunity for everyone in the service of the government for Putnam County, we are guided by the intent and mandates of all applicable laws. Among the laws governing employment in the public sector are the following:

A. Federal Laws and Regulations

1. Civil Rights Act of 1964, Title VII - makes it unlawful for an employer to discriminate as to hiring, firing, promotion, compensation, terms, conditions or privileges of employment on the basis of race, color, religion, sex, or national origin. It also forbids employers to limit, segregate or classify employees in any way that tends to deprive any individual of employment opportunities or adversely affect his or her employment status because of race, color, religion, sex or national origin. This also applies to people in apprenticeship, training and retraining programs. It is also illegal to indicate a preference in advertisement relating to employment.
2. Pregnancy Discrimination Act of 1978 - clarifies that women affected by pregnancy and related conditions must be treated the same as other applicants and employees on the basis of their ability or inability to work..
3. Civil Rights Restoration Acts of 1987 - specifies that entire institutions receiving federal funds, rather than just programs or activities receiving the funds, must comply with the civil rights laws.

4. Executive Order 11246 (as amended by Executive Order 11375) - imposes on government contractors and subcontractors obligation parallel to those established by Title VII of the Civil Rights Act. This order also prohibits discrimination on the basis of age or physical disability and requires that contractors take affirmative action to ensure equal opportunity.
5. Equal Pay Act of 1963 (amendment to the Fair Labor Standards Act) - mandates equal pay for equal work regardless of sex. The benchmarks for a job are skill, effort, responsibility and working conditions and the exceptions are applications of the seniority or a merit system, a measure of quantity or quality of production or any other factor other than sex.
6. Age Discrimination in Employment Act of 1967 - prohibits age-based employment discrimination against individuals 40 years of age or older.
7. Rehabilitation Acts of 1973 - Section 503 requires employer with federal contracts to take affirmative action for the employment of handicapped people. Section 504 forbids discrimination against handicapped persons by any employer receiving federal financial assistance.
8. Americans with Disabilities Act of 1990, Title I - prohibits covered employers from discriminating against a qualified individual with a disability in all areas of employment.
9. Immigration and Nationality Act (Immigration Reform and Control Act of 1986, as amended) - The IRCA establishes sanctions against employers who knowingly recruit or hire illegal aliens. The law prohibits discrimination against foreign nationals by employers who are not covered by Title VII of the Civil Rights Act.

B. State Laws and Regulations

1. Tennessee Human Rights Act - forbids job discrimination on the basis of race, creed, color, religion, sex, age or national origin.

2. Tennessee Parental Leave Law - allows a mother or father to take up to four months of unpaid leave for pregnancy, childbirth and nursing an infant.
3. Tennessee Disability Act - prohibits discrimination against persons with handicaps.
4. Tennessee Equal Pay Act - prohibits discrimination in the rate of pay because of sex.

II. Guidelines On Discrimination

Administrators and supervisors with the government of Putnam County are familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination. Specific guidelines are summarized in this document. Furthermore, harassment of any person in the form of verbal or physical conduct relating to a person's race, color, sex, age, religion, national origin or disability will not be tolerated when such conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's opportunities associated with employment.

A. Race Discrimination

It is against the policy of Putnam County to discriminate against an individual in employment matters because of his or her race.

B. Sexual Discrimination

It is the policy of Putnam County that there shall be no discrimination against any individual based on sex. This covers all employment actions and conditions of employment and benefits.

1. Job Policies and Practices

- a. Personnel policies do not discriminate on the basis of sex.

- b. Employees and applicants of both sexes are equally considered for any positions for which they are qualified.
 - c. Employment opportunities, wages, hours, conditions of employment and benefits are equally offered to all employees regardless of sex.
 - d. Marital Status shall not be a factor in any employment opportunity or decision.
 - e. Appropriate physical facilities shall be provided for people of both sexes.
2. Sexual Harassment: See Putnam County's Sexual Harassment Policy, above.

C. Religious Discrimination

Putnam County expresses its commitment to prohibit religious discrimination against applicants for employment and employees in all areas of employment and benefits. No distinction based on religion shall apply in employment opportunities, wages, hours of work, other conditions of employment or benefits.

Efforts will be made to accommodate the religious observance and practices of an employee unless such accommodation is unreasonable and would result in an undue hardship on the conduct of business. In making these decisions supervisors will consider such factors as:

- 1. Business necessity,
- 2. Financial costs and expenses, and
- 3. Resulting personnel problems.

D. Age Discrimination

The policy of Putnam County prohibits age-based discrimination against individuals 40 years of age or older. No appointing authority shall be allowed to refuse to hire, to discharge, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of an individual's age. Nor will any employee be segregated or classified in such a manner as to deprive him or her of job opportunities because of his or her age.

Exceptions

1. There may be some differentials in bona fide employee benefit plans.
2. For some areas of work, age may be a bona fide occupational qualification.

E. National Origin Discrimination

1. Policy - It shall be against the policy of Putnam County to discriminate because of an individual's or his or her ancestor's place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group. Furthermore, it is against the policy to discriminate for reasons which are grounded in national origin, such as (a) marriage or association with persons of a national origin group; (b) membership in or association with an organization identified with or seeking to promote the interests of national origin groups; (c) attendance or participation in schools, churches, temples or mosques generally used by persons of a national origin group; and (d) because an individual's name or spouse's name is associated with a national origin group. There shall be no discrimination based on national origin in any area of employment or condition of employment or in the granting of employment benefits.
2. Citizenship - Putnam County requires that all employees be United States citizens or legally authorized to work in the United States. Specified classifications may require U.S. citizenship as a bona fide occupational qualification.

