

**Human Resources Committee Meeting**  
**Blount County Courthouse**  
**January 17, 2017 at 5:00 pm**  
**Agenda**

- A. Roll Call**
- B. Emergency Announcement**
- C. Setting the Agenda**
- D. Public Input on Items on the Agenda**
- E. Approval of October 31, 2016 minutes**
- F. Financial Reporting**
- G. Discussion and Possible Action on Healthy Workplace Act**
- H. Discussion and Possible Action on Update to Employee Vacation Policy**
- I. Discussion of Benefits Timeline for 2017**
- J. Discussion and Possible Action on Presentation from CBIZ**
- K. Adjournment**

**Blount County Government**  
**Human Resources Committee Minutes**

Monday October 31, 2016 5:00 pm  
Room 430 Blount County Courthouse

Members Present: Commissioner Mike Lewis, Rick Carver, Tom Stinnett, Grady Caskey; Mayor Ed Mitchell; Register of Deeds Phyllis Crisp; Trustee Scott Graves; Sheriff James Berrong

Members Absent: Commissioner Mike Caylor; Highway Superintendent Jeff Headrick; School Representative Robert Britt, David Murrell

Others Present: Human Resources Director Jenny Morgan  
Human Resources Specialist Jodie King

**Setting of Agenda**

Commissioner Lewis made the motion for setting of the agenda and a second was made by Commissioner Carver. A voice call was taken and all was in favor.

**Input on Items on the Agenda**

None at this time

**Approval of Prior Minutes**

Phyllis Crisp made the motion to approve the September 20, 2016 HR Committee minutes and a second was made by Sheriff Berrong. A voice call was taken and all was in favor.

**Monthly Revenue/Expenditures**

HR Director Jenny Morgan discussed with the committee the revenue and expenditures spreadsheet. She also stated member count for medical election for the end of September has increased slightly. She also updated the Committee on the status of pharmacy rebates from Employer's Health/CVS Caremark. 2016 2<sup>nd</sup> quarter rebates were \$122,615.33 and should be reflected in the October monthly reporting.

**Discussion and Possible Action on Updates to Employee Handbook**

HR Director Jenny Morgan presented a new proposal regarding annual leave/vacation to the employee handbook per the request of the County Commission. The new proposal is as follows:

***Annual Leave / Vacation***

If you are a Full-Time Regular Employee (including your introductory period), you are eligible for annual leave. The following guidelines currently apply:

- Effective January 1, 2017 vacation will be effective on an employee's full-time anniversary date of hire
- Time off will be managed on an accrual basis
  - Based on the number of hours worked per week and the length of service with the County

- Employees will be allowed to carry over up to 1 week (not to exceed the employee's weekly scheduled hours) into each anniversary year
- At the discretion of the Elected Official/Department Head, employees can be advanced up to 1 week (not to exceed the employee's weekly scheduled hours) of vacation

**For employees working 30 hours per week**

<b>Years of Service Completed</b>	<b>Total Number of Hours Annually</b>	<b>Hours Accrued Per Pay Period</b>
0 – 6 months	0 hours	0 hours
6 months – 1 year	30 hours	2.3077 hours
1 – 10 years	60 hours	2.3077 hours
11 – 15 years	90 hours	3.4615 hours
16+ years	120 hours	4.6154 hours

**For employees working 37.5 hours per week**

<b>Years of Service Completed</b>	<b>Total Number of Hours Annually</b>	<b>Hours Accrued Per Pay Period</b>
0 – 6 months	0 hours	0 hours
6 months – 1 year	37.5 hours	2.8846 hours
1 – 10 years	75 hours	2.8846 hours
11 – 15 years	112.50 hours	4.3269 hours
16+ years	150 hours	5.7692 hours

**For employees working 40 hours per week**

<b>Years of Service Completed</b>	<b>Total Number of Hours Annually</b>	<b>Hours Accrued Per Pay Period</b>
0 – 6 months	0 hours	0 hours
6 months – 1 year	40 hours	3.0769 hours
1 – 10 years	80 hours	3.0769 hours
11 – 15 years	120 hours	4.6154 hours
16+ years	160 hours	6.1538 hours

*To make the transition to this new policy easier, employees will accrue time from 1/1/17 to their anniversary date.*

- o On the anniversary date, employees will begin a new accrual year and will continue on an anniversary date going forward*

Upon termination of employment, employees will be paid for the balance of their unused annual leave.

