

AGENDA
BOARD OF COMMISSIONERS AGENDA COMMITTEE MEETING
MONDAY, NOVEMBER 7, 2016, 6:30 P.M.
Room 430, Blount County Courthouse

- A. ROLL CALL.**
- B. SETTING OF AGENDA.**
- C. PUBLIC INPUT ON ITEMS ON THE AGENDA.**
- D. APPROVAL OF AGENDA COMMITTEE MINUTES:**
 - 1. October 11, 2016 meeting.
- E. ITEMS FOR CONSENT CALENDAR:**
 - 1. Minutes:
 - a. October 20, 2016 regular meeting.
 - b. November 3, 2016 called meeting.
 - 2. Approval of Deputy Sheriff and Notary Public bonds and oaths and Deputy Clerk oath.
 - 3. Election of Notaries.
- F. UNFINISHED BUSINESS.**
- G. NEW BUSINESS:**
 - 1. Nomination of Commission Parliamentarian.
 - 2. Placement on the Commission Agenda of the Election of Commission Parliamentarian.
 - 3. Blount Memorial Hospital Board of Directors – Robert P. Redwine. (Jerome Moon)
 - 4. Planning Commission Appointments – Jerry Roddy, Clifford Walker, Tom Hodge. (County Mayor)
 - 5. Budget Transfers.
 - 6. Budget Increases, Decreases, and/or Adjustments.
 - 7. Other Budget Items.
 - 8. Resolution requesting the Tennessee General Assembly to name the bridge on Sevierville Road next to the Water Treatment Plant the Senior Airman Michael Shane Carpenter Memorial Bridge. (*Resolution No. 16-09-002*) (Jerome Moon)
 - 9. A resolution naming the bridge at Unitia Road and West Hill Avenue, Friendsville, Tennessee, the Richard L. Dunlap Memorial Bridge. (*Resolution No. 16-11-002*) (Jerome Moon)
 - 10. A resolution to adopt the updates to the County Employee Handbook and Handbook Supplements. (*Resolution No. 16-10-003*) (Grady Caskey)
 - 11. A resolution to adopt new Blount County Ordinance providing for the regulation of dogs and cats, and the regulation, capture, impounding, and humane disposition of stray dogs, stray cats, and other stray animals. (*Resolution No. 16-11-003*) (Rick Carver)
- H. ANNOUNCEMENTS AND STATEMENTS.**
- I. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA.**
- J. ADJOURNMENT.**



**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED, that a meeting of the Agenda Committee of the Blount County Board of Commissioners was held on Tuesday, October 11, 2016, at 6:30 p.m., at the Blount County Courthouse in Maryville, Tennessee. Chairman Steve Samples called the meeting to order.

An electronic roll call was taken.

Mike Akard-Absent	Grady Caskey-Present	Mike Lewis-Present
Andy Allen-Absent	Mike Caylor-Absent	Kenneth Melton-Present
Archie Archer-Present	Thomas Cole-Absent	Karen Miller-Present
Dave Bennett-Present	Dodd Crowe-Present	Tona Monroe-Present
Brad Bowers-Present	Jamie Daly-Absent	Jerome Moon-Present
Shawn Carter-Present	Gary Farmer-Present	Steve Samples-Present
Rick Carver-Present	Ron French-Absent	Tom Stinnett-Absent

There were 14 present and 7 absent. Chairman Samples declared a quorum to exist.

The following proceedings were held, to-wit:

IN RE: SETTING OF AGENDA

Commissioner Lewis made a motion to set the agenda. Commissioner Bennett seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion approved and the agenda set.

**IN RE: APPROVAL OF AGENDA COMMITTEE MINUTES
SEPTEMBER 6, 2016**

Commissioner Carver made a motion to approve the minutes. Commissioner Farmer seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion passed and the minutes approved.

**IN RE: CONSENT CALENDAR
 SEPTEMBER 15, 2016 REGULAR COMMISSION MEETING
 SEPTEMBER 19, 2016 CALLED MEETING
 OCTOBER 11, 2016 ZONING PUBLIC HEARING
 APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS
 ELECTION OF NOTARIES**

Commissioner Lewis made a motion to move the consent calendar forward to the agenda of the October commission meeting. Commissioner Carver seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion approved.

IN RE: NOMINATION OF COMMISSION CHAIRMAN PRO TEMPORE.

Commissioner Bennett nominated Steve Samples as Chairman Pro Tempore of the County Commission. Commissioner Farmer seconded the nomination.

Chairman Samples asked if there were any further nominations. There were none. Commissioner Moon made a motion that nominations cease. Commissioner Lewis seconded the motion. A voice vote was taken on the motion that nominations cease. Chairman Samples declared the motion passed and nominations ceased.

An electronic vote was taken on the nomination:

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-No
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Abstain
Carver-Yes	French-Absent	Stinnett-Absent

There were 12 voting yes, 1 no, 1 abstain, and 7 absent.

Chairman Samples declared Steve Samples to be nominated as the Commission Chairman Pro Tempore.

IN RE: PLACEMENT ON COMMISSION AGENDA OF THE ELECTION OF COMMISSION CHAIRMAN PRO TEMPORE

Commissioner Bennett a motion to place the item on the agenda of the October Commission meeting. Commissioner Carver seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes

Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.
 Chairman Samples declared the motion approved.

**IN RE: BUDGET TRANSFER
 BLOUNT COUNTY SHERIFF'S OFFICE
 \$27,750.00**

Commissioner Bennett made a motion to forward the transfer to the agenda of the October Commission meeting. Commissioner Moon seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.
 Chairman Samples declared the motion approved.

**IN RE: RESOLUTION TO AMEND HIGHWAY BUDGET
 \$49,815.46 (16-10-005)**

Commissioner Carver made a motion to forward resolution 16-10-005 to the agenda of the October Commission meeting. Commissioner Lewis seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.
 Chairman Samples declared the motion approved.

**IN RE: LOCAL GOVERNMENT ARCHIVES GRANT APPLICATION
 REGISTER OF DEEDS and
 LIBRARY & ARCHIVES GRANT APPLICATION
 RECORDS MANAGEMENT**

Commissioner Moon made a motion to forward the grant applications to the agenda of the October Commission meeting. Commissioner Bennett seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion approved.

IN RE: A RESOLUTION TO AUTHORIZE A JOINT VENTURE’S PARTICIPATION IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 8, CHAPTERS 34-37 (16-10-004)

Commissioner Lewis made a motion to forward the resolution to the agenda of the October Commission meeting. Commissioner Carver seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion approved.

IN RE: A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY, TENNESSEE FROM R-1- (RURAL DISTRICT 1) TO RAC2- (RURAL ARTERIAL COMMERCIAL DISTRICT 2) FOR PROPERTY LOCATED AT 5823 CALDERWOOD HIGHWAY (16-10-002)

Commissioner Farmer made a motion to forward the resolution to the agenda of the October Commission meeting. Commissioner Bowers seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 14 voting yes, 0 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion approved.

IN RE: A RESOLUTION TO ADOPT THE UPDATES TO THE COUNTY EMPLOYEE HANDBOOK AND HANDBOOK SUPPLEMENTS (16-10-003)

Commissioner Caskey made a motion to forward the resolution to the agenda of the October Commission meeting. Commissioner Lewis seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-No
Bennett-Yes	Crowe-Yes	Monroe-No
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Abstain	Samples-Yes
Carver-Yes	French-Absent	Stinnett-Absent

There were 11 voting yes, 2 no, 1 abstain, and 7 absent.

Chairman Samples declared the motion approved.

IN RE: RESCHEDULING OF NOVEMBER 8, 2016, AGENDA COMMITTEE MEETING

Commissioner Moon made a motion to place on the October Commission meeting agenda the rescheduling of the November 8, 2016, Agenda Committee meeting to Monday, November 7, 2016, at 6:30 p.m. Commissioner Bowers seconded the motion.

An electronic vote was taken.

Akard-Absent	Caskey-Yes	Mike Lewis-Yes
Allen-Absent	Caylor-Absent	Melton-Yes
Archer-Yes	Cole-Absent	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Yes	Daly-Absent	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-No
Carver-Yes	French-Absent	Stinnett-Absent

There were 13 voting yes, 1 no, 0 abstain, and 7 absent.

Chairman Samples declared the motion approved.

IN RE: ADJOURNMENT

Chairman Samples declared the meeting to be adjourned.



**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED, that the Blount County Board of Commissioners met in regular session on Thursday, October 20, 2016, at 7:00 P.M., at the Blount County Courthouse in Maryville, Tennessee. Blount County Commission Chairman Jerome Moon called the meeting to order.

An electronic roll call was taken.

Mike Akard-Absent	Grady Caskey-Present	Mike Lewis-Present
Andy Allen-Present	Mike Caylor-Present	Kenneth Melton-Present
Archie Archer-Present	Thomas Cole-Present	Karen Miller-Present
Dave Bennett-Present	Dodd Crowe-Present	Tona Monroe-Present
Brad Bowers-Absent	Jamie Daly-Present	Jerome Moon-Present
Shawn Carter-Present	Gary Farmer-Present	Steve Samples-Present
Rick Carver-Present	Ron French-Present	Tom Stinnett-Present

There were 19 present and 2 absent. Commissioner Akard arrived after the roll was taken. Chairman Moon declared a quorum to exist.

The following proceedings were held, to-wit:

IN RE: SETTING OF AGENDA

Commissioner Carver made a motion to set the agenda as published. Commissioner Bennett seconded the motion.

An electronic vote was taken.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 20 voting yes, 0 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the agenda set as published.

IN RE: CONSENT CALENDAR:

- MINUTES OF SEPTEMBER 15, 2016 REGULAR MEETING**
- MINUTES OF SEPTEMBER 19, 2016 CALLED MEETING**
- MINUTES OF OCTOBER 11, 2016 ZONING PUBLIC HEARING**
- APPROVAL OF DEPUTY SHERIFF AND NOTARY PUBLIC BONDS AND OATHS**
- ELECTION OF NOTARIES**

Commissioner Melton made a motion to approve the consent calendar. Commissioner Samples seconded the motion. Commissioner Monroe made a request to strike the word "with" in the first line under Election of Commission Parliamentarian on page 2 of the September 15, 2016, minutes. There were no objections.

An electronic vote was taken on the motion to approve the consent calendar with the correction to the September 15, 2016 minutes.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes

Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 20 voting yes, 0 voting no, 0 abstain, and 1 absent.
 Chairman Moon declared the consent calendar approved.

**IN RE: ELECTIONS, APPOINTMENTS, AND CONFIRMATIONS:
 ELECTION OF COMMISSION CHAIRMAN PRO TEMPORE – STEVE SAMPLES**

Commissioner Caylor made a motion to elect Steve Samples as Commission Chairman Pro Tempore. Commissioner Farmer seconded the motion.
 An electronic vote was taken.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Abstain
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 0 no, 1 abstain, and 1 absent.
 Chairman Moon declared the motion approved and Steve Samples to be elected Chairman Pro Tempore of the Blount County Commission.

**IN RE: BUDGET TRANSFER
 \$27,750.00 (BCSO)**

Commissioner Caskey made a motion to approve the budget transfer. Commissioner Carter seconded the motion.