F. Handicap Discrimination

1. Policy - It is the policy of Putnam County to assure equal employment opportunity to persons with disabilities on the basis of qualifications and ability to perform the job. There shall be no discrimination in terms of employment opportunities, wages, hours of work or other conditions of employment benefits because of a qualified individual's handicap or disability.

A qualified individual with a handicap or disability is one who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or who is regarded as having such an impairment, who can perform the

essential functions of his or her job with or without a reasonable accommodation.

2. **Application Process** - Persons with handicaps or disabilities shall be afforded the same application process as other applicants. Assistance with the application process may be provided in appropriate cases.
3. **Employment Physical** - All new appointees are required to take a physical examination after an offer of employment is made. Under no circumstances may a new appointee begin working until a pre-employment physical has been conducted and a determination made regarding the appointee's fitness to perform the requirements of their job. The physical examination will be conducted at the Putnam County Health Department at Cookeville, Tennessee, at County expense. If a physical limitation is determined which prevents an otherwise qualified individual from performing the essential functions of the job, the appointee can still retain the position if a reasonable accommodation can be made. The possibility of reasonable accommodation shall be determined by the applicant and the County. Information obtained in the pre-employment physical shall be confidential to the extent allowed by law, except for the following:
 - a. Supervisors shall be informed of any restrictions on the duties required for reasonable accommodation.
 - b. Safety personnel shall be informed of the possible necessity for emergency treatment.
4. **Reasonable Accommodation** - A department shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with disabilities. The specific accommodation needed shall be determined jointly by the individual and the County with technical assistance provided by the ADA coordinator for Putnam County. Reasonable accommodation may include, but shall not be limited to:
 - a. Making facilities readily accessible to and usable by persons with disabilities, and
 - b. Job restructuring, job sharing or modified work schedule, acquisition or modification of equipment or devices and other similar actions.

In determining whether an accommodation would impose an undue hardship on the operation of a department, factors to be considered include:

- a. the overall size of the specific work area or program with respect to the number of employees and budget,
 - b. the type of operation, and
 - c. the nature and cost of the accommodation needed.
5. Accessibility - Each department is required periodically to survey their programs and physical facilities to determine if they are accessible to persons with disabilities. If structural problems are found, it is the responsibility of Putnam County to budget for changes. Non-structural problems requiring some form of reasonable accommodation will be addressed on an individual basis. The ADA coordinator will provide technical assistance in areas of accessibility related to employment.

G. 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 Putnam County, 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 Executive, or his designated employee. The County Executive or his designated employee 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 Executive or his designated employee 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 an incident of discrimination or harassment in good faith 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.

24.

~~Notification of arrest or filing of information - Employees must notify their appropriate department head or elected official if they have been arrested within~~

72 hours of said arrest (or if a criminal "information" has been filed against them) so that a determination may be made whether the charged offense would constitute an impediment to their job performance or a conflict of interest concerning their employment with Putnam County. All such determinations must be made upon the advice of the County Attorney including any actions taken to suspend or terminate the employee. Failure to provide this notification may lead to disciplinary action, up to and including dismissal

25. Drug-free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is specifically prohibited in Putnam County's workplace. Any employee violating this standard shall be subject to discipline up to and including discharge. As a condition of employment with Putnam County, all employees will agree to notify the County of any criminal drug statute conviction for a violation occurring on or off County property no later than five (5) days after such conviction.

26. Physicals

The hiring process includes a new hire processing appointment and a pre-employment physical for safety sensitive positions that includes drug and alcohol screens. Hiring decisions for safety sensitive positions are contingent upon satisfactory results of a physical examination, including a drug and alcohol use and misuse screening.

In furtherance of this Policy, Putnam County has adopted the following:

SUBSTANCE ABUSE POLICY

Putnam County has a strong commitment to providing its employees with a safe and drug-free working environment. The presence of drugs or alcohol in the workplace and the influence of these substances on employees during working hours are inconsistent with the County's operations. While the County has no intention of intruding into the private lives of its present or potential employees, it expects all employees to report to work in a condition to perform their duties in a safe and productive manner.

Employees are expected and required to report to work with no illegal or non-prescribed drugs in their bodies and may not be under the influence of alcohol. Compliance with this requirement is considered an essential job qualification for all job assignments. Any employee who reports to work under the influence of intoxicants or controlled substances, or who possesses or consumes intoxicants or controlled substances on County premises, is subject to disciplinary action, including suspension, dismissal, or other appropriate action.

The sale, manufacture, possession, distribution or use of illegal drugs or controlled substances, including but not limited to marijuana, cocaine, PCP, amphetamines or barbiturates, while on County property or job sites, or while on County business is strictly forbidden and is a dischargeable offense. In addition, employees who are involved with illegal drugs or controlled substances while on their own time will be subject to disciplinary action up to and including discharge, if the County determines that such conduct had or might have an adverse effect on the County. In addition, any illegal substances found on County property may be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Because of the need to provide a safe workplace, employees working in safety sensitive positions who are prescribed drugs or medications that may negatively affect or impair their physical or mental capacities to safely or effectively perform their job must inform their department head of such drugs or medications, including, but not limited to muscle relaxers, tranquilizers, narcotics, sedatives, mind-altering or mood-altering drugs or medications. This includes medications which are accompanied with warnings regarding the use or operation of machinery, equipment or motor vehicles while using such medications. An employee may continue to work, even though under the influence of a legal drug, if the County has determined, after consulting with a medical professional, that the employee will not pose a threat to his or her own safety, or the safety of co-workers or the public, and that the employee's job performance will not be materially affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action as determined by the County. Failure to report prescription drug/medication usage as required by this section may result in disciplinary action.