**Example**

Date of Hire ----- August 14, 2014  
January 1, 2017 to August 13, 2017.....Accrue 2.8846 hours per pay period to be used by August 13, 2017  
August 14, 2017.....New accrual year begins with accrual rate of 2.8846 to be used by August 13, 2018

Commissioner Stinnett made the motion to adopt the proposed revisions to the vacation policy and a second was made by Commissioner Lewis. After discussion, Commissioner Lewis made the recommendation to strike the statement “If terminated for cause, no vacation time will be paid”, and Scott Graves made the second. A roll call vote was taken. 8-Yes; 0-No; 4-Absent. Motion passed.

Commissioner Lewis- Yes	Commissioner Stinnett- Yes
Commissioner Carver- Yes	Commissioner Caylor- Absent
Commissioner Caskey- Yes	School Representative Robert Britt- Absent
School Representative David Murrell-Absent	Mayor Ed Mitchell-Yes
Sheriff James Berrong- Yes	Hwy Superintendent Jeff Headrick- Absent
Register of Deeds Phyllis Crisp- Yes	Trustee Scott Graves- Yes

Commissioner Lewis made the recommendation to add the charts showing hours accrued per pay period for full time employees who work 40 hours weekly and 30 hours weekly. HR Director Jenny Morgan stated she would add those charts to the policy while in the meeting. Commissioner Lewis made a motion to include the charts in the updated policy and a second was made by Scott Graves. A roll call vote was taken. 8-Yes; 0-No; 4-Absent. Motion passed.

Commissioner Lewis- Yes	Commissioner Stinnett- Yes
Commissioner Carver- Yes	Commissioner Caylor- Absent
Commissioner Caskey- Yes	School Representative Robert Britt- Absent
School Representative David Murrell-Absent	Mayor Ed Mitchell-Yes
Sheriff James Berrong- Yes	Hwy Superintendent Jeff Headrick- Absent
Register of Deeds Phyllis Crisp- Yes	Trustee Scott Graves- Yes

Sheriff Berrong made the motion to forward the handbook for approval to Commission and a second was made by Commission Carver. A roll call vote was taken. 8-Yes; 0-No; 4-Absent. Motion passed.

Commissioner Lewis- Yes  
Commissioner Carver- Yes  
Commissioner Caskey- Yes  
School Representative David Murrell-Absent  
Sheriff James Berrong- Yes  
Register of Deeds Phyllis Crisp- Yes

Commissioner Stinnett- Yes  
Commissioner Caylor- Absent  
School Representative Robert Britt- Absent  
Mayor Ed Mitchell-Yes  
Hwy Superintendent Jeff Headrick- Absent  
Trustee Scott Graves- Yes

### **Open Enrollment**

HR Director Jenny Morgan updated the committee about this year's open enrollment. She stated all went well, except some employees did not remember their user ID and passwords for Kronos.

### **Stoploss Renewal**

CBIZ Broker Cole Harris presented a short power point presentation to the committee stating they were able to get the rate slightly lower for 01/01/2017 than current rate. Commissioner Lewis made the motion to move the renewal information forward to the Insurance Committee and second was made by Sheriff Berrong. A roll call vote was taken. 8-Yes; 0-No; 4-Absent. Motion passed.

Commissioner Lewis- Yes  
Commissioner Carver- Yes  
Commissioner Caskey- Yes  
School Representative David Murrell-Absent  
Sheriff James Berrong- Yes  
Register of Deeds Phyllis Crisp- Yes

Commissioner Stinnett- Yes  
Commissioner Caylor- Absent  
School Representative Robert Britt- Absent  
Mayor Ed Mitchell-Yes  
Hwy Superintendent Jeff Headrick- Absent  
Trustee Scott Graves- Yes