Commissioner Bennett made a motion to amend the motion that anytime any budget matters come before this body that relate to the general fund that we also be apprised of the accumulative impact of the removal of state prisoners on the general fund. Commissioner Allen seconded the motion. Chairman Moon ruled the motion was not germane to the pending motion.

Commissioner Samples appealed the ruling of the Chair. Commissioner Carter seconded the motion. Chairman Moon instructed the members to vote yes if they agree with the ruling of the Chair, and to vote no if they disagree with the ruling of the Chair.

An electronic vote was taken on the appeal.

Akard-Yes	Caskey-Yes	Mike Lewis-No
Allen-No	Caylor-No	Melton-No
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-No	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Abstain
Carter-No	Farmer-No	Samples-No
Carver-No	French-Yes	Stinnett-No

There were 9 voting yes, 10 voting no, 1 abstain, and 1 absent.
 Chairman Moon declared the ruling of the Chair was not upheld.

Commissioner Akard made a motion to amend the amendment by adding the words, also including any reduction in costs associated with the reduction in the total number of state prisoners. Commissioner Monroe seconded the motion.

An electronic vote was taken on the motion to amend the amendment.

Akard-Yes	Caskey-No	Mike Lewis-No
Allen-No	Caylor-No	Melton-No
Archer-Yes	Cole-No	Miller-Yes
Bennett-No	Crowe-No	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-No
Carter-No	Farmer-No	Samples-No
Carver-No	French-No	Stinnett-No

There were 5 voting yes, 15 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to amend the amendment to have failed.

An electronic vote was taken on the motion to amend.

Akard-No	Caskey-No	Mike Lewis-No
Allen-Yes	Caylor-Yes	Melton-No
Archer-No	Cole-No	Miller-No
Bennett-Yes	Crowe-No	Monroe-Yes
Bowers-Absent	Daly-No	Moon-Abstain
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-No	Stinnett-Yes

There were 9 voting yes, 10 voting no, 1 abstain, and 1 absent.

Chairman Moon declared the motion to amend to have failed.

An electronic vote was taken on the motion to approve the budget transfer.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 20 voting yes, 0 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion approved and the budget transfer approved.

IN RE: RESOLUTION TO AMEND HIGHWAY BUDGET

\$49,815.46 (16-10-005)

Commissioner Carver made a motion to adopt the resolution. Commissioner Farmer seconded the motion.

An electronic vote was taken.

Akard-No	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 1 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the resolution adopted.

**IN RE: LOCAL GOVERNMENT ARCHIVES GRANT APPLICATION – REGISTER OF DEEDS
LIBRARY & ARCHIVES GRANT APPLICATION – RECORDS MANAGEMENT**

Commissioner Samples made a motion to approve both grant applications. Commissioner French seconded the motion.

An electronic vote was taken.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-No
Bennett-Yes	Crowe-Yes	Monroe-No
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 18 voting yes, 2 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the grant applications approved.

IN RE: A RESOLUTION TO AUTHORIZE A JOINT VENTURE’S PARTICIPATION IN THE TENNESSEE CONSOLIDATED RETIREMENT SYSTEM IN ACCORDANCE WITH TENNESSEE CODE ANNOTATED TITLE 8, CHAPTERS 34-37 (16-10-004)

Commissioner Bennett made a motion to adopt the resolution. Commissioner Caylor seconded the motion.

An electronic vote was taken.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-No
Bennett-Yes	Crowe-Yes	Monroe-No
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 18 voting yes, 2 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the resolution adopted.

IN RE: A RESOLUTION TO AMEND THE ZONING MAP OF BLOUNT COUNTY TENNESSEE, FROM R-1(RURAL DISTRICT-1) TO RAC2-(RURAL ARTERIAL COMMERCIAL DISTRICT 2) FOR THE PROPERTY LOCATED AT 5823 CALDERWOOD HIGHWAY. (16-10-002)

Commissioner Carver made a motion to adopt the resolution. Commissioner Archer seconded the motion.

An electronic vote was taken.

Akard-No	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 19 voting yes, 1 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the resolution adopted.

IN RE: A RESOLUTION TO ADOPT THE UPDATES TO THE COUNTY EMPLOYEE HANDBOOK AND HANDBOOK SUPPLEMENTS (16-10-003)

Commissioner Lewis made a motion to adopt the resolution. Commissioner Carver seconded the motion.

Commissioner Monroe made a motion to postpone the resolution until the next regular meeting. Commissioner Miller seconded the motion.

An electronic vote was taken on the motion to postpone.

Akard-Yes	Caskey-No	Mike Lewis-No
Allen-No	Caylor-No	Melton-No
Archer-No	Cole-No	Miller-Yes
Bennett-No	Crowe-No	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-No
Carter-No	Farmer-No	Samples-No
Carver-No	French-No	Stinnett-No

There were 4 voting yes, 16 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to postpone to have failed.

Commissioner Farmer made a motion to amend the resolution under Leave Policy under Annual leave vacation strike everything from “If you are” all the way through the example at 10 days, and to insert the words as follows “If you are a full time Regular Employee hired after January 1, but before February 1, you are eligible for two weeks’ vacation the first year, and if hired after February 1, but before June 1, you are eligible for one week the first year. “ Commissioner Crowe seconded the motion to amend.

Commissioner Farmer made a request to include a change in the amendment stating if hired after January 1, but before February 1, employee is eligible for two weeks/ 10 working days/ 80 hours after introductory period, and if hired after February 1, but before June 1, one week/ 5 working days/40 hours after introductory period. Chairman Moon asked for unanimous consent to allow the changes in the amendment. Commissioner Lewis objected. The Chairman ruled the request for the change in the amendment was out.

Commissioner Caylor made a motion to refer the resolution back to the Human Resources Committee. Commissioner Monroe seconded the motion.

An electronic vote was taken on the motion to refer.

Akard-Yes	Caskey-No	Mike Lewis-Yes
Allen-No	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-No	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-No	Moon-Yes
Carter-No	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-No

There were 14 voting yes, 6 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the resolution referred to the Human Resources Committee.

IN RE: RESCHEDULING OF THE NOVEMBER 8, 2016, AGENDA COMMITTEE MEETING TO MONDAY, NOVEMBER 7, 2016, 6:30 P.M.

Commissioner Crowe made a motion to reschedule the Agenda Committee meeting to Monday, November 7, 2016, 6:30 p.m. Commissioner Akard seconded the motion.

An electronic vote was taken.

Akard-Yes	Caskey-Yes	Mike Lewis-Yes
Allen-Yes	Caylor-Yes	Melton-Yes
Archer-Yes	Cole-Yes	Miller-Yes
Bennett-Yes	Crowe-Yes	Monroe-Yes
Bowers-Absent	Daly-Yes	Moon-Yes
Carter-Yes	Farmer-Yes	Samples-Yes
Carver-Yes	French-Yes	Stinnett-Yes

There were 20 voting yes, 0 voting no, 0 abstain, and 1 absent.

Chairman Moon declared the motion to have passed and the Agenda Committee meeting rescheduled to November 7, 2016, 6:30 p.m.

IN RE: ADJOURNMENT

Chairman Moon declared the meeting to be adjourned.

**STATE OF TENNESSEE
COUNTY OF BLOUNT**

BE IT REMEMBERED, that a Special Meeting of the Blount County Board of Commissioners and the Blount Board of Education was held on November 3, 2016, at 6:30 P.M. at the Heritage High School Theatre, 2741 East Lamar Alexander Parkway, Maryville, Tennessee.

Roll call was taken by Gaye Hasty, Blount County Clerk:

Mike Akard-Present	Grady Caskey-Present	Mike Lewis-Present
Andy Allen-Present	Mike Caylor-Present	Kenneth Melton-Present
Archie Archer-Absent	Thomas Cole-Absent	Karen Miller-Present
Dave Bennett-Present	Dodd Crowe-Present	Tona Monroe-Present
Brad Bowers-Present	Jamie Daly-Present	Jerome Moon-Present
Shawn Carter-Absent	Gary Farmer-Present	Steve Samples-Present
Rick Carver-Absent	Ron French-Present	Tom Stinnett-Absent

There were 16 present and 5 absent. Chairman Moon declared a quorum to exist. Commissioner Shawn Carter arrived after the roll was taken. Chairman Moon yielded the floor to Debbie Sudhoff, Chairwoman, Blount County Board of Education.

The following proceedings were held to-wit:

IN RE: PRESENTATION BY MICHAEL BRADY, INC., REGARDING THE FACILITIES ASSESSMENT AND MASTER PLAN FOR HERITAGE HIGH SCHOOL AND WILLIAM BLOUNT HIGH SCHOOL

A presentation regarding the facilities and assessment and master plan for Heritage High School and William Blount High School was given by Bill Steverson and Angie Lyon, Michael Brady, Inc., to the Blount County Board of Commissioners and the members of the Blount County Board of Education.

IN RE: ADJOURNMENT

Chairman Moon declared the meeting to be adjourned.



STEVE SAMPLES
BLOUNT COUNTY COMMISSIONER
DISTRICT 3 – SEAT A
1217 KARINA CIRCLE
MARYVILLE, TN 37804
865-984-6238



October 27, 2016

Jerome Moon, Chairman
Blount County Board of Commissioners
359 Court Street
Maryville, Tennessee 37804

Dear Chairman Moon:

As of November 1, 2016, I respectfully submit my resignation as
Parliamentarian of the Blount County Commission.

Thank you for the opportunity to serve the citizens of Blount County.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Samples".

Steve Samples
Blount County Commission Chairman Pro Tempore



Blount Memorial
Hospital

907 East Lamar Alexander Parkway
Maryville, Tennessee 37804
865-983-7211
www.blountmemorial.org

October 26, 2016

The Honorable Jerome Moon
Chairman
Blount County Board of Commissioners
Blount County Commission
359 Court Street
Maryville, TN 37804-5906

Dear Commissioner Moon:

I am pleased to request that the Blount County Commission approve Mr. Robert P. Redwine for a new three-year term on the Blount Memorial Hospital Board of Directors. Mr. Redwine has been an excellent board member and currently serves as president of the Board. He brings a keen business sense to our deliberations as well as a good understanding of our community. He is very interested in the affairs of Blount Memorial Hospital and I believe he will continue to be a strong participant in the future. The term would be for the calendar years of 2017, 2018, and 2019.

The Board Nominating Committee voted unanimously to submit Mr. Redwine's name to the Commission for approval and would appreciate your taking his nomination through the Commission's process as soon as practical. Attached is some information about Mr. Redwine that you can share with the Commission.

The Nominating Committee and I would appreciate your letting me know when the Commission has made its decision. I can be reached at 414-6302 or through K. C. Jackson at the Hospital at 977-5533.

Thank you for your consideration in this matter.