27. COBRA

Employees of Putnam County that are covered by the employee health plan and/or their dependents have certain legal rights to choose continuation of coverage. These rights apply if you or your dependents lose coverage due to a reduction in hours of work, termination of employment for reasons other than gross misconduct, and for other events which might otherwise cause a loss of coverage. Certain other qualifying events may enable your dependents to continue their coverage. It is essential that you keep the County's personnel department informed of changes in dependents' status, including divorce, etc. For insurance coverage purposes, it is important for you to notify the County of any changes in your marital status or in the number of dependents in your family. Failure to do so can jeopardize your spouse's and/or dependents' ability to receive health insurance coverage. Employees and covered individuals should consult the health care plan administrator.

28. Amendment of Rules

It is the responsibility of all employees to carry out and comply with the policies contained in this manual. The employee should be aware that these rules and regulations are subject to periodic review and change by Putnam County, at the County's discretion.

Employees are encouraged to check with the County to see if any changes have occurred to these policies.

Acknowledgment of Receipt of Employee Handbook

As indicated by my signature below, I hereby acknowledge receipt of a copy of Putnam County's Personnel Policies handbook.

I further acknowledge that:

- (1) I will read the handbook and any questions which I have will be addressed to my supervisor.
- (2) I understand that my employment will be subject to the policies and provisions contained in this handbook along with any subsequent changes or amendments thereto.
- (3) I understand and acknowledge that this handbook does not constitute an employment contract or agreement as to employment terms, nor does it create or confer any contractual rights.

Employee's Signature

Date

COMPENSATORY TIME AGREEMENT

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

Employee signature

Date

APPLICANT CERTIFICATION AND AGREEMENT

As part of its on-going program to select the best candidates for employment as drivers or those in safety sensitive positions and to provide a safe and healthy place of employment for its employees, Putnam County may test applicants for employment as drivers or those in safety sensitive positions for drug and alcohol usage after a conditional offer of employment has been made. Such tests may be conducted for cause, in the County's sole discretion.

I hereby consent to any such drug or alcohol screens, including, but not limited to, a urine test and/or blood test, and to a disclosure of the results of the test to the County for its use and internal communication. I hereby release and fully and forever discharge Putnam County and any physician, technician, laboratory or facility which collects or performs analysis from any claim or liability arising from such procedures including, but not limited to, the collection and testing procedure, the analysis, the accuracy of the analysis or the disclosure of its results.

I understand that the results of any such drug screening test will be considered in any employment decision, including the revocation of my conditional offer of employment. I further understand that Putnam County is under no legal obligation to inform me and will not inform me of the results of any drug and/or alcohol tests.

I understand that the drug or alcohol screens may detect the presence of prescription drugs and that it is important for me to disclose any prescription drugs which I am using, or which I have used recently, prior to the screening tests being conducted. I understand that this is necessary so that there will be accurate test results. I authorize the County to contact the physician who prescribed any medication reported by me and I hereby authorize the physician to provide information to the County regarding the reason for such prescription and information regarding its effect or potential effect on my performance.

If employed, I consent to undergo tests for drug and alcohol usage.

Signed: _____

Date: _____

Witness: _____

EMPLOYEE CERTIFICATION AND RELEASE

I hereby certify that I have received, read, and understood Putnam County's Substance Abuse Policy. I agree that its terms constitute conditions to my continued employment with the County.

I hereby consent to substance abuse testing and to a disclosure of the results of the test and the County for its use and internal communication. I hereby release and fully and forever discharge the County and any laboratory or facility which performs the test analysis from any claim or liability arising from such tests including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis, or the disclosure of the results.

I consent to the County's search and inspection of its lockers, cupboards, desks, drawers, motor vehicles, etc., which are provided for the convenience of the employees.

Signed: _____
Date: _____

Witness: _____

PUTNAM COUNTY

ALCOHOL AND DRUG ABUSE POLICY FOR DRIVERS AND THOSE IN SAFETY SENSITIVE POSITIONS

POLICY STATEMENT AND PURPOSE

Drivers and those in safety sensitive positions are a valuable resource of Putnam County. Their health and safety is a serious concern to the County. Drug and alcohol use may pose a serious threat to drivers and those in safety sensitive positions health and safety. Therefore, the policy of Putnam County is to prevent substance use or abuse from having an adverse effect on our drivers and those in safety sensitive positions. The County maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on County government property. Furthermore, drivers have a right to work in an alcohol and drug free environment and to work with drivers and those in safety sensitive positions free from the effects of alcohol and drugs. Drivers and those in safety sensitive positions who abuse alcohol or use drugs are a danger to themselves, and to their coworkers and to the County's assets.

The adverse impact of substance abuse by drivers and those in safety sensitive positions has been recognized by the federal government. The Federal Highway Administration ("FHWA") has issued regulations which require various employers to implement a controlled substance testing program. Putnam County will comply with these regulations and is committed to maintaining a drug-free workplace. All drivers and those in safety sensitive positions who are required to have a commercial driver's license are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the County.