### **Public Input on Items not on the Agenda**

None at this time

**Adjournment 5:53 pm**

BLOUNT COUNTY  
FUND 264 - HEALTH FUND  
FISCAL YEAR-TO-DATE  
DECEMBER 31, 2016

C.C. Object	Account Title	Jan - June 2016	Estimated Revenue	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
43101	SELF-INSURANCE PREMIUMS	4,594,023.99	10,347,656.00	737,608.00	740,178.70	765,089.61	754,840.50	773,399.00	740,809.50
43102	OTHER EMPLOYEE BENEFITS	3,777,307.63	8,466,264.00	553,967.28	573,286.41	603,283.98	610,621.79	620,704.00	602,705.50
44110	INTEREST EARNED	4,643.53	6,000.00		311.08	500.42	1,192.52	496.48	1,165.98
44160	RETIREES INSURANCE PMTS	801,206.05	1,050,080.00	24,669.88	133,944.44	136,962.68	131,857.75	110,162.50	108,275.00
44161	COBRA INSURANCE PAYMENTS	19,741.15	30,000.00	2,883.70	6,775.75	3,746.44	4,696.49	210.38	3,599.36
48130	CONTRIBUTIONS - HEALTH FAIR					3,500.00			
48990	OTHER-NET ASSETS UNRESTRICTED	92,201.24							
44990	OTHER LOCAL REVENUES - LOA	15,000.00							
	<b>TOTAL</b>	<b>9,304,123.59</b>	<b>19,900,000.00</b>	<b>1,319,128.86</b>	<b>1,454,496.38</b>	<b>1,513,083.13</b>	<b>1,503,209.05</b>	<b>1,504,972.36</b>	<b>1,456,555.34</b>

  

C.C. Object	Account Title	Jan - June 2016	Estimated Expenditures	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
500207	EMPLOYEE INSURANCE - HEALTH	271,338.20	750,000.00	43,735.53	43,735.53	43,116.54	44,871.17	44,614.50	44,504.72
500312	CONTRACTS W/PRIVATE AGCY	212,084.80	310,000.00	4,958.33	21,459.00	7,214.67	29,260.01	25,173.00	25,682.34
500325	FISCAL AGENT CHARGES	60,076.15	650,000.00	36,872.00	40,363.25	50,097.10	41,412.60	41,083.55	41,236.60
500499	OTHER SUPPLIES & MATERIALS					3,500.00			
500507	MEDICAL CLAIMS	8,606,478.84	17,940,000.00	1,378,805.05	1,378,629.98	1,110,557.58	1,251,747.33	1,076,335.29	2,243,469.17
	REIMBURSEMENTS	(68,312.46)		(163,506.18)	(72,483.52)	(81,245.01)	(147,139.84)	(16,774.01)	(143,554.01)
500530	FINES, ASSESSMENTS, AND PENALTIES	-	250,000.00	-	-	-	-	-	-
	<b>TOTAL</b>	<b>9,220,352.06</b>	<b>19,900,000.00</b>	<b>1,300,864.73</b>	<b>1,411,704.24</b>	<b>1,133,240.88</b>	<b>1,220,151.27</b>	<b>1,170,432.33</b>	<b>2,211,338.82</b>
	<b>Net Position</b>	<b>83,771.53</b>	<b>-</b>	<b>18,264.13</b>	<b>42,792.14</b>	<b>379,842.25</b>	<b>283,057.78</b>	<b>334,540.03</b>	<b>(754,783.48)</b>

Special Notes

Explanations of Account Title	
<b>43101 - SELF-INSURANCE PREMIUMS</b>	Employee Only Medical Premiums and Employer for Employee Only Medical Premiums (\$25.00 and \$425.00 monthly; eff. 1/1/16 \$85 and \$425 monthly)
<b>43102 - OTHER EMPLOYEE BENEFITS</b>	Employee Dependent Medical Premiums and Employer for Dependent Medical Premiums (\$150, \$100, \$125 and \$550 monthly; eff. 1/1/16 \$200, \$175, \$225 & \$550 monthly)
<b>44110 - INTEREST EARNED</b>	Interest Earned
<b>44160 - RETIREES INSURANCE PMTS</b>	Retiree Premiums
<b>44161 - COBRA INSURANCE PAYMENTS</b>	Cobra Premiums
<b>44990 - OTHER LOCAL REVENUES - LOA</b>	Received from CIGNA to assist with costs of transitioning to new vendor
<b>500207 - EMPLOYEE INSURANCE - HEALTH</b>	Stoploss Carrier Premiums
<b>500312 - CONTRACTS W/PRIVATE AGCY</b>	ETMG Clinic and CONCERN EAP (BMH)
<b>500325 - FISCAL AGENT CHARGES</b>	2015 - Humana Admin Fees and Open Enrollment System; 2016 - Allegiance Admin Fees
<b>500507 - MEDICAL CLAIMS</b>	Medical Claims and Pharmacy Claims
<b>500530 - FINES, ASSESSMENTS, AND PENALTIES</b>	ACA Fees and PCORI Fees (IRS)