Sincerely,

David Pesterfield
Vice President
Blount Memorial Hospital Board of Directors

kcyj
Attachment

✓ c: Rhonda Pitts, Office Administrator

Robert Redwine
President of the Board

David Pesterfield
Vice President of the Board

Don Heinemann
Chief Executive Officer

Medical Staff

Dr. John Niethammer
Chief of Staff

Dr. Jane Souther
Vice Chief of Staff

ROBERT P. REDWINE

534 Martin Mill Pike
Rockford, TN 37853

EMPLOYMENT: Retired from ALCOA, Inc.:

- Training Manager
- Technical Training Manager
- Electrician Maintenance Superintendent
- Division Electrical Engineer
- Technical Consultant

Spectratech, Inc., Oak Ridge, Tennessee

- Senior Electrical Engineer

- Technical Consultant to ALCOA

EDUCATION: Maryville High School, 1960-1963
University of Tennessee, 1968
B.S. Electrical Engineering

**COMMUNITY
ACTIVITIES:** Board, Blount Memorial Hospital
Board, Blount Memorial Foundation
Board, Tennessee Hospital Association (THA) 2007-2008
THA Trustee Council Chair, 2008
Board, Highlands Health Plan, 1995 - 2008
Board, Maryville Surgical Center
Leadership Blount Class of 2000

**HOBBIES &
SPECIAL
INTERESTS:** Sports
Computers
Investing

**SKILLS &
EXPERIENCE:** Computer Skills
Team Skills/Dynamics
People Skills
Engineering Background
Physical Plant Maintenance
Business Processes



BLOUNT COUNTY MAYOR

Ed Mitchell

341 Court Street, Maryville, TN 37804-5906

Phone: (865) 273-5700

Fax: (865) 273-5705

Email: emitchell@blounttn.org



MEMO

TO: Blount County Board of Commissioners

FROM: Ed Mitchell, County Mayor

RE: Recommendation for the Planning Commission

DATE: October 31, 2016

For the consideration of the full commission, I am submitting my recommendation of the following name for re-appointment on the Blount County Planning Commission:

Jerry Roddy, Term to expire 11/2020

Clifford Walker, Term to expire 11/2020

Tom Hodge, Term to expire 12/2020

RESOLUTION NO. 16-11-004

Sponsored by: Commissioner Jerome Moon

A RESOLUTION TO AMEND GENERAL PURPOSE SCHOOL BUDGET.

WHEREAS, Blount County would like to increase the General Purpose School Budget to establish a budget for chromebook usage, where fees collected from students will be used for repairs and maintenance of the chromebooks.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the General Purpose School Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of November, 2016 that the General Purpose School Budget shall be amended as follows:

Estimated Revenue:

141-439900-0 Other Charges for Services.....\$28,350

Appropriation:

141-72810-500336 Repairs and Maintenance - Equipment.....\$28,350

Duly authorized and approved this 17th day of November, 2016.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

**Blount County Government
Budget Amendment Request**

FY 16-17

Department: GPSF
Account: 141-72810

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO			
	141-72810-336	Repairs and Maintenance - Equipment	28,350.00
	TOTAL		28,350.00

	Account Number	Description	Amount
FROM			
	141-000000-439900	Other Charges for Services	28,350.00
	TOTAL		28,350.00

Explanation: Establish budget for usage fee of \$30 collected from students that are issued a chromebook. Fees collected will be used to pay for repairs and maintenance of chromebooks assigned to students.

Joy Logan 10-3-16
Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

**Approved By The
Board of Education**
11-3-16

RESOLUTION NO. 16-11-005

Sponsored by: Commissioners Mike Caylor and Jerome Moon

A RESOLUTION TO AMEND GENERAL COUNTY BUDGET.

WHEREAS, Blount County would like to increase the General County Budget to appropriate Data Processing Reserve funds to the Circuit Court Clerk for the purchase of digital surveillance equipment, scanners, and printers.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the General County Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of November, 2016 that the General County Budget shall be amended as follows:

Estimated Revenue:

101-489900-0 Other/Use of Fund Balance(reserve)\$22,000.00

Appropriation:

101-53120-500709 Data Processing Equipment..... \$20,800.00

101-53120-500411 Data Processing Supplies.....\$1,200.00

TOTAL **\$22,000.00**

Duly authorized and approved this 17th day of November, 2016.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

MEMO

TO: Budget Committee

FROM: Tamra Walker, Chief of Staff *TW*

DATE: October 20, 2016

RE: Transfer from Data Processing Reserve

The Circuit Court Clerk's office needs additional funds to replace the surveillance system that is currently in use. Our office has expanded and additional cameras are needed, so a larger unit is necessary. Because of the recent changes in legislation to internal controls, we are adding cameras over each work station that accepts money.

We feel it is a necessity to update the system to newer technology. The NVR data storage allows for researching if necessary and the larger system allows for additional cameras.

We are also requesting funds to replace scanners and printers.

**Blount County Government
Budget Amendment Request**

FY 16-17

Department: Circuit Court Clerk

Account: 101-053120

Type of Amendment: (check one)

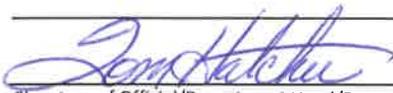
- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	101-053120-500709	Data Processing Equipment	20,800.00
	101-053120-500411	Data Processing Supplies	1,200.00
TOTAL			22,000.00

	Account Number	Description	Amount
FROM	101-0-489900	Data Processing Reserve Fund	22,000.00
TOTAL			22,000.00

Explanation: Additional funds needed for replacement purchase of inner office digital surveillance system with data storage capabilities. Also replacement of scanners, and printers.

 10/19/16
 Signature of Official/Department Head/Date

 Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

For Information Only

Date: October 20, 2016

From: Tom Hatcher

Regarding: Data Processing Reserve Fund

Pursuant to TCA § 8-21-401 (j) (1) (2) the Court Clerk's Office is required to collect a data processing fee in the amount of \$4.00 on all civil and criminal cases filed in Circuit and General Sessions Courts, This fee is earmarked for computer hardware or replacement and other necessary information technology related expenses at the discretion of the Circuit Court Clerk.

At the end of each fiscal year, the revenue collected from this fee is set aside in a reserve fund to be used only as need for computer related expenses for the Circuit Court Clerk's Office. The reserve dedicated fund, per the above TCA code, cannot revert to the County general fund. The current balance is \$329,087.95.

I am requesting a budget increase from the Data Processing Reserve Fund as follows:

- 101-053120-500709 \$14,000 - Additional funds needed to replace surveillance system with NVR data storage and increase number of cameras
- 101-053120-500709 \$ 6,800 - Replacement of scanners
- 101-053120-500411 \$ 1,200 - Replacement of printers

TH/tw

fee, plus the sheriff's fee for each additional defendant, in a proceeding to sell real estate.

(8) The clerks of the various courts have the authority to invest idle funds held under their control, not otherwise invested. Such investments shall be in banks or savings and loan associations operating under the laws of the state or under the laws of the United States; provided, that such deposits are insured under the federal deposit insurance corporation. Such investments shall not exceed the amounts that are federally insured, unless otherwise fully collateralized under a written collateral agreement, or unless the funds are deposited with an institution that is a member of the state collateral pool. The interest on such investments shall become part of the fees of the court clerk and the clerk shall be required to account for interest received, the same as with other fees received. Any funds authorized to be invested may be invested by the clerk in the local government investment pool administered by the state treasurer.

(9) Nothing in this section shall be construed to relieve the clerks of courts from the responsibility of investing funds held under their control, pursuant to court order or under the rules of court. The interest on those investments shall accrue to the benefit of those directed by the court or by agreement of the parties to the litigation.

(10) For investing funds, the clerk shall receive a fee of five percent (5%) of the earnings of such investment.

(11) For preparing a record on appeal from a court of record to an appellate court, the fee shall be three hundred dollars (\$300).

(12) Whenever the clerk is required by law or by a judge to send documents by certified or registered mail, the clerk is entitled to recover the clerk's actual costs for mailing the documents.

(j) Earmarked funds for computerization. (1) Out of all the general filing fees charged by court clerks, two dollars (\$2.00) of the amount collected shall be earmarked for computer hardware purchases or replacement, but may be used for other usual and necessary computer related expenses at the discretion of the clerk. Such amount shall be preserved for these purposes and shall not revert to the general fund at the end of a budget year if unexpended.

(2) Effective July 1, 2012, all the general filing fees charged by court clerks shall be increased by two dollars (\$2.00). The amount collected pursuant to this two-dollar increase shall be earmarked, along with the two dollars (\$2.00) in subdivision (j)(1), for the purposes set forth in subdivision (j)(1), and shall be preserved for those purposes and shall not revert to the general fund at the end of a budget year if unexpended. Pursuant to subsection (1), the fees increased by this subdivision (j)(2) shall not be assessed against the state or otherwise represent a cost to the state in criminal cases, child support actions, mental health proceedings, actions under the Tennessee Adult Protection Act, compiled in title 71, chapter 6, part 1, actions with regard to child care licensing, and collection efforts brought by the department of human services.

(k) **Costs in extraordinary cases.** In any extraordinary cases, the clerk may petition the judge to award reasonable costs, in excess of the amounts provided in this section, to reimburse the clerk for the additional services demanded by

RESOLUTION NO. 16-11-006

Sponsored by: Commissioner Jerome Moon

A RESOLUTION TO AMEND GENERAL COUNTY BUDGET.

WHEREAS, Blount County would like to increase the General County Budget to appropriate State grant award funds to the Health Department for Special Needs: upgrades to the cooling system for vaccine storage room and the security access card system.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the General County Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of November, 2016 that the General County Budget shall be amended as follows:

Estimated Revenue:

101-469800-55110 Other State Grants\$25,000.00

Appropriation:

101-55110-500712 HVAC.....\$12,500.00

101-55110-500709 Data Processing Equipment.....\$12,500.00

TOTAL **\$25,000.00**

Duly authorized and approved this 17th day of November, 2016.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date



GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date 11/1/2016	End Date 10/31/2017	Agency Tracking # 34360-65517	Edison ID 52106		
Grantee Legal Entity Name Blount County Government			Edison Vendor ID 15		
Subrecipient or Contractor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		CFDA # Grantee's fiscal year end June 30			
Service Caption (one line only) Special Needs					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2017	25,000.00				25,000.00
TOTAL:	25,000.00				25,000.00
Grantee Selection Process Summary					
<input type="checkbox"/> Competitive Selection					
<input checked="" type="checkbox"/> Non-competitive Selection			Grants are based on the need of the individual county pursuant to T.C.A. 68-2-901.		
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				<i>CPO USE - GG</i>	
				<h1 style="margin: 0;">GG1752106</h1>	
Speed Chart (optional) HL00000114		Account Code (optional) 71301000			

**Blount County Government
Budget Amendment Request**

FY 16-17

Department: Health Department

Account: 101-55110

Type of Amendment: (check one)

- Transfer** (no overall change to adopted budget)
- Decrease** (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
- Increase** (raising adopted budget due to unforeseen effect on "revenue" or "expense")
- Adjustment** (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	101-55110-500712	HVAC	12,500.00
	101-55110-500709	Data Processing Equipment	12,500.00
TOTAL			25,000.00

	Account Number	Description	Amount
FROM	101-469800-55110	State Grant for Building Upgrades	25,000.00
TOTAL			25,000.00

Explanation: These funds will be reimbursed through a state grant with no required match. Funds in the amount of \$25,000.00 will be used to upgrade the current vaccine storage room to allow for more efficient cooling to ensure vaccine storage temperatures are not compromised and to upgrade the access card system to ensure a safe environment for staff and patients. (these funds will need to carry forward to FY18)

 11-1-16
Signature of Official/Department Head/Date

Signature of County Mayor/Date

***All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.**

RESOLUTION NO. 16-11-007

Sponsored by: Commissioner Jerome Moon

A RESOLUTION TO AMEND GENERAL CAPITAL PROJECTS BUDGET.