Specifically, it is the policy of Putnam County that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by a driver and those in safety sensitive positions while on Putnam County government premises, while engaged on County business, while operating County equipment, or while acting under the authority of the County is strictly prohibited. The FHWA states that mandatory testing must apply to every person who operates a commercial motor vehicle in intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and/or search all driver applicants and those in safety sensitive positions for alcohol and drug use, and current drivers and those in safety sensitive positions suspected of violating this policy who give reasonable suspicion, those drivers and those in safety sensitive positions who are selected for random testing, and those drivers and those in safety sensitive positions who are involved in a U.S. Department of Transportation ("DOT") reportable accident. The procedures are designed not only to detect violations of this policy, but to ensure fairness to each driver and those in safety sensitive positions. Every effort will be made to maintain the dignity of drivers or driver applicants and those in safety sensitive positions involved. However, disciplinary action will be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The County retains the sole right to change, amend or

modify any term or provision of this policy without notice. This policy is effective immediately, and will supersede all prior policies and statements relating to alcohol or drugs.

**ADMINISTRATIVE GUIDE TO
PERSONNEL**

**ALCOHOL AND DRUG TESTING PROCEDURES FOR DRIVERS
AND PERSONS IN SAFETY SENSITIVE FUNCTIONS**

I. PURPOSE

The purpose of this administrative guide is to set forth the procedures for the implementation of controlled substances and alcohol use and testing of driver applicants, current drivers, those currently employed in safety sensitive positions, and those applicants for employment pursuant to the Alcohol and Drug Testing Policy for Drivers and Persons in Safety Sensitive Functions. These procedures are intended as a guide only and are in no way intended to alter any existing relationship between Putnam County and any driver or employee.

Putnam County's alcohol and drug program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is the County Ambulance Service Director.

II. DEFINITIONS

When interpreting or implementing these procedures, or the procedures required by the Federal Highway Administration ("FHWA") controlled substance testing regulations, the following definitions apply:

"**Alcohol**" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"**Alcohol concentration (or content)**" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

"**Collection site**" means a place where individuals present themselves for the purpose of providing breath, or body fluid sample to be analyzed for specified controlled substances. The site must possess all necessary personnel, materials, equipment, facilities and supervision to provide for collection, security, temporary storage and transportation or shipment of samples to a laboratory.

"**Commercial motor vehicle**" means a motor vehicle or combination of motor vehicles used in commerce to transport property if the motor vehicle has a gross vehicle weight rating of 26,001 or more pounds.

"**Controlled substance**" has the meaning assigned by U.S.C. § 802 and includes all substances listed on schedules I through V as they may be revised from time to time (21 C.F.R. § 1308).

"**Driver**" means any person who operates a commercial motor vehicle, this includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; or

leased drivers, who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to an employer to drive a commercial motor vehicle. For the purposes of this policy, the word "employee" and "driver" may be used interchangeably.

"Drug" means any substance (other than alcohol) that is a controlled substance as defined in this section and 49 C.F.R. Part 40.

"Employee". For the purpose of this policy, "employee" is defined as those performing safety sensitive functions.

"FHWA" means the Federal Highway Administration, U.S. Department of Transportation.

"Medical review officer" (MRO) means a licensed M.D. or D.O. with the knowledge of drug abuse disorders that is employed or used by a motor carrier to conduct drug testing in accordance with this part.

"Performing (a safety-sensitive function)" means an individual is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Random selection process" means that alcohol and drug tests are unannounced; that every driver of a motor carrier subject to tests conducted annually shall equal or exceed twenty-five percent (25%) for alcohol tests and fifty percent (50%) for drug tests of the total number of drivers subject to testing of a motor carrier.

"Reasonable cause" means that the motor carrier believes the actions or appearance or conduct of a commercial motor vehicle driver who is on duty as defined below, are indicative of the use of controlled substance.

"Safety-sensitive function" means any of those on duty functions set forth in 49 C.F.R. § 395.2.

"On duty time" means all time from the time a person begins to work or is required to be in readiness to work or until the time he/she is relieved from work and all responsibility for performing work. "On duty time" shall include:

1. All time at a carrier or shipper plant, terminal, or facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All driving time;

4. All time, other than driving time in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipment loaded or unloaded;
6. All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

III. PROHIBITED SUBSTANCES/PRESCRIPTION MEDICATIONS

- A. **Alcohol use** means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol which, when consumed, causes an alcohol concentration in excess of those prescribed by 49 C.F.R. Part 382, Subpart B ("FMCSR") and Section IV of this policy.
- B. **Controlled substances:** In accordance with FHWA rules, urinalysis will be conducted to detect the presence of the following substances:
 1. Marijuana
 2. Cocaine
 3. Opiates
 4. Amphetamines
 5. Phencyclidine (pcp)

Detection levels requiring a determination of a positive result shall be in accordance with guidelines adopted by the FHWA.

- C. **Prescription medications:** Drivers or employees taking legally prescribed medications issued by a licensed health care professional familiar with the employee's work-related responsibilities must report such use to their immediate supervisor, and may be required to present written evidence from the health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

In the sole discretion of the alcohol and drug program administrator, an employee may be temporarily removed from a safety-sensitive position if deemed appropriate.

IV. PROHIBITIONS

A. **Alcohol Prohibitions**

The alcohol rule prohibits any alcohol misuse that could affect performance of a safety-sensitive function, including:

1. Use while performing safety-sensitive functions.
2. Use during the 4 hours before performing safety-sensitive functions.

3. Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater.
4. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
5. Use during 8 hours following an accident, or until he/she undergoes a post-accident test.
6. Refusal to take a required test.

B. Drug Prohibitions

The regulations prohibit any drug use that could affect performance of safety-sensitive functions, including:

1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate the CMV;
2. Testing positive for drugs; and
3. Refusing to take a required test.

All employees will inform the alcohol and drug program administrator of any therapeutic drug use prior to performing a safety-sensitive function.

V. EMPLOYEE TESTING

- A. Pre-employment alcohol and drug testing:** All applicants will be required to submit to and pass a breath alcohol test and a urine test as a condition of employment. Offers of employment are made contingent upon passing the County's medical review, including the alcohol and drug test and the required DOT physical exam.

Under no circumstances may an employee perform a safety-sensitive function until a confirmed negative result is received.

Drug testing shall follow the collection, chain-of-custody and reporting procedures as set forth in 49 C.F.R. Part 40.

- B. Employees and drivers:** Under all circumstances, when an employee is directed to provide either a breath test or urine sample, he/she must immediately comply as instructed. Refusal will constitute a positive result, and the employee will be immediately removed from the safety-sensitive function, and will be subject to further disciplinary action and possible termination.

C. Suspicion-based testing:

1. Reasonable suspicion: If an employee is having work performance problems or displaying behavior that may be alcohol or drug related, or is otherwise demonstrating conduct that may be in violation of this policy where immediate management action is necessary, a supervisor, with the concurrence of the alcohol drug administrator, will require that the driver submit to a breath test and/or urinalysis. The following conditions are signs of possible alcohol or drug use (not all-inclusive):

- * abnormally dilated or constricted pupils
- * glazed stare - redness of eyes (sclera)
- * flushed face
- * change of speech (i.e. faster or slower)
- * constant sniffing
- * increased absences
- * redness under nose
- * sudden weight loss
- * needle marks
- * change in personality (i.e. paranoia)
- * increased appetite for sweets
- * forgetfulness - performance faltering - poor concentration
- * borrowing money from co-workers or seeking an advance of pay or other unusual display of need for money
- * constant fatigue or hyperactivity
- * smell of alcohol
- * slurred speech
- * difficulty walking
- * excessive unexplained absences
- * dulled mental process
- * slowed reaction rate

2. Supervisors must take action if they have reason to believe one or more of the above-listed conditions is indicated, and that the substance abuse is affecting a driver's job performance in any manner. A supervisor observing such conditions will take the following actions immediately:

- * confront the employee involved, and keep under direct observation until the situation is resolved.
- * Secure the alcohol and drug program's administrator's concurrence to observations; job performance and policy violations must be specific.
- * After discussing the circumstances with the supervisor, the alcohol and drug program administrator will arrange to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or

urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal will result in disqualification from any safety-sensitive function.

- * Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
 - * If upon confrontation by the supervisor, the employee admits to use, the appropriate disciplinary action will be taken.
3. **The supervisor shall**, within 24 hours or before the results of the controlled substance test results are released, document the particular facts related to the behavior or performance problems, and present such documentation to the alcohol and drug program administrator.
 4. **The alcohol and drug program administrator** will remove or cause the removal of the employee from the County-owned property and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, to a place of lodging, under no circumstances will that driver/employee be allowed to continue to drive a County vehicle or his/her own vehicle, or perform a safety sensitive function until a confirmed negative test result is received.
 5. **Post-accident testing:** All employees are required to provide a breath test and urine specimen to be tested for the use of controlled substances as soon as practicable after an accident. The employee shall remain readily available for such testing or may be deemed by the alcohol and drug administrator to have refused to submit to testing. **No alcohol may be consumed for 8 hours after the accident or until a test is conducted.** If the employee is seriously injured and cannot provide a specimen at the time of the accident, he/she shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in his/her system.

An accident is defined as an accident which results in the death of a human being or bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or which has had one of the vehicles towed from the scene of the accident or if the employee received a citation as a result of the accident.

Adherence by employees to post-accident testing is a condition of continued employment.

6. **Random testing:** The County will conduct random testing for all required drivers and employees as follows:

- A. A County-wide selection process which removes discretion in selection from any supervisory personnel will be adopted by the County. This process selects covered drivers through the use of a computerized program;
 - B. The random testing, once begun, will provide for alcohol testing of at least twenty-five (25%) and drug testing of at least fifty percent (50%) of all covered drivers.
 - C. The random testing will be reasonably spaced over any twelve (12) month period.
 - D. Once notified, a driver or employee must proceed immediately to the assigned collection site.
7. **Periodic testing:** For employees in safety sensitive positions other than drivers, the County will conduct periodic testing, testing at a minimum of one time per year at least fifty percent (50%) of employee in safety sensitive positions in an announced test.

VI. COLLECTION OF BREATH AND URINE SPECIMENS AND LABORATORY ANALYSIS

- A. **Breath alcohol:** Testing will be conducted either on site or at a prearranged location by a qualified breath alcohol technician according to C.F.R. 49 Part 40 procedures. Refusal to complete and sign the testing form or refusal to provide breath will be considered a positive test, and be removed from a safety-sensitive function until resolved.
- B. **Specimen collection:** Specimen collection will be conducted in accordance with applicable state and federal law. The collection procedures will be designed to ensure the security and integrity of the specimen provided by each employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of each driver submitted a specimen for analysis in accordance with these procedures.
- C. **Laboratory analysis:** As required by FHWA regulations, only a laboratory certified by Department of Health and Human Services (DHHS) to perform urinalysis by for the detection of the controlled substances will be retained by the County. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance and scientific analytical methodologies.