BLOUNT COUNTY  
 FUND 264 - HEALTH FUND  
 FISCAL YEAR-TO-DATE  
 DECEMBER 31, 2016

C.C. Object	Account Title	Jan - June 2016	Estimated Revenue	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	ADJ	Fiscal Year to Date	Calendar Year to Date (2016)
43101	SELF-INSURANCE PREMIUMS	4,594,023.99	10,347,656.00								4,511,925.31	9,105,949.30
43102	OTHER EMPLOYEE BENEFITS	3,777,307.63	8,466,264.00								3,564,568.96	7,341,876.59
44110	INTEREST EARNED	4,643.53	6,000.00								3,666.48	8,310.01
44160	RETIREES INSURANCE PMTS	801,206.05	1,050,080.00								645,872.25	1,447,078.30
44161	COBRA INSURANCE PAYMENTS	19,741.15	30,000.00								21,912.12	41,653.27
48130	CONTRIBUTIONS - HEALTH FAIR										3,500.00	3,500.00
48990	OTHER-NET ASSETS UNRESTRICTED	92,201.24									-	92,201.24
44990	OTHER LOCAL REVENUES - LOA	15,000.00									-	15,000.00
	<b>TOTAL</b>	<b>9,304,123.59</b>	<b>19,900,000.00</b>	-	-	-	-	-	-	-	<b>8,751,445.12</b>	<b>18,055,568.71</b>
C.C. Object	Account Title	Jan - June 2016	Estimated Expenditures	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17		Fiscal Year to Date	Calendar Year to Date (2016)
500207	EMPLOYEE INSURANCE - HEALTH	271,338.20	750,000.00								264,577.99	535,916.19
500312	CONTRACTS W/PRIVATE AGCY	212,084.80	310,000.00								113,747.35	325,832.15
500325	FISCAL AGENT CHARGES	60,076.15	650,000.00								251,065.10	311,141.25
500499	OTHER SUPPLIES & MATERIALS											
500507	MEDICAL CLAIMS	8,606,478.84	17,940,000.00								8,439,544.40	17,046,023.24
	REIMBURSEMENTS	(68,312.46)									(624,702.57)	(693,015.03)
500530	FINES, ASSESSMENTS, AND PENALTIES	-	250,000.00								-	-
	<b>TOTAL</b>	<b>9,220,352.06</b>	<b>19,900,000.00</b>	-	-	-	-	-	-	-	<b>8,444,232.27</b>	<b>17,525,897.80</b>
	<b>Net Position</b>	<b>83,771.53</b>	-	-	-	-	-	-	-	-	307,212.85	529,670.91

**Blount County**  
**Employee Summary Report**  
**Reporting Period: 07/01/16 thru 06/30/17**

**Membership**

---

**Subscriber Coverage Types**

Month	Total Employees Enrolled	Total Members Enrolled	EE Only	EE + SP	EE + CH	Family
	07/31/2016	1,708	3,685	815	478	570
08/31/2016	1,679	3,628	800	467	559	1,802
09/30/2016	1,714	3,694	818	476	572	1,828
10/31/2016	1,716	3,680	824	485	559	1,812
11/30/2016	1,719	3,681	826	487	553	1,815
12/31/2016	1,710	3,678	822	483	552	1,821
01/31/2017						
02/28/2017						
03/31/2017						
04/30/2017						
05/31/2017						
06/30/2017						

**RESOLUTION NO.**

**SPONSORED BY**

**A RESOLUTION TO ADOPT A HEALTHY WORKPLACE POLICY THAT CONFORMS TO THE REQUIREMENTS OF PUBLIC CHAPTER NO. 997, AN ACT AMENDING TENNESSEE CODE ANNOTATED, TITLE 50, CHAPTER 1, CITED AS THE “HEALTHY WORKPLACE ACT”;**