WHEREAS, Blount County would like to decrease the General Capital Projects Budget to adjust the FY16-17 budgeted appropriations beginning balance to reflect the FY15-16 appropriation ending balance.

WHEREAS, it is deemed to be in the best interest of Blount County, to amend the General Capital Projects Budget as requested.

NOW THEREFORE, BE IT RESOLVED BY THE Board of Commissioners of Blount County, Tennessee assembled in regular session this 17th day of November, 2016 that the General Capital Projects Budget shall be amended as follows:

Estimated Revenue:

189-498000-52600 Operating Transfers.....(\$145,695.11)

Appropriation:

189-91110-500709-52600 Data Processing Equipment..... (\$145,695.11)

Duly authorized and approved this 17th day of November, 2016.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____

Vetoed: ____

County Mayor

Date

MEMO

TO: Budget Committee

FROM: Randy Vineyard, Finance Director

DATE: October 17, 2016

Re: IT Capital Project/Modernization Program Amendment

As a note, when we first came to you to fund the IT Capital Project, it was just that, because we weren't quite sure what all it entailed at that time. Now, we are transitioning to referring to it as our Modernization Program, due to the fact that it is made up of multiple projects.

Attached is a budget amendment adjusting the starting appropriation total for the IT Capital Project Fund (189). The FY16-17 adopted appropriation amount was \$1,250,050. When putting the budget together, we estimated this would be the balance at FY15-16 yearend. However, we incurred expenses before June 30, ending up with a balance at FY15-16 yearend of \$1,104,354.89. Therefore, we are requesting a budget decrease of \$1,250,050 minus \$1,104,354.89, or \$145,695.11 (expenses incurred in FY15-16).

If you have any questions, please contact me.

Expn Data

Specify a fund/account and accounting year

189-91110 GENERAL ADMINISTRATION PROJECTS

▼ Current ▼ FIND

189-91110 GENERAL ADMINISTRATION PROJECTS for the Current accounting year

Object	Project	Account Desc	Appropriation	Prior YR App	Requisition	Encumbrance	Expenditure	Balance	Project Desc
500709	52600	DATA PROCESSING EQUIPMENT	1,250,050.00	0.00	10,870.00	-4,790.45	315,260.14	928,710.31	INFORMATION TECHNOLOGY PROJECT
	52600	Project Total	1,250,050.00	0.00	10,870.00	-4,790.45	315,260.14	928,710.31	
			1,250,050.00	0.00	10,870.00	-4,790.45	315,260.14	928,710.31	

[Finance Information Menu](#)

Expn Data

Specify a fund/account and accounting year

189-91110 GENERAL ADMINISTRATION PROJECTS ▼ Last ▼ FIND

189-91110 GENERAL ADMINISTRATION PROJECTS for the Last accounting year

Object	Project	Account Desc	Appropriation	Prior YR App	Requisition	Encumbrance	Expenditure	Balance	Project Desc
500709	52600	DATA PROCESSING EQUIPMENT	1,348,942.00	0.00	0.00	159,276.60	85,310.51	1,104,354.89	INFORMATION TECHNOLOGY PROJECT
	52600	Project Total	1,348,942.00	0.00	0.00	159,276.60	85,310.51	1,104,354.89	
			1,348,942.00	0.00	0.00	159,276.60	85,310.51	1,104,354.89	

[Finance Information Menu](#)

Other Budget Items- Action Required

Item	
Emergency Management Grant - \$5,000	Action Required
Debt Refinancing Resolution 16-11-008	Action Required

**Blount County, Tennessee
Grant (Contract) Worksheet**

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at accounting@blounttn.org.

Requesting Department: Emergency Management
Contact Person's Name, email, phone # (person applying for grant): Lance Coleman, lcoleman@blounttn.org, 865-273-5835 o
Financial Reporting Person's information (if different than contact): _____

Project/Program Director's Name, email, phone # Lance Coleman, lcoleman@blounttn.org, 865-273-5835 o

Name of Granting Agency: CSX Beyond the Rails Foundation

Grant Name: Beyond the Rails grant

Is a grant application required? YES NO If no, is the grant recurring? _____

Is this a one-time grant? YES NO If no, is the grant recurring? _____

Grant Funds Requested: _____ \$5,000.00

Are County Funds Required (Match)? If so when approved, a budget amendment for match will need to be included with this form
No _____

Total Amount of Grant: \$ _____ 5,000

Brief Description for Use of Grant Funds: (Equipment, Gear, Personnel, etc.)

This grant would go toward the purchase of a \$58,000 backup server.

If the grant is in the application processes, what is the submission deadline? Quarterly throughout the year

Worksheet reviewed by -
Grant Accountant and/or Finance Director: *jschankle*

Date of Commission approval: _____

Please provide the remaining information once the Grant is approved

Grant CFDA# (Catalog of Federal Domestic Assistance): _____

Date of Grant Award: _____

Grant Period: (such as: Oct 1 - Sept 30) _____

Expiration Date of Grant, as established by the Granting Agency: _____

Anticipated Closing Date of Grant Project: _____

How will we receive the Grant Funds? (direct deposit, check, other) _____

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) _____

**** Attach Budget Amendment(s) to this form when grant approved ****

MEMO

TO: Budget Committee

FROM: Randy Vineyard, Finance Director

DATE: November 3, 2016

Re: Blount County Debt

While we are pursuing a bond issue that eliminates our variable rate debt and interest-rate swaps, I am preparing a parallel financing track to renew our bank loan agreements on our existing debt. As you know from current events, the financial markets are uncertain and we intend to price the bonds next week assuming the interest rate environment remains attractive. I am requesting that this resolution be approved, and in the event the bond financing materializes, we will not renew with USBank.

However, the resolution does need approval to allow the Hospital Debt to be renewed with JPMorgan.

The bond resolution was prepared by Bass Berry, our bond counsel firm.

If you have any questions, please contact me.

Resolution No. 16-11-008
Sponsored by: Commissioners Mike Lewis/Jerome Moon

A RESOLUTION AUTHORIZING AMENDMENTS TO THE GENERAL OBLIGATION REFUNDING BOND, SERIES 2013A AND GENERAL OBLIGATION REFUNDING BOND, SERIES 2013B PREVIOUSLY ISSUED BY BLOUNT COUNTY, TENNESSEE

WHEREAS, Blount County, Tennessee (the "County") has previously authorized and issued its outstanding General Obligation Refunding Bond, Series 2013A, in the original principal amount of \$89,125,000 (the "2013A Bond"), which 2013A Bond was purchased by JPMorgan Chase Bank, National Association (the "Original 2013A Bondholder"); and

WHEREAS, the Original 2013A Bondholder transferred the 2013A Bond to DNT Asset Trust (the "2013A Bondholder"), a wholly-owned subsidiary of the Original 2013 Bondholder; and

WHEREAS, the 2013A Bond is subject to mandatory purchase by the County on December 30, 2016, and the 2013A Bondholder has agreed to extend such mandatory purchase date on the terms set forth in the Credit Facility Proposal dated August 26, 2016 attached hereto as Exhibit A (the "2013A Proposal");

WHEREAS, the County has also previously authorized and issued its outstanding General Obligation Refunding Bond, Series 2013B, in the original principal amount of \$79,800,000 (the "2013B Bond"), which 2013B Bond was purchased by U.S. Bank, National Association (the "2013B Bondholder"); and

WHEREAS, the 2013B Bond is subject to mandatory purchase by the County on December 30, 2016, and the 2013B Bondholder has agreed to extend such mandatory purchase date on the terms set forth in the attached Notice of Intent to Extend dated November 3, 2016 attached hereto as Exhibit B (the "2013B Proposal");

WHEREAS, it is the intention of the Board of County Commissioners of the County to adopt this resolution for the purpose of approving the extension of the mandatory purchase dates of either or both of the 2013A Bond and/or the 2013B Bond and to authorize the officers of the County to execute such amendments and other documents as are necessary or appropriate to effectuate such extensions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF BLOUNT COUNTY, TENNESSEE, AS FOLLOWS:

SECTION 1. The extension of the mandatory tender date of either or both the 2013A Bond and the 2013B Bond is hereby authorized and approved in manner consistent with the 2013A Proposal and 2013B Proposal, provided, however, the County shall only extend the mandatory tender date of the 2013B Bond if the County has not refunded such 2013B Bond as has been previously authorized by the Board of County Commissioners. The terms and provisions of the 2013A Proposal and 2013B Proposal are hereby ratified and approved. The Mayor and County Clerk are hereby authorized, empowered and directed to execute and deliver such amendments to the 2013A Bond and the 2013B Bond and to the documentation relating thereto to accomplish the foregoing. The Mayor and the County Clerk are furthermore hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the terms of such extensions.

SECTION 2. Additional Authorizations. All acts and doings of the Mayor and the County Clerk and any other representative or officer of the County which are in conformity with the purposes and intent of this Resolution and in furtherance of the amendments authorized herein shall be and the same hereby are in all respects, approved and confirmed.

SECTION 3. Separability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

SECTION 4. Repeal of Conflicting Resolutions. All other resolutions and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed.

Adopted and approved this 17th day of November, 2016.

CERTIFICATION OF ACTION ATTEST

Commission Chairman

County Clerk

Approved: ____
Vetoed: _____

County Mayor

Date

STATE OF TENNESSEE)
)
COUNTY OF BLOUNT)

I, _____, certify that I am the duly qualified and acting County Clerk of Blount County, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regular meeting of the governing body of the County held on November __, 2016; that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to the extension of the mandatory purchase dates of the County's General Obligation Refunding Bond, Series 2013A and the County's General Obligation Refunding Bond, Series 2013B.

WITNESS my official signature and seal of said County this 17th day of November, 2016.

County Clerk

(SEAL)

EXHIBIT A
JPMORGAN PROPOSAL

SEE ATTACHED

August 26, 2016

J.P.Morgan

CREDIT FACILITY PROPOSAL

**Extension of existing Non-Bank Qualified Tax-Exempt Bond issued by Blount County,
Tennessee in the amount of \$79,025,000**

J.P.Morgan

Delivery via Email

August 26, 2016

Mr. Randy Vineyard
Blount County, Tennessee
341 Court Street
Maryville, TN 37804

Dear Mr. Vineyard:

On behalf of JPMorgan Chase Bank, N.A. and its affiliates (“JPMorgan”), we are pleased to propose for discussion indicative terms to Blount County, Tennessee for the extension of the Tender Date of the existing \$79,025,000 Tax-Exempt Non-Bank Qualified Direct Purchase Bond, subject to the following terms and conditions described herein (the “Proposal”).

The proposed indicative terms included in the enclosed Summary of Terms and Conditions are for discussion purposes only and do not represent an offer or commitment to lend on the part of JPMorgan and would be subject to due diligence, credit analysis and approval, and documentation of detailed terms and conditions satisfactory to JPMorgan and its legal counsel. Should any of the enclosed terms and conditions conflict with Blount County’s structuring parameters, we would be happy to discuss mutually acceptable alternatives.