VII. CONSEQUENCES: APPEAL OF TEST RESULTS

- A. Alcohol and drug abuse may not only threaten the safety and productivity of all Putnam County employees, but causes serious individual health consequences to those who use them. Any confirmed action prohibited by part IV above, while performing a safety-sensitive function or refusing to take a breath test, will be grounds for disqualification as a driver.

- B. An employee testing positive for alcohol or drug use is subject to disqualification. Refusal to submit to testing will also be considered a positive.
- C. Refusal may be defined as not providing a breath sample or urine as directed, neglecting to sign appropriate control forms, using alcohol within 8 hours of an accident, or engaging in conduct that clearly obstructs the testing process.
- D. Any employee testing positive for the presence of a controlled substance will be contacted by the County's MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug. All such discussions between the employee and the MRO will be confidential. The County will not be a party to, or have access to matters discussed between the employee and the MRO. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the County as negative.
- E. Within 72 hours after the employee has been notified of a positive test result for drugs, he/she may request a retest of the split sample. This signed request will be provided to them in writing, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory, the test will be voided by the MRO, and the County alcohol and drug program administrator will be notified. A retest may be initiated as appropriate.

VIII. CONFIDENTIALITY

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

Employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

Collection of breath and urine samples must always be documented and sealed with a tamper-proof sealing system in the presence of the employee, to insure that all tests can be correctly traced to the employee.

Drug test analysis from the DHHS approved laboratory will be forwarded directly to the medical review officer assigned by the alcohol and drug program administrator.

Alcohol tests results will be forwarded by the MRO to the alcohol and drug program administrator for confidential recordkeeping.

APPLICANT CERTIFICATION AND RELEASE

I hereby certify that I have received, read, and understood the attached Putnam County Alcohol and Drug Abuse Policy for Drivers and those in safety sensitive positions, and Alcohol and Drug Testing Procedures for Drivers and those in safety sensitive positions. I agree that their terms constitute conditions to my hire and continued employment with the County.

I hereby consent to substance abuse testing and to a disclosure of the results of the test to the County for its use and internal communication. I hereby release and fully and forever discharge the County and any laboratory or facility which performs the test analysis from any claim or liability arising from such tests including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis, or the disclosure of the results.

If hired, I consent to the County's search and inspection of its lockers, cupboards, desks, drawers, motor vehicles, etc., which are provided for the convenience of the employees.

Signed: _____

Date: _____

Witness: _____

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EMPLOYEE CERTIFICATION AND RELEASE

I hereby certify that I have received, read, and understood the attached Putnam County Alcohol and Drug Abuse Policy for Drivers and those in safety sensitive positions, and Alcohol and Drug Testing Procedures for Drivers and those in safety sensitive positions. I agree that their terms constitute conditions to my continued employment with Putnam County.

I hereby consent to substance abuse testing and to a disclosure of the results of the test and the County for its use and internal communication. I hereby release and fully and forever discharge Putnam County and any laboratory or facility which performs the test analysis from any claim or liability arising from such tests including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis, or the disclosure of the results.

I consent to the County's search and inspection of its lockers, cupboards, desks, drawers, motor vehicles, etc., which are provided for the convenience of the employees.

Signed: _____

Date: _____

Witness: _____

RESOLUTION

**RESOLUTION OF THE PUTNAM COUNTY, TENNESSEE,
BOARD OF COMMISSIONERS TO ADOPT THE REVISED
COUNTY WIDE PERSONNEL POLICY FOR PUTNAM COUNTY, TENNESSEE**

WHEREAS, the Putnam County Commission recognizes the fact that the County Wide Personnel Policy needs to be revised to reflect changes in the law and desires of the County Commission and County Officials.

NOW, THEREFORE, in consideration of these facts, the Putnam County Commission meeting in regular session in the Putnam County Courthouse on the 21ST day of JULY, 2014, hereby resolves that the County Wide Personnel Policy be revised to reflect the revised County Wide Personnel Policy, which is attached hereto and incorporated by reference.

BE IT FURTHER RESOLVED, that a copy of this Resolution be spread upon the minutes of this meeting.

This the 21ST day of JULY, 2014.

APPROVED

Christopher R. Savage
Chairman, County Commission

[Signature]
County Executive

ATTEST

[Signature]
County Clerk



The Chairman asked for discussion on the motion to approve the updated County Personnel Policy. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

NEW BUSINESS AND ACTION THEREON BY THE BOARD

REPORT OF STANDING COMMITTEES:

PLANNING COMMITTEE: None

FISCAL REVIEW COMMITTEE: None

NOMINATING COMMITTEE: None

REPORT OF SPECIAL COMMITTEES:

BUDGET COMMITTEE: Report given.

MOTION RE: RECOMMENDS 3 YEAR CAPITAL OUTLAY NOTES THROUGH BUDGET FOR FUELING CENTER FOR COUNTY DEPARTMENTS AND SCHOOL TRANSPORTATION

Commissioner Kevin Maynard moved and Commissioner Kim Bradford seconded the motion to approve 3 year Capital Outlay Notes through Budget for the fueling center for County Departments and School Transportation.

The Chairman asked for discussion on the motion. The Commissioners discussed the motion.