**WHEREAS,** the 108<sup>th</sup> Tennessee General Assembly enacted the Healthy Workplace Act to address abusive conduct in state, county, and city government workplaces and assist employers in recognizing and responding to abusive conduct in the workplace; and

**WHEREAS,** the Blount County Government is firmly committed to a workplace free from abusive conduct as defined herein; and

**WHEREAS,** the Blount County Government strives to provide services and products in an atmosphere of respect, collaboration, openness, safety, and equality; and

**WHEREAS,** the Blount County Government will take all complaints of negative and inappropriate workplace behaviors seriously and will follow through to a proper resolution wherein no employee will suffer negative consequences as a result of reporting inappropriate behavior; and

**WHEREAS,** the Blount County Government shall apply this policy to all full and part-time employees of all Departments of Blount County Government including interns and contract employees but excluding independent contractors.

**NOW, THEREFORE, BE IT RESOLVED** by the Blount County Board of Commissioners meeting in regular session on this the \_\_ day of \_\_\_\_\_, \_\_\_\_\_, that the Blount County Government adopts the Blount County Abusive Conduct Prevention Policy herein attached.

**Duly authorized and approved the \_\_th day of \_\_\_\_\_, 2017.**

**CERTIFICATION OF ACTION:**

**ATTEST:**

\_\_\_\_\_  
Commission Chairman

\_\_\_\_\_  
County Clerk

**Approved:** \_\_\_\_\_

**Vetoed:** \_\_\_\_\_

\_\_\_\_\_  
County Mayor

\_\_\_\_\_  
Date

# **BLOUNT COUNTY ABUSIVE CONDUCT PREVENTION** **POLICY**

## **Statement of commitment, Values, and Purpose**

All departments and divisions of Blount County Government are firmly committed to a workplace free from abusive conduct as defined herein. Prevention of abusive conduct in the workplace begins with a healthy organizational culture in which positive behaviors are encouraged and where processes and procedures to address negative behavior are in place. Organizations focused on respect, civility, collaboration, innovation, and positive employer/employee relationships do not foster nor condone abusive conduct. Conversely, organizations that focus solely on what is done wrong and the process to correct it, and consider the bottom line more than their most valuable asset -employees- foster a workplace in which abusive conduct is normal.

It is the goal of Blount County Government to provide products and services in an environment that fosters respect, collaboration, openness, safety, and equality. We recognize that all employees have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all full-time and part-time employees of Blount County including interns. It does not apply to independent contractors but other contract employees are included. This policy applies to any sponsored program, event or activity including, but not limited to, sponsored recreation programs and activities, and the performance by officers, administrators, supervisors, and employees of their employment duties. This policy includes electronic communications by any employee.

## **Definition of Abusive Conduct**

Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to,

- Any unwelcome verbal, written or physical conduct that either degrades or shows hostility or aversion towards a person that
  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 employees work performance;
  3. Affects an employee's employment opportunities or compensation.
- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, humiliating, or harassing nature in the workplace; or
- The sabotage or undermining of an employee's performance evaluation in the workplace; or
- Falsely accusing an employee of violation of policy or regulations; or
- Bringing charges of misconduct against an employee without merit or documentation.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

Abusive conduct does **not** include

- Disciplinary procedures in accordance with adopted policies of Blount County Government
- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm or disparage others
- Differences of opinion on work-related concerns
- The non-abusive exercise of managerial prerogative

### **EMPLOYER RESPONSIBILITY**

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors shall

- Provide a working environment as safe as possible by having preventative measures in place and by immediately dealing with threatening or potentially violent situations;
- Provide good examples by treating all with courtesy and respect;
- Ensure that all employees have access to and are aware of the abusive conduct policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made;
- Be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- Respond promptly, sensitively and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

### **EMPLOYEE RESPONSIBILITY**

Employees shall treat all other employees with dignity and respect. No employee shall engage in threatening, violent, intimidating or other abusive conduct or behaviors. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

Employees should cooperate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

### **RETALIATION**

Retaliation is a violation of this policy and will not be tolerated. Retaliation is **any** act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

## **TRAINING FOR SUPERVISORS AND EMPLOYEES**

All supervisors and employees are encouraged to undergo training on abusive conduct prevention as directed by Blount County Government. Training should identify factors that contribute to a respectful workplace, familiarize participants with responsibilities under this policy, and provide steps to address an abusive conduct incident.