Should you have any questions regarding any of the indicative terms, please do not hesitate to contact either of us at the numbers set forth below:

Alison Hastings
Senior Commercial Banker
3424 Peachtree Rd. Floor 23
Atlanta GA, 30326
Direct: (404) 926-2627
Mobile: (404) 386-8631
alison.a.hastings@jpmorgan.com

Anthony “Jay” Robinson
Underwriting Senior Associate
450 S. Orange Ave
Orlando FL, 32801
Direct: (407) 236-5472
Mobile: (407) 383-8114
jay.robinson@jpmorgan.com

JPMorgan has been the market leader in public finance credit for over 35 years and ranks among the largest providers of credit facilities in the municipal market today. Our deep familiarity with this sector is viewed as a strong benefit by the municipal clients with whom we do business. We believe that our experience in providing direct purchase bond financing, coupled with our long experience in deal execution, would ensure an efficient, cost-effective transaction. Client references are available upon request.

We look forward to further discussions with Blount County and its financing team regarding this proposal.

Sincerely,

JPMorgan Chase Bank, N.A.

By: 
Title: Senior Commercial Banker

By: 
Title: Underwriting Senior Associate

BLOUNT COUNTY, TENNESSEE
Extension of Existing Non-Bank Qualified Tax-Exempt Bond
Summary of Terms and Conditions
August 26, 2016

This Summary of Terms and Conditions (the "Term Sheet") is confidential and is intended as a statement of indicative terms only, and is provided to facilitate additional discussion. It is a proposal for your consideration only and not a commitment by JPMorgan Chase Bank, NA or its affiliates ("JPMorgan") to provide the financing described in this Term Sheet or any other financing. The rates and fees set forth in this proposal are indicative and are subject to market conditions at all times until JPMorgan would commit to in writing and, in any event should not be regarded as indicative after the date of this Term Sheet. The terms in this proposal expire on September 9, 2016.

SECTION I DESCRIPTION OF THE BOND

Issuer: Blount County, Tennessee (the "Issuer" or "Borrower")

Purchaser: DNT Asset Trust and its successors and assigns (the "Purchaser"). DNT Asset Trust is a Delaware business trust and wholly-owned subsidiary of JPMorgan Chase Bank, N.A. DNT Asset Trust holds \$15.8 Billion in capital as of December 31, 2014 and meets the requirements as a Qualified Institutional Buyer.

Bondholder Representative: JPMorgan Chase Bank, N.A. (the "Bondholder Representative" or the "Bank") and its successors and assigns, or any other entity subsequently appointed by the majority of the bondholders, shall act as the representative on behalf of the bondholders and shall be the party which provides consent, direct remedies and takes all actions on behalf of the Purchaser and other bondholders under the Bond Documents.

Facility / Amount: Existing \$79,025,000 Non-Bank Qualified Tax-Exempt Direct Purchase Bond (the "Bond" or the "Facility").

The Purchaser and the Borrower will maintain the existing Continuing Covenants Agreement (the "CCA") as a supplement to the Bond and Resolution, setting forth the covenant terms under which the Purchaser would continue to hold the Bond.

Purpose: Three (3) year extension of the Tender Date for the Bond, as indicated in Section II below.

Bond Maturity Date: June 1, 2029

SECTION II INTEREST RATES, PAYMENTS AND FEES

Variable Interest Rate: The Bond would accrue interest at a variable rate per annum equal to 67% of One Month LIBOR plus the applicable spread set forth below:

Tender Date*	Spread over 67% of Libor
December 31, 2019	45 bps per annum

* The Bond would remain callable at par on any LIBOR Adjustment Date.

Bond Payments / Amortization:	Interest would remain payable monthly on the first business day of each month. Principal would remain payable annually each June 1, commencing on June 1, 2017 based on the existing amortization schedule of the Bond. Notwithstanding the foregoing, the Bond would remain required to be repaid in full and subject to acceleration upon an Event of Default under the CCA. Interest would then be computed at the Default Rate (defined below).
Prepayment:	The Bond may continue to be prepaid in whole or in part, without premium or penalty, on any LIBOR Adjustment Date as defined above. Any prepayment on any date other than those provided for above would remain subject to breakage costs payable by the Issuer.
Pricing Grid:	The interest rate payable on the Bond will continue to be subject to a 10 bps increase for each notch change downgrade (including gradations within a rating category) to the then applicable unenhanced underlying long-term debt rating of the Issuer assigned by Moodys, S&P or Fitch. In the event of a split rating, the lowest rating shall apply, and revised pricing shall be effective as of the date of such ratings change.
Day Basis/Year:	Actual/360.
Maximum Interest Rate:	No limitation would continue to exist in the applicable bond documentation or authorizing resolution that restricts the interest rate to any rate lower than the maximum rate permitted by law.
Interest Rate Clawback:	The Bond Documents would continue to contain a customary interest rate recapture provision ("clawback") as protection against the possibility of the interest rate payable on the Bond exceeding the maximum rate permitted by law or the maximum rate provided for on the Bond. Such excess amounts shall be payable during such time periods where the interest rate payable on the Bond is below the maximum rate permitted by law. Upon termination of the Facility, the Issuer shall pay to the Purchaser a taxable equivalent fee equal to the amount of all unpaid deferred excess interest.
LIBOR Floor:	<u>The definition of LIBOR in the Bond would be amended to include a rate floor as follows: "Notwithstanding the foregoing, if any LIBOR rate quotation shall be less than zero, such LIBOR Rate shall be deemed to be zero."</u>
Base Rate:	The Base Rate would continue to be defined as the higher of (i) the Bank's Prime Rate or (ii) 2.5% plus the Adjusted One Month LIBOR Rate.
Default Rate:	The Default Rate would continue to be defined as the Base Rate + 4.00%.

SECTION III OTHER BOND TERMS AND PROVISIONS

Security:	The Bond would remain issued pursuant to a Bond Resolution. The Issuer's obligation under the Bond Resolution and the CCA to (1) pay debt service on the Bond and (2) pay all obligations owing the Bank under the Facility would remain a general obligation of the Issuer. The Issuer would continue to pledge its full faith and credit and unlimited taxing power to the punctual payment of all such amounts due under the Bond Resolution and the CCA.
Extension of Tender Date:	A request for extension of the Tender Date may be made in writing by the Borrower no more than 150 days prior to the then current Tender Date. A written response would be delivered by the Bank as the Bondholder Representative on behalf of the Purchaser within 30 days of receipt of such request. All extensions of the Tender Date would be at the sole and absolute

discretion of the Purchaser. A failure by the Purchaser to respond to a request for extension of the Tender Date would be deemed a denial of such request.

In the event the Borrower and the Bank fail to document in writing their agreement to the succeeding Interest Rate and Interest Rate Period, the Borrower would be required to repurchase the Bond on the Tender Date.

- Term Out:** So long as (i) no Event of Default has occurred or is continuing on the Tender Date, (ii) the representations and warranties set forth in the related bond documentation are true and correct and (iii) the Issuer and Bank fail to document in writing their agreement as to proposed renewal terms for the succeeding interest rate period, the Issuer may elect to continue to pay the Bond on the existing payment schedule at the Purchaser Rate (as defined below) over a three-year period (the "Term Out Period") and with all outstanding amounts due at the end of the Term Out Period. The Purchaser Rate would remain equal to the Base Rate + 3.00%.
- Required Documents:** The terms of the extension of this existing Facility would be evidenced by appropriate supplements and amendments to the documents that were executed and delivered in connection with the original issuance of the Bond to reflect the proposed extension of the Tender Date of the Bond and applicable closing certifications and opinions, all as shall be mutually agreed upon by the Borrower, the Bank and their respective counsel.
- Conditions Precedent:** Existing and customary representations and warranties and other conditions prior to the extension of the Bond for like situated issuers and for the type and term of the Facility, including absence of default, absence of material litigation and absence of material adverse change from the Issuer's financial conditions and operations as reflected in the financial statements of the Issuer dated September 30, 2015.
- Additional conditions precedent would include delivery of acceptable bond documentation and legal opinions, including an opinion of bond counsel as to the validity and enforceability of the obligations of the Issuer under the Bond Documents and that interest payable on the Bond remains exempt from federal and State of Tennessee income taxation and, in particular, that the tax-exempt status of the Bond will not be adversely effected by the extension of the Tender Date or by any other modifications provided for in this Term Sheet.
- Covenants:** The existing covenants would remain in place, and the covenants in the CCA and other bond documentation will be amended or supplemented as described in this Term Sheet.
- Swap Exposure:** The Purchaser would continue to require that any and all swap termination payments relating to interest rate hedging arrangements with institutions other than the Bank would be subordinate to the repayment of all outstanding debt of the Bank or any of its affiliates.
- Tax Gross-Up:** The Purchaser would continue to require that in the event that the Bond subsequently loses its tax exemption as a result of violations of the tax covenants, the Purchaser would require an adjustment to the Interest Rates payable on the Bond to account for such loss of tax exemption.
- Change in Tax Rate:** The Purchaser would continue to require that in the event of a change in the Corporate Tax Rate (as hereinafter defined) during any period where interest is accruing on a tax-exempt basis causes a reduction in the tax equivalent yield on the Bond, the interest payable on the Bond would be increased to compensate for such change in the effective yield to a rate calculated by multiplying the bond interest rate by the ratio equal to $(1 \text{ minus } A) \text{ divided by } (1 \text{ minus } B)$, where A equals the Corporate Tax Rate in effect as of the date of the corporate tax rate adjustment as announced by the IRS and B equals the Corporate Tax Rate in effect on the date of the original issuance of the Bond. The Corporate Tax Rate would mean the highest marginal statutory rate of federal income tax imposed on corporations and applicable to the Bank (expressed as a decimal).

- Sale / Assignment:** The Issuer would continue to agree that the Purchaser may without limitation (i) at any time sell, assign, pledge or transfer all or a portion of the Bond, or one or more interests in all or any part of the Purchaser's rights and obligations under the Facility to one or more assignees and/or participants which may include affiliates of the Bank; and (ii) at the Purchaser's option, disclose information and share fees with such assignees and/or participants.
- Waiver of Jury Trial:** The Issuer and the Purchaser would continue to waive, to the fullest extent permitted by applicable law, any right to have a jury participate in resolving any dispute in any way related to this Term Sheet, any related documentation or the transactions contemplated hereby or thereby.
- Governing Law:** All aspects of the Facility being discussed including this Term Sheet and any Bond Documents would remain governed by the laws of the State of Tennessee.

SECTION IV OTHER BANK REQUIREMENTS

Municipal Advisor Disclosure:

The Issuer acknowledges and agrees that (i) the transaction contemplated herein is an arm's length commercial transaction between the Issuer and the Bank and its affiliates, (ii) in connection with such transaction, the Bank and its affiliates are acting solely as a principal and not as an advisor including, without limitation, a "Municipal Advisor" as such term is defined in Section 15B of the Securities and Exchange Act of 1934, as amended, and the related final rules (the "Municipal Advisor Rules"), agent or a fiduciary of the Issuer, (iii) the Bank and its affiliates are relying on the Bank exemption in the Municipal Advisor Rules, (iv) the Bank and its affiliates have not provided any advice or assumed any advisory or fiduciary responsibility in favor of the Issuer with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (whether or not the Bank, or any affiliate of the Bank, has provided other services or advised, or is currently providing other services or advising the Issuer on other matters), (v) the Bank and its affiliates have financial and other interests that differ from those of the Issuer, and (vi) the Issuer has consulted with its own financial, legal, accounting, tax and other advisors, as applicable, to the extent it deemed appropriate.