MOTION RE: SUBSTITUTE MOTION TO SUBMIT FUEL STATION PROJECT WITH REGULAR BUDGET PROCESS

Commissioner Scott Ebersole moved and Commissioner Tom Short seconded the substitute motion to submit the Fuel Station Project with regular budget process.

The Chairman asked for discussion on the substitute motion. The Commissioners discussed the motion.

The Chairman asked the Commissioners to vote on the substitute motion to submit Fuel Station Project with regular budget process. The Commissioners voted as follows:

FOR:

Scott Ebersole
Tom Short
David Gentry
Jerry Ford
John Ludwig
Anna Ruth Burroughs
Terry Randolph
Chris Savage
Reggie Shanks

Eris Bryant
Jonathan Williams
Daryl Blair
Kevin Maynard
Kim Bradford
Bob Duncan
Marsha Bowman
Steve Pierce
Mike Atwood
Cathy Reel

AGAINST:

Ron Williamson

Sue Neal

ABSTAIN:

Joe Trobaugh
Mike Medley

ABSENT:

Jim Martin

The Clerk announced that nineteen (19) voted for, two (2) voted against, two (2) abstained, and one (1) absent. The motion carried.

RESOLUTIONS: None

ELECTION OF NOTARIES

Commissioner Eris Bryant moved and Commissioner Daryl Blair seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

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PUTNAM COUNTY CLERK
WAYNE NABORS COUNTY CLERK
P.O. BOX 220
COOKEVILLE TN 38503
Telephone 931-526-7106
Fax 931-372-8201

Notaries to be elected July 21, 2014

SHARON E BRANDON
PAULA A FARGASON
AMY FORD
SEAIRA FORD
TERESA C GILBERT
KIMBERLY A KIRBY
CYNTHIA DENISE MATHIS
KELSEY MCCARTER

CATHY LYNN MCCLAIN
BETHANY F NABORS
WILMA REEDER
SHIRLEY J RIDDLE
JANET RUMANCIK
CATHY STOUT
TINA R WEBER
E SHANE WHEELER

The Chairman asked for discussion on the Election of Notaries. There was none.

The Chairman asked the Commissioners to vote on the Election of Notaries. The Commissioners voted as follows:

FOR:

Scott Ebersole	Eris Bryant
Tom Short	Sue Neal
David Gentry	Jonathan Williams
Jerry Ford	Daryl Blair
Ron Williamson	Kevin Maynard
John Ludwig	Kim Bradford
Anna Ruth Burroughs	Bob Duncan
Terry Randolph	Marsha Bowman
Chris Savage	Steve Pierce
Reggie Shanks	Mike Atwood
Joe Trobaugh	Cathy Reel
Mike Medley	

ABSENT:

Jim Martin

The Clerk announced that twenty-three (23) voted for, zero (0) voted against, zero (0) abstained, and one (1) absent. The motion carried.

OTHER NEW BUSINESS:

DEBT OBLIGATION REPORT CT0253 FOR \$583,332 VOCATIONAL REHABILITATION BUILDING (COMPTROLLER'S OFFICE REQUIRES THAT THIS REPORT BE IN THE MINUTES OF THE COUNTY COMMISSION MEETING. NO APPROVAL REQUIRED)

ANNOUNCEMENTS AND STATEMENTS

**EMPLOYEE OF THE MONTH: CHARLES DOSS
LONDON EVANS**

CITIZEN OF THE MONTH: None

(SEE ATTACHED)

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REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

1. Public Entity:
 Name: Putnam County, Tennessee
 Address: c/o County Executive's Office
300 East Spring St. Room #8, Cookeville TN 38501
 Debt Issue Name: Vocational Rehabilitation Building Program Extension 2014
 If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.

2. Face Amount: \$ 583,332.00
 Premium/Discount: \$ _____

3. Interest Cost: 2.0000 % Tax-exempt Taxable
 TIC NIC
 Variable: Index _____ plus _____ basis points; or
 Variable: Remarketing Agent _____
 Other: _____

4. Debt Obligation:
 TRAN RAN CON
 BAN CRAN GAN
 Bond Loan Agreement Capital Lease
 If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Office of State and Local Finance ("OSLF").

5. Ratings:
 Unrated
 Moody's "Aa2" Standard & Poor's _____ Fitch _____

6. Purpose:

		BRIEF DESCRIPTION
<input type="checkbox"/> General Government	_____ %	<u>Vocational Rehabilitation Building</u>
<input type="checkbox"/> Education	_____ %	_____
<input type="checkbox"/> Utilities	_____ %	_____
<input checked="" type="checkbox"/> Other	<u>100.00</u> %	_____
<input type="checkbox"/> Refunding/Renewal	_____ %	_____

7. Security:
 General Obligation General Obligation + Revenue/Tax
 Revenue Tax Increment Financing (TIF)
 Annual Appropriation (Capital Lease Only) Other (Describe): _____

8. Type of Sale:
 Competitive Public Sale Interfund Loan From Debt Service
 Negotiated Sale Loan Program _____
 Informal Bid _____

9. Date:
 Dated Date: 06/25/2014 Issue/Closing Date: 06/25/2014

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REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-151)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2015	\$194,444.00	2.0000 %		\$	%
2016	\$194,444.00	2.0000 %		\$	%
2017	\$194,444.00	2.0000 %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:

No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 0	
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
_____	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 0	

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REPORT ON DEBT OBLIGATION
(Pursuant to Tennessee Code Annotated Section 9-21-151)