## **COMPLAINT PROCESS**

Blount County Government will courteously treat any person who invokes this complaint procedure and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

### **Reporting**

- 1. Employees:** Any employee who feels he or she has been subjected to abusive conduct is encouraged to report the matter orally or in writing to a supervisor including his or her supervisor, manager, appointing authority, elected official, or to the human resources office. Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the representatives identified herein.

Any employee seeking to file a complaint should ensure the complaint consists of precise details of each incident of abusive conduct including dates, times, locations and any witnesses. Formal complaints should be documented in writing, but are not required to be in writing.

- 2. Witnesses:** An employee who witnesses or is made aware of behavior that may satisfy the definition of abusive conduct (as defined herein) should report any and all incidents as set forth herein.
- 3. Supervisors:** Supervisors must timely report known incidents involving workplace abuse, intimidation, or violence to the Human Resources Director, appointing authority, or investigator as nominated by the Human Resources Committee and approved by the Blount County Legislative Body. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant, including, but not limited to, separation of employees involved.

The person complained against shall be notified that an allegation has been made against him or her and informed of the investigative procedures.

## **Confidentiality**

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

## **Complaint procedure**

Blount County Human Resources has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. Human Resources will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filling out an official complaint form with Blount County's Human Resource (HR) director. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint form containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the HR department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager should immediately report it to the HR director.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR director will notify the parties and review the complaint with Blount County's General Services Director.
3. Within five working days of receiving the complaint, the HR director will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. During the investigation, the HR director, the General Services Director, other management employees, and legal counsel (if needed), will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
5. Within 15 business days of the complaint being filed (or the matter being referred to the HR director), the HR director or other person conducting the investigation will conclude the investigation and complete a written report of his or her findings.
6. If it is determined that harassment or discrimination in violation of this policy has occurred, the HR director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against

the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).

7. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR director may recommend appropriate preventive action.
8. Within five days after the investigation is concluded, the HR director will meet with the complainant and the respondent separately, notify them of the findings of the investigation, and inform them of the action being recommended.
9. The complainant and the respondent may submit statements to the HR director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR director in which the findings of the investigation are discussed.

## **Investigation**

Investigations of abusive conduct shall be conducted as soon as practicable and in accordance with the policies and practices of Blount County Government. The objective of the investigation is to first ascertain whether the behaviors complained of occurred, and therefore will include interviewing the complainant, accused, and witnesses with direct knowledge of the alleged behaviors. All interviews will be appropriately documented. The investigation will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The investigator shall provide a copy of the investigative report to the appointing authority for further action. All affected parties shall be informed of the investigation's outcome.

## **Corrective Action**

In the event there is a finding of abusive behavior, the employer will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences of abusive conduct and in accordance with existing disciplinary policies of Blount County Government.

Any employee who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, and disciplinary action up to and including termination, or changes in job duties or location.

Supervisory personnel who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

While the Blount County Government encourages all employees to raise any concern(s) under this policy and procedure, the Blount County Government recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Individuals found to falsely accuse another of violations of this policy shall be disciplined in accordance with the disciplinary policy of Blount County Government.

Any employees exhibiting continuing emotional or physical effects from the incident in question should be informed of established employee assistance programs or other available resources. When abusive conduct has been confirmed, the employer will continue to keep the situation under review and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

## **Confidentiality**

To the extent permitted by law, the Blount County Government shall maintain the confidentiality of each party involved in an abusive conduct investigation, complaint or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the employer from maintaining confidentiality of public records. Therefore, Blount County Government cannot guarantee confidentiality.

## ***Current Policy***

### ***Annual Leave / Vacation***

If you are a Full-Time Regular Employee (including your introductory period), you are eligible for annual leave. The following guidelines currently apply:

- During the first year of employment five (5) days of vacation leave may be taken after successfully completing the six (6) month introductory period, with supervisor approval.
- Upon the one year anniversary date, two (2) weeks of vacation leave may be given to be taken with supervisor approval.