Expenses: The Issuer would pay or reimburse the Purchaser for all its out-of-pocket costs and expenses and reasonable attorneys' fees where not prohibited by applicable law and incurred in connection with (i) the development, preparation, execution and/or review of the Bond, any related bond documentation, and any amendment documentation required in order to implement the terms of this Term Sheet and (ii) in connection with the enforcement or preservation of any rights under any agreement, any amendment, supplement, or modification thereto, and any other loan documents both before and after judgment.

Legal Counsel: The Purchaser would engage King & Spalding LLP as the Purchaser's legal counsel. William A. Holby would be acting in the capacity of attorney representing the Purchaser.

Legal fees are estimated at \$7,500.

William A. Holby
Partner
King & Spalding LLP
1180 Peachtree Street, N.E.
Atlanta, Georgia 30309-3521
bholby@kslaw.com
(404) 572-4663

Information Sharing: The Issuer would agree that the Purchaser may provide any information or knowledge the Purchaser may have about the Issuer or about any matter relating to the Facility described in this Term Sheet to JPMorgan Chase & Co., or any of its subsidiaries or affiliates or their

successors, or to any one or more purchasers or potential purchasers of the Bond, or participants or assignees of the Bond or the Facility described in this letter.

- Website Disclosure:** As a best practice to maintain transparency, final bond documentation may be posted by the Issuer on a national public bond market repository provided that certain information be redacted by the Issuer as directed by the Bank. Items that should be redacted include pricing, financial ratio covenants, signatures/names, account numbers, wire transfer and payment instructions and any other data that could be construed as sensitive information.
- Confidentiality:** This Term Sheet is for the Issuer's confidential review and may not be disclosed by it to any other person other than its employees, attorneys, board members and financial advisors (but not other commercial lenders), and then only in connection with the transactions being discussed and on a confidential basis, except where disclosure is required by law, or where the Purchaser consents to the proposed disclosure.
- Bank Credit Decision:** Satisfactory final due diligence, in the Purchaser's sole discretion, would be required consisting of, but may not be limited to, full review of requested financial statements and financing documents and discussions with management and other background due diligence of the Issuer and its management. Should the Issuer request financing substantially on the terms and conditions described in this Term Sheet, the Purchaser's credit decision would be made promptly after receipt of such request and completion of due diligence.

EXHIBIT B
U.S. BANK PROPOSAL

SEE ATTACHED

20726677.1

NOTICE OF INTENT TO EXTEND



November 3, 2016

Randy Vineyard
Director of Accounts & Budgets
Blount County
c/o Lauren Lowe
Public Financial Management
Memphis, TN

VIA: ELECTRONIC MAIL

RE: Extension of Index Period for General Obligation Refunding Bond, Series 2013B

Dear Mr. Vineyard,

By virtue of this letter, please be advised that U.S. Bank, NA offers to continue to hold the Bonds for a Subsequent Index Period (as defined in the Bond) subject to the following:

- 1) The Applicable Spread (as defined in the Bond) shall be, at the option of the County:
a. For a term of 30 months:

Table with 2 columns: Debt Rating, Applicable Spread. Rows include Aa3/AA-/AA-, A1/A+/A+, A2/A/A, A3/A-/A-, Baa1/BBB+/BBB+, Baa2/BBB/BBB or below.

- b. For a term of 36 months:

Table with 2 columns: Debt Rating, Applicable Spread. Rows include Aa3/AA-/AA-, A1/A+/A+, A2/A/A, A3/A-/A-, Baa1/BBB+/BBB+, Baa2/BBB/BBB or below.

- 2) Section 6.04(d) shall be amended such that the County shall be required to deliver future budget statements upon the request of the bank, as described in the Continuing Covenants Agreement.
3) Section 6.04(b) shall be amended such that the County shall not be required to deliver a Certificate of No Default in conjunction with annual audited financial statements, but shall notify the Purchaser within 5 business days upon the occurrence of an Event of Default, as defined in the Continuing Covenants Agreement.

In accordance with the terms of the Continuing Covenants Agreement, the fees of Chapman & Cutler, as counsel to US Bank, shall be paid by the County upon renewal of the Bonds. These fees are estimated at \$12,500, and will not exceed \$15,000.

Please note that no other terms or conditions of any agreement or contract pertaining to the Bonds may be modified in conjunction with this offer of extension. U.S. Bank, NA reserves the right to rescind the terms outlined above if any additional amendment or modification is proposed by the County.

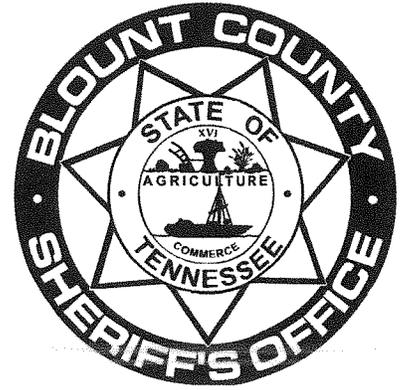
Please feel free to contact me with any question or comments. We look forward to working together with the County on this important project.

Regards,

A handwritten signature in blue ink, appearing to read 'C.M. Parker', written in a cursive style.

Cameron M. Parker
Vice President, U.S. Bank, NA

Cc: Scott Ferguson, US Bank, NA
Bobbi Michalowski, US Bank, NA
David Field, Chapman & Cutler, LLP



Memo

To: Randy Viineyard
From: Deputy Chief Jarrod Millsaps *JM*
CC: Sheriff James Lee Berrong
Date: October 3rd 2016
Re: Budget Reductions of State Inmates – October Update

Per your request, we have averaged 116 TDOC inmates for the month of October. At a rate of \$37.50 per day that totals \$134,850. During the 2015 year we averaged \$230,000 a month of revenue.

Contracted Prisoner Board 101-469150-0 Revenue from State Inmates

2015-16	July	August	September	October	YTD Totals	
	218,707	236,911	220,335	237,318	913,271	
2016-17	101,121	103,082	112,035	134,850	451,088	
					(462,183)	Diff
Projected						

MEMO

TO: Randy Vineyard, Finance Director

FROM: Abhijit Verekar, Mindboard

DATE: November 02, 2016

Re: IT Capital Project/Modernization Program - Budget Update

When the Board of Commissioners first funded the "IT Capital Project", it was just that, because it wasn't quite clear what it consisted of. Now, we are transitioning to referring to the "project" as our "IT Modernization Program", due to the fact that it is made up of multiple, related projects, spanning multiple years.

First, attached is a request for a budget amendment correcting the starting appropriation total for the IT Capital Project Fund (189). The adopted appropriation amount was \$1,250,050. When putting the budget together, it was estimated that this would be the balance at the end of FY15-16. However, expenses were incurred before June 30, ending up with a balance of \$1,104,354.89 at the end of FY15-16. Therefore, a budget decrease of \$1,250,050 minus \$1,104,354.89, or \$145,695.11 (expenses incurred in FY15-16 on the IT Modernization Project) is requested.

Second, we are approaching that stage in the IT Modernization Program at which it is necessary that several pieces of critical equipment and related services be procured. The original project was predicated on leasing vs. purchasing hardware. However, leasing rates are running as high as 4%. The current balance in the IT Capital Project Fund (189) is approximately \$783k, once the attached budget amendment is processed (\$928,710.31-\$145,695.11). We recommend that this balance be used to cover estimated expenses including, but not limited to the following, for the remainder of FY16-17.

PCs/Laptops Replacement (Phase 1)	\$150,000.00
Cloud Networking Services	\$50,000.00
Phone System	\$120,000.00
Granicus (Commission Room Tech)	\$83,000.00
Network Backbone	\$50,000.00
AS400 Managed Services	\$20,000.00
Consulting and Program Management	\$300,000.00
Estimated Total	\$773,000.00

However, it will be important to keep the momentum going as we step into year two of the IT Modernization Program. Owing to capital investments made in FY15-16 and FY16-17, there will be certain operating costs that will need to be incurred to maintain the new hardware and software.

These estimated operating costs are outlined below: (IT 101-52600 Budget)

Item/Vendor	FY17-18 Total
PCs/Laptops	\$15,000.00
Servers	\$20,000.00
Phones	\$120,000.00
Granicus	\$40,000.00
Network Backbone	\$20,000.00
AS400 Managed Services	\$20,000.00
Google Suite	\$29,000.00
Websites	\$20,000.00
Estimated Total	\$284,000.00

Additionally, as we tackle the next set of priority projects on the IT Modernization Program, the following capital costs are estimated for FY17-18: (Fund 189 Budget)

Item/Vendor	Total
PCs/Laptops	\$150,000.00
Servers	\$20,000.00
ERP (Financial System)	\$400,000.00
Work Order/Asset Management System	\$200,000.00
Consulting and Program Management	\$360,000.00
Estimated Total	\$1,130,000.00

Please do not hesitate to contact me if you have any questions related to the above information. The Blount County IT Department is very thankful of the support it has received from the Board of Commissioners, the Mayor's office and all County departments and looks forward to continuing on this critical endeavor.

RESOLUTION NO. 16-09-002

SPONSORED BY: COMMISSIONERS RON FRENCH AND STEVE SAMPLES

**RESOLUTION NAMING THE BRIDGE ON SEVIERVILLE ROAD NEXT TO THE
WATER TREATMENT PLANT THE SENIOR AIRMAN MICHAEL SHANE
CARPENTER MEMORIAL BRIDGE**

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, meeting in regular session assembled this the 17th day of November; and

WHEREAS, the members of the Blount County Board of Commissioners wish to honor the memory of Michael Shane Carpenter; and

WHEREAS, Michael Shane Carpenter was born on January 14, 1971, in Blount County; and

WHEREAS, Shane graduated from Heritage High School, and joined the Air Force in June, 1989; and

WHEREAS, Shane was a Loadmaster assigned to the 317th Airlift Wing's 40th Airlift Squadron at Pope Air Force Base; and

WHEREAS, On April 28, 1992, Shane was one of nine crew members aboard a C-130 airplane that crashed into Blewett Falls Lake near Rockingham, North Carolina, where all nine crew members were killed; and

WHEREAS, it would be appropriate to request from the State of Tennessee to name the bridge over the Little River located on Sevierville Road (U.S. Highway 411), just past the Maryville Water Filtration plant; and

WHEREAS, the Blount County Veterans Affairs Committee with representatives of: American Legion Post 13, DAV Chapter 76, Veterans of Foreign Wars Posts 10855 and 5154, Gold Star Mother, Military Order of the Purple Heart Chapter 1814, AMVET Post 22 and the Blount County Board of Commissioners, Mayor Ed Mitchell, Sheriff James L. Berrong and Highway Superintendent Jeff Headrick recommend this bridge be named in honor of Senior Airman Michael Shane Carpenter to commemorate his life and sacrifice.

NOW THEREFORE, BE IT RESOLVED by the Blount County Legislative Body in session assembled on the 17th day of November, 2016, as follows:

1. That the aforementioned bridge on Sevierville Road near the Maryville Water Filtration plant be recommended to be renamed the Senior Airman Michael Shane Carpenter Memorial Bridge.
2. That a copy of this resolution be sent to the Blount County Legislative Delegation to the Tennessee General Assembly in Nashville, Tennessee, to show support for this request (Exhibits attached hereto include map location of bridge and picture of Michael Shane Carpenter).