12. Recurring Costs:

No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent	_____	_____
Paying Agent / Registrar	_____	_____
Trustee	_____	_____
Liquidity / Credit Enhancement	_____	_____
Escrow Agent	_____	_____
Sponsorship / Program / Admin	_____	_____
Other _____	_____	_____

13. Disclosure Document / Official Statement:

None Prepared

EMMA link _____ or

Copy attached

14. Continuing Disclosure Obligations:

Is there an existing continuing disclosure obligation related to the security for this debt? Yes No

Is there a continuing disclosure obligation agreement related to this debt? Yes No

If yes to either question, date that disclosure is due _____

Name and title of person responsible for compliance _____

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy December 2011

Is the debt obligation in compliance with and clearly authorized under the policy? Yes No

16. Written Derivative Management Policy:

No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy? Yes No

17. Submission of Report:

To the Governing Body: on 7-21-2014 and presented at public meeting held on 7-21-2014

Copy to Director to OSLF: on _____ either by:

Mail to: _____ OR Email to: StateAndLocalFinance.PublicDebtForm@cot.tn.gov

505 Deaderick Street, Suite 1600
James K. Polk State Office Building
Nashville, TN 37243-1402

18. Signatures:

	AUTHORIZED REPRESENTATIVE	PREPARER
Name	<u>[Signature]</u>	<u>Deborah Francis</u>
Title	<u>County Executive</u>	<u>Mgr. of Accts & Budgets</u>
Firm		
Email	<u>kblaylock@gmail.com</u>	<u>debhy@putnamco.org</u>
Date	<u>7-16-14</u>	<u>7-16-14</u>

7-8-14

EMPLOYEES OF THE MONTH
JULY 2014

County Commission Awards Committee

CHARLES DOSS & LANDON EVANS

Dear Awards Committee Members,

On February 27, 2014 our newly hired county fire fighters were responding to a call in Putnam County at a Bunker Hill Road address. They were battling a brush fire near the home of Mr. Bob Tanish. Just as they got the fire under control and were getting packed up to leave Mr. Tanish suddenly collapsed to the ground. Two of our firemen, Mr. Charles Doss and Mr. Landon Evans, rushed to his aid. Mr. Tanish was unconscious. They checked his vitals, he was not breathing and his heart was not beating. They immediately call 911 and began CPR. They preformed CPR for approximately 10 minutes until paramedics arrived on the scene. At that time, the paramedics had to electrically shock Mr. Tanish's heart two or three times to get a heart rate. They transported Mr. Tanish to CRMC where he later received 5 stints.

I spoke with Mr. Tanish, he said he was unconscious and does not remember anything after collapsing. He said if not for the quick response and skill of our county firemen he would not be here today. He and his family are very thankful.

Thanks to the training and skill of our county firemen Mr. Tanish is alive and enjoying life with his family. I know the residents of the 5th district and the entire county feel better knowing our well trained men and women are on duty and ready to answer the call.

Sincerely,



Terry C. Randolph
Commissioner 5th District

MOTION RE: ADJOURN

Commissioner Kevin Maynard moved and Commissioner Daryl Blair seconded the motion to Adjourn.

The Chairman asked for a voice vote on the motion to Adjourn. The motion carried.

FISCAL REVIEW AGENDA

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: July 9, 2014

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, July 14, 2014 5:30 PM in the County Commission Chambers at the Courthouse.

1. Discuss countywide fueling center.
2. Any other business that needs to be reviewed by the Fiscal Review Committee.

NOTE: NO NOMINATING COMMITTEE MEETING FOR THIS MONTH

FISCAL REVIEW COMMITTEE

MINUTES

July 14, 2014

Prepared by Deborah Francis

ROLL CALL

Bob Duncan	Present	Daryl Blair	Absent
Jerry Ford	Present	Kevin Maynard	Present
Scott Ebersole	Present	Steve Pierce	Present
Terry Randolph	Present	Mike Atwood	Present
Mike Medley	Present	Sue Neal	Present
John Ludwig	Present	Chris Savage	Present

Item #1 **Discuss countywide fueling center**

The bid for this project came in more than expected, with the low bid coming in at \$498,000. The bid price is good for 60 days. It was discussed that the location would be at the school bus garage and for county general departments as well as the school department share costs of this project.

Motion: **Recommends to refer this to the Budget Committee to be considered in the 2014-2015 budget year and possible to a capital outlay note for three years.**

Made By: Duncan
Seconded: Medley

VOICE VOTE

APPROVED

Item #2 **Any other business**

NONE

ADJOURNED

PLANNING COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Kim Blaylock, County Executive

DATE: July 9, 2014

RE: Planning Committee Agenda

Listed below are items to be considered by the County's Planning Committee on Monday, July 14, 2014, at 6:00 PM in the County Commission Chambers at the Courthouse.

1. Any business that needs to be reviewed by the Planning Committee.

NOTE: NO NOMINATING COMMITTEE MEETING FOR THIS MONTH

PLANNING COMMITTEE

MINUTES

July 14, 2014

Prepared by Deborah Francis

Jim Martin	Absent	Eris Bryant	Present
Tom Short	Absent	Kim Bradford	Present
Reggie Shanks	Present	Marsha Bowman	Present
Ronald Williamson	Absent	Jonathan Williams	Present
Anna Ruth Burroughs	Present	David Gentry	Present
Cathy Reel	Present	Joe Trobaugh	Present

Item #1 ***Any business that needs to be reviewed by the Planning Committee***

NONE

ADJOURNED