#### **Example**

Date of Hire ----- March 5, 2008  
6 Months of Employment-----September 5, 2008  
Eligible Vacation Days-----5 days (1 week)  
Anniversary Date of Hire ----- 10 days (2 weeks)

1 – 10 years of Service  
10 days or 2 weeks

11 – 15 years of Service  
15 days or 3 weeks

16 plus years of Service  
20 days or 4 weeks

Vacation leave is not accumulative and is not carried over into the following calendar year unless approved in writing by your supervisor due to operational demands.

Upon termination of employment, employees will be paid for the balance of their unused annual leave.

## ***Proposed Policy***

### ***Annual Leave / Vacation***

If you are a Full-Time Regular Employee (including your introductory period), you are eligible for annual leave. The following guidelines currently apply:

- Effective January 1, 2018 vacation will be effective on an employee's full-time anniversary date of hire
- Time off will be managed on an accrual basis
  - Based on the number of hours worked per week and the length of service with the County
- Employees will be allowed to carry over up to 1 week (not to exceed the employee's weekly scheduled hours) into each anniversary year

- At the discretion of the Elected Official/Department Head, employees can be advanced up to 1 week (not to exceed the employee's weekly scheduled hours) of vacation

**For employees working 30 hours per week**

<b>Years of Service Completed</b>	<b>Total Number of Hours Annually</b>	<b>Hours Accrued Per Pay Period</b>
0 – 6 months	0 hours	0 hours
6 months – 1 year	30 hours	2.3077 hours
1 – 10 years	60 hours	2.3077 hours
11 – 15 years	90 hours	3.4615 hours
16+ years	120 hours	4.6154 hours

**For employees working 37.5 hours per week**

<b>Years of Service Completed</b>	<b>Total Number of Hours Annually</b>	<b>Hours Accrued Per Pay Period</b>
0 – 6 months	0 hours	0 hours
6 months – 1 year	37.5 hours	2.8846 hours
1 – 10 years	75 hours	2.8846 hours
11 – 15 years	112.50 hours	4.3269 hours
16+ years	150 hours	5.7692 hours

**For employees working 40 hours per week**

<b>Years of Service Completed</b>	<b>Total Number of Hours Annually</b>	<b>Hours Accrued Per Pay Period</b>
0 – 6 months	0 hours	0 hours
6 months – 1 year	40 hours	3.0769 hours
1 – 10 years	80 hours	3.0769 hours
11 – 15 years	120 hours	4.6154 hours
16+ years	160 hours	6.1538 hours

*To make the transition to this new policy easier, employees will accrue time from 1/1/18 to their anniversary date.*

- *On the anniversary date, employees will begin a new accrual year and will continue on an anniversary date going forward*

Upon termination of employment, employees will be paid for the balance of their unused annual leave.

**Example**

Employee, John Doe, was hired on August 18, 2014 and works 37.5 hours per week. Listed below is how the transition to the accrual based vacation will work for him.

January 1, 2018 to August 18, 2018.....John will accrue 2.8846 hours per pay period. If this amount is not used, it can be carried over into the new accrual year.

August 19, 2018.....John's new accrual year begins with accrual rate of 2.8846 to be used by August 18, 2019

August 18, 2024..... John will complete 10 years of service and will then begin to accrue 4.3269 hours per pay period

August 18, 2030..... John will complete 16 years of service and will then begin to accrue 5.7692 hours per pay period

## Timeline for 2018 Benefits Initiatives and Implementation

- January 2017
  - Hear presentation from CBIZ with options for 2018
  - Begin discussions for benefits plan design for 2018
  
- April 2017
  - Review information provided at January 2017 meeting
  - Discussion and possible action on 2018 benefits plan designs
    - If possible, set rates for 2018 benefits
  
- July 2017
  - If necessary, set rates for 2018 benefits
  
- August 2017
  - Send plan designs and rates to County Commission for approval
  
- September 2017
  - Employee Benefit Fair
  - Tentative - Open Enrollment begins
  
- October 2017
  - Tentative - Open Enrollment ends
  
- November – December 2017
  - HR to process all OE changes and prepare for the 1/1/18 effective date