Duly authorized and approved this 17th day of November, 2016.

CERTIFICATION OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved:_____

Vetoed:_____

County Mayor

Date



Blount County Veterans Affairs
QUARTERLY COMMITTEE MEETING
October 12, 2016

Veterans Committee Meeting called to order at 4:30 pm by Chairman Ed Shore.

Roll Call:

Members present: Ed Shore (Military Order of the Purple Heart Chapter 1814), Joe McCulley (Veterans of Foreign Wars Post 10855), Denise Weston (At-Large), Robin Ferschke (Gold Star Mother), Roger Lowe (American Legion Post 13), Mike Kennedy (Disabled American Veterans Chapter 76)

Members Excused: Jerome Moon (Blount County Commissioner)

Members absent: Bob Cain (Veterans of Foreign Wars Post 5154)

Guests: None

VSO, Nathan Weinbaum, read the minutes from the last quarterly Veterans Committee Meeting. Joe McCulley made a motion to approve. The motion was seconded by Mike Kennedy.

There was no public input.

Highlights

- VSO presented WWII Navy Veteran, Charles Veal, with his Honorary High School Diploma on September 29, 2016 at Clover Hill Senior Living.
- VSO has interviewed 9 Veterans during quarter for the Blount County Oral History Project
- VSO discussed quarterly office statistics with Veterans Committee

Old Business:

- VSO provided an update on the Committee to restore the War Dead Memorial. The project raised \$240,400.80 and has been invoiced \$50,853.33 to date. Current balance in the account is \$189,547.47. Hickory Construction has begun the restoration and is currently finishing placing rebar and plans to have concrete footers and blocks in by the end of the week.
- Robin Ferschke gave an update on the Michael Ferschke Jr. Bronze Bust. The dedication took place on August 13, 2016 at the Blount County Library. Approx. 300 + attended the dedication ceremony which included Marines that served with Michael Ferschke. Robin thanked Veterans Committee and our Maryville community for support of this project.

New Business:

- Joe McCulley made a motion for Resolution 16-11-00? to name bridge at Unitia Road and West Hill Ave, Friendsville, Tennessee, the Richard L. Dunlap Memorial Bridge. This resolution is sponsored by Blount County Commissioners Jerome Moon and Tom Stinnett. Roger Lowe seconded the motion.

A vote was taken on the motion:

Cain – Absent	Kennedy – Yes	McCulley – Yes	Shore - Yes
Ferschke - Yes	Lowe – Yes	Moon – Absent	Weston - Yes

- Roger Lowe made a motion for Resolution 16-09-002 to name bridge on Sevierville Road next to the water treatment plant the Senior Airman Michael Shane Carpenter Memorial Bridge. This resolution is sponsored by Blount County Commissioners Ron French and Steve Samples. Joe McCulley seconded the motion.

A vote was taken on the motion:

Cain – Absent	Kennedy – Yes	McCulley – Yes	Shore - Yes
Ferschke - Yes	Lowe – Yes	Moon – Absent	Weston – Yes

- Roger Lowe made a motion for any future Resolutions for consideration to name any bridge in Blount County after a Veteran/Soldier will be considered by the Veterans Committee on case by case basis of the individual and without any set criteria. Denise Weston seconded the motion.

Cain – Absent	Kennedy – Yes	McCulley – Yes	Shore - Yes
Ferschke - Yes	Lowe – Yes	Moon – Absent	Weston – Yes

Announcements and Statements:

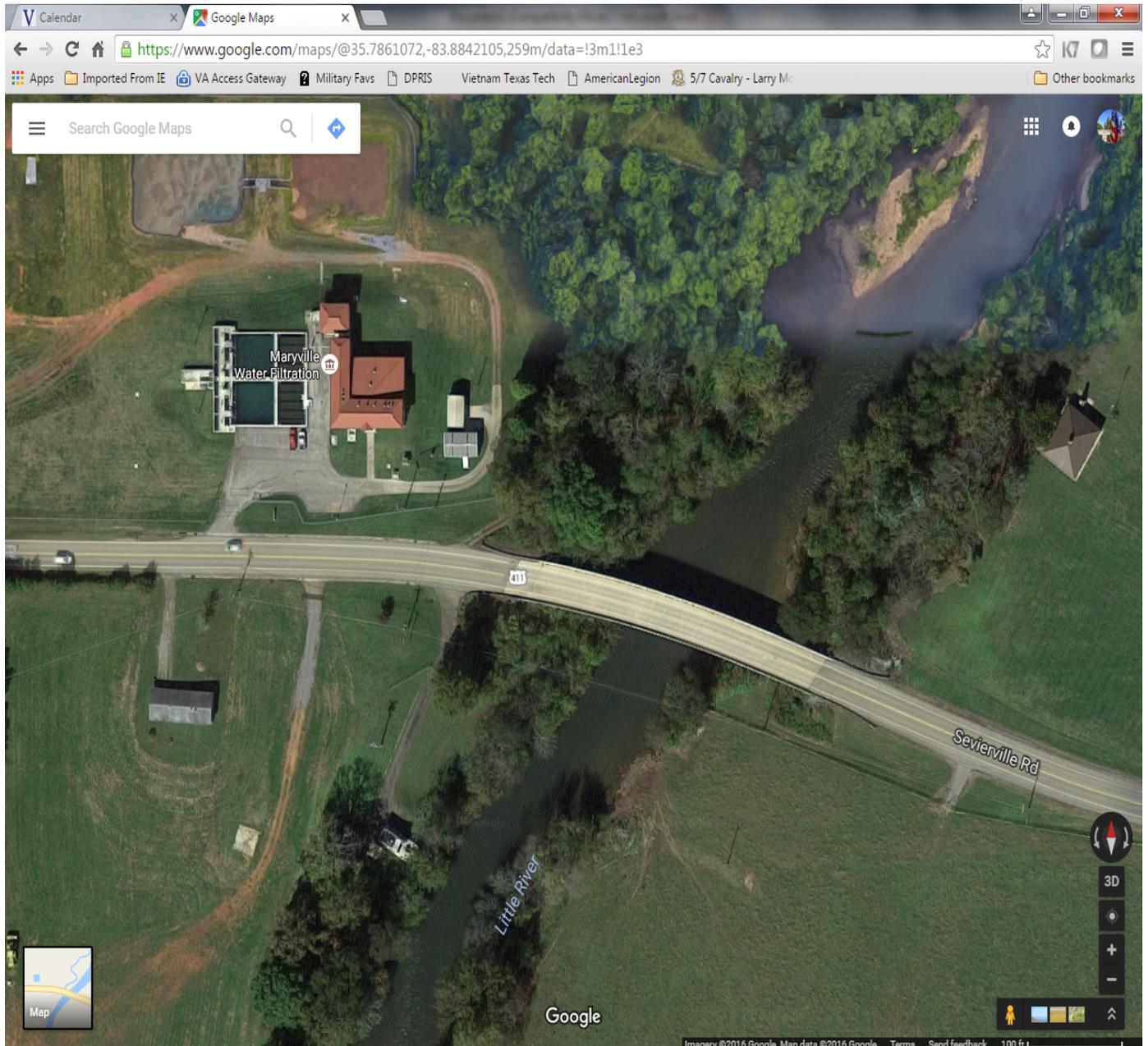
- Veterans Committee members requests meeting attendance record for Bob Cain at the next quarterly meeting.
- VSO discussed local Vietnam Veteran, Steve Newman, donating over 500 walking sticks to the Veterans office to be given to Veterans who visit the office.

No further business.

Meeting adjourned at 5:03 pm.

Michael Shane Carpenter Memorial Bridge

-Bridge located on Sevierville Road (US 411) near Maryville Water Filtration.





RESOLUTION 16-11-002

Sponsored by Commissioners Jerome Moon, Tom Stinnett

A RESOLUTION NAMING THE BRIDGE AT UNITIA ROAD AND WEST HILL AVENUE, FRIENDSVILLE, TENNESSEE, THE RICHARD L. DUNLAP MEMORIAL BRIDGE

BE IT RESOLVED, by the Board of Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of November, 2016:

WHEREAS, Pursuant to T.C. A. 7- 86- 127; and

WHEREAS, Richard L. Dunlap was born on January 24, 1947, was the son of Vada Sue McFadden Dunlap and Leonard Dunlap. Richard graduated in the class of 1965 from Friendsville High School; and

WHEREAS, Richard L. Dunlap entered the United States Army November, 1965 and completed Airborne training and was assigned Charlie Company, 2nd Battalion, 501st Infantry, 101st AIRBORNE DIVISION; and

WHEREAS, Specialist Fourth Class Richard L. Dunlap began his tour of duty in the Republic of South Vietnam on December 14, 1967 and while carrying out combat operations in the Thua Thien Province Republic of South Vietnam was killed in action on March 12, 1968; and

WHEREAS, during this National time of reflection on and commemoration of those who served and who were killed or wounded during the Vietnam War, it is appropriate that this Legislative Body desires to honor and to pay tribute to the VALOR, SERVICE and ULTIMATE SACRIFICE given by our fellow Blount County native RICHARD L. DUNLAP; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Blount County, Tennessee, that:

1. Hereafter the aforementioned bridge at Unitia Road and West Hill Avenue, Friendsville Tennessee, be named THE RICHARD L. DUNLAP MEMORIAL BRIDGE; and
2. A plaque so stating shall be attached to the bridge.

BE IT FURTHER RESOLVED that this resolution take effect from and after passage, the Public Welfare requiring it.

Duly authorized and approved the 17th day of November, 2016.

CERTIFICATION OF ACTION:

ATTEST:

Commission Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date

Richard Lance Dunlap

ON THE WALL: Panel 44E Line 25

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PERSONAL DATA:

Home of Record: Friendsville, TN

Date of birth: 01/24/1947

MILITARY DATA:

Service Branch: Army of the United States

Grade at loss: E4

Rank: Specialist Four

Promotion Note: None

ID No: 14913307

MOS or Specialty: 11B2P: Infantryman (Airborne Qual)

Length Service: 02

Unit: C CO, 2ND BN, 501ST INFANTRY, 101ST
ABN DIV, USARV

CASUALTY DATA:

Start Tour: 12/14/1967

Incident Date: 03/12/1968

Casualty Date: 03/12/1968

Age at Loss: 21

Location: Thua Thien Province, South Vietnam

Remains: Body recovered

Casualty Type: Hostile, died outright

Casualty Reason: Ground casualty

Casualty Detail: Gun or small arms fire

Status Date: Not Applicable; was not MIA

Status Change: Not Applicable; was not MIA

Repatriated: Not Applicable; was not MIA

Identified: Not Applicable; was not MIA

URL: www.VirtualWall.org/dd/DunlapRL01a.htm

Data accessed: 9/21/2016

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This Memorial Page ▼

Richard Lance Dunlap

Specialist Four

C CO, 2ND BN, 501ST INFANTRY, 101ST ABN DIV, USARV

Army of the United States

[Friendsville, Tennessee](#)

January 24, 1947 to March 12, 1968

[RICHARD L DUNLAP](#) is on the Wall at [Panel 44E, Line 25](#)

See the [full profile](#) or [name rubbing](#) for Richard Dunlap



RESOLUTION NO. 16-10-003

SPONSORED BY: Commissioner Rick Carver; Commissioner Mike Lewis; Commissioner Tom Stinnett;
Commissioner Grady Caskey

**A RESOLUTION TO ADOPT THE UPDATES TO THE COUNTY EMPLOYEE HANDBOOK AND HANDBOOK
SUPPLEMENTS**

WHEREAS, the Blount County Human Resources Committee met on October 31, 2016; and made a recommendation to adopt the updates to the County employee handbook;

WHEREAS, the Circuit Court Clerk , the County Clerk, the Highway Department, the Property Assessor, the Register of Deeds, and the Sheriff's Office all have additional policies and procedures that are supplemental to the County employee handbook; the Human Resources Committee made a recommendation to adopt the supplements as well;

WHEREAS, the adoption of the employee handbook and supplements will replace all previous editions of the handbook;

WHEREAS, TCA 5-23-103 states all base personnel policies adopted by the county legislative body shall be filed annually on or before November 30th each year;

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, assembled in regular session this 17th day of November 2016 that the recommendation of the Blount County Human Resources Committee to approve the employee handbook and supplements above should be effective upon passage and is hereby approved.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION TAKE EFFECT FROM AND AFTER ITS PASSAGE, THE PUBLIC WELFARE REQUIRING IT; AND THAT ANY PRIOR RESOLUTION TO THE CONTRARY IS HEREBY DECLARED VOID.

CERTIFICATION OF ACTION

ATTEST

Chairman

County Clerk

Approved: _____

Vetoed: _____

County Mayor

Date



Blount County Government

Human Resources Department

Jenny Morgan
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TO: Blount County Human Resources Committee

RE: Blount County Employee Handbook Updates

DATE: September 14, 2016

The following list contains the sections of the Blount County Employee Handbook which have been updated and are being submitted for your review to forward to the County Commission for adoption.

- Code of Ethics
 - County Vehicle Use Policy – page 7
- Classification and Compensation
 - Pay Periods – page 9
 - Job Titles and Pay Structure – page 10
- General Personnel Policies
 - Attendance – page 11
 - Personal Cell Phone Use – page 11
 - Work Hours and Time Records – page 11
 - Performance Evaluations – page 13
 - Social Media Policy – page 21
 - Personal Appearance – page 23
 - Workers' Compensation Policy – page 24
- Leave Policies
 - Annual Leave/Vacation – page 25
 - Personal Leave – page 28
 - Jury Duty or Court Appearance – page 33
- Employee Benefits
 - Benefits Effective and Termination Dates – page 34
 - Annual Open Enrollment Period – page 34
 - Workers' Compensation – page 36

Also included in this packet are handbook supplements from the following elected offices.

Circuit Court Clerk
County Clerk
Highway Department

Register of Deeds
Blount County Sheriff's Office
Property Assessor

Blount County Government

Employee Handbook



Blount County Government
Maryville, TN

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Introduction

We are pleased to introduce the revised Blount County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities, and employee rights. This handbook is intended to be useful for all Blount County employees.

Blount County is committed to providing a quality workplace for employees. It is our goal to:

- Provide management that is skilled, fair, and concerned about the welfare of our employees.
- Equitably compensate each employee in accordance with our classification and compensation plan.
- Fill vacancies or new positions, where appropriate, by transfer or promotion from within the County.
- Discuss willingly and frankly any problems, complaints, or questions on County personnel policies.
- Keep employees informed of any changes that may affect them or their families.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Blount County Government's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment, or revocation by Blount County Government at any time, without advance notice.

It is the intention of Blount County Government to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Blount County employees.

All questions pertaining to information found in this handbook should be referred to the Human Resources Department.

Policies for Employees of Elected Officials

Elected Officials have the jurisdiction to create, maintain, and administer additional personnel policies and procedures. In these cases, the Elected Officials will provide the additional policies for their employees as required by T.C.A 5-23-103.

State and Federal Policies

Equal Employment Opportunity Policy

Blount County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Blount County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy.

Equal Employment Opportunity Grievance Procedure

Any employee who has a concern regarding discrimination or harassment should utilize the following procedure:

1. If you are not able to resolve the matter with your supervisor, or if you are not comfortable addressing the matter with your supervisor for any reason, bring your concern to the attention of your Department Head. If this does not resolve the matter address the situation with the Director of Human Resources.
2. If you are not able to resolve the matter with your supervisor, or if you are not comfortable addressing the matter with your supervisor for any reason, bring your concern to the attention of the Director of Human Resources.
3. You may be able to resolve the matter via meeting with the Director of Human Resources. Where an investigation is in order, one will be conducted. You will be advised of the results and proposed solution. Also, the complaint, investigation and findings will become part of the investigation record, which will be maintained separately from your personnel file.
4. If you are not satisfied with the results or proposed solution via meeting with the Director of Human Resources, you may request a meeting with the appropriate Department Head/Elected Official. The decision of the Elected Official will be final.

No one will be retaliated against for using this procedure to bring a good faith concern to the attention of management. Of course, intentionally making a false complaint or otherwise misusing this procedure can subject the offender to discipline.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Our supervisors and managers also are covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management or the human resources department.

Employees who believe that our No Harassment policy may have been violated should immediately report the matter to their immediate supervisor. If the matter involves your immediate supervisor or another manager, or if you believe that a previously reported matter was not handled to your satisfaction, you should immediately contact the Director of Human Resources, or the Department Head. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and, where appropriate, take prompt remedial action including disciplinary action up to and including immediate termination. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy to the extent possible consistent with our investigation and applicable law.

You will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that you sincerely believe violate this policy.

We are serious about enforcing our policy against harassment. However, we cannot resolve a potential policy violation unless we know about it. You are responsible for bringing your concerns about possible policy violations to our attention so that we can take appropriate actions to address your concerns.

Reasonable Accommodations/Modified Job Duties

To assist our employees who are or become disabled and those employees who suffer on-the-job injuries, we will make reasonable accommodations to enable such employees to continue performing the essential functions of their jobs. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations, such as transfer to a vacant position for which the employee is qualified, may be appropriate, depending upon specific facts and circumstances of individual situations.

Obviously, there are limits to the accommodations which we can realistically make. For example, where an accommodation would cause an undue hardship to the County we would be unable to make the particular accommodation. Similarly, where placing an individual in a position, with or without accommodation, would cause the employee to be a direct threat to the employee or others, we may be unable to place the employee in a particular position.

If you need to request a reasonable accommodation because of a disability or on-the-job injury, please follow the procedure set forth in our EEO Grievance Procedure. We will discuss the matter with you, investigate your request and attempt, to the extent possible, to reasonably accommodate you.

Title VI of the Civil Rights Act of 1964

Blount County Government complies with Title VI of the Civil Rights Act of 1964. This Act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color, or national origin.

To report any complaints or to receive additional information about Title VI, contact the Compliance Coordinator at 865-273-5780.

HIPAA (Health Insurance Portability and Accountability Act)

Blount County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows guidelines involving the protected health information of employees and dependents.

Code of Ethics

Ethical Conduct

It is the policy of Blount County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

You are required to maintain the highest ethical standards in the conduct of your duties. This also applies to non-work situations when you identify yourself as a County employee (i.e. wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, etc.). In order to fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability, and use of sound judgment are required for all employees in all classes of work in County government.
- There shall be no activity which is in conflict with the interest of your official duties.
- You cannot use your position with the County for private interest.
- You must comply with the County's Code of Ethics Policy.

Conflict of Interest

Employment with Blount County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties. If the circumstances would cause a reasonable person to believe that a conflict of interest may exist, you must file a conflict of interest form with the County Clerk's Office as instructed by the County's Code of Ethics Policy.

Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. You may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

However, you may not:

1. Engage in any political activity while on duty;
2. Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
3. Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;
4. Coerce or compel contributions for political or partisan purposes from another employee of the County; or

5. Use any supplies or equipment of the County for political or partisan purposes.

Secondary Employment

You shall not engage in any outside employment which adversely affects your work performance as an employee of the County or creates a conflict of interest. If you engage in other employment, you must notify your supervisor in writing stating the name of the employer, the nature of work or business, specific duties, and hours worked per week. Your supervisor will send a copy of these statements to the Human Resources Director for placement in your personnel file. If your supervisor believes there may be a potential incompatibility between the outside employment and County employment for any reason, he/she shall submit appropriate recommendations to the Human Resources Director. The final decision will be made jointly by the Human Resources Director and your Department Head/Elected Official. You shall at all times give first priority to the performance of your Blount County job. County work schedules will not be adjusted to accommodate non-County work schedules.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- 1) Create a relationship whereby one immediate family member is within the chain of command of another,
- 2) Have the potential for creating an adverse impact on work performance; or
- 3) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, members of household.

Employees who become immediate family members may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the County to which one of the employees will transfer. If employees become immediate family members, Blount County Government will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the County will decide in its sole discretion who will remain employed, if either.

This policy does not apply to "immediate family" who already are employed by Blount County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

Policy effective date 12/2006

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to you shall be used with care and economy, and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including discharge.

County Vehicle Use Policy

The purpose of this policy is to ensure that County owned vehicles are operated in a safe manner and only for their intended purposes.

The term vehicle shall apply to all passenger cars, light duty trucks, heavy duty trucks, emergency vehicles, construction equipment, or any other motorized/non-motorized rolling stock used by various County employees in the course of their duties.

General Use

1. Only authorized county employees shall operate county owned vehicles.
2. Employees operating County owned vehicles must abide by all applicable motor vehicle laws.
3. Transporting non county personnel in a county owned vehicle is prohibited except as follows:
 - a. When required for legitimate county business.
 - b. As provided in the personal use section of this policy.
 - c. As part of a departmental ride-a-long program authorized by the department head or elected official.
 - d. In cases of extreme emergency where the employee has a reasonable belief that the life, safety, health or physical welfare of a citizen would be immediately threatened.
4. Employees are required to maintain a valid Tennessee drivers licenses with proper endorsements for the position.
5. Employees, who are authorized to drive county owned vehicles, must report any motor vehicle violations that result in a citation, to their supervisor as soon as possible. This includes violations that occur in their own vehicle and not on county time.
6. No employee shall carry any concealed weapon in a county vehicle at any time unless:
 - a. They have been authorized to do so by the County Sheriff, or
 - b. They have been authorized to do so by the County Mayor, or their department's elected official or department head, and have obtained a weapons carry permit from the State of Tennessee.
7. No employees shall carry alcoholic beverages, contraband or other illegal substances in county owned vehicles. (Does not apply to law enforcement units conducting undercover operations or transporting evidence.)

Personal Use

Personal use of county owned vehicles is prohibited except for the following

1. Personnel whose duties primarily involve operation of county owned vehicles at locations which makes it inconvenient or inefficient to access their personal vehicles, may use their assigned county owned vehicles for routine personal activities such as traveling to lunch or other infrequent or incidental short term stops so long as this privilege does not significantly interfere with their assigned duties or otherwise become abused.
2. In cases where there is no convenient means of transportation available, employees assigned take home vehicles may request permission from the County mayor, department head or elected official, to transport members of their household to and from school, work and other necessary destinations so long as it does not significantly impact the employees duties, cost of operating the vehicle or significantly increase the county's exposure to liability.
3. Employees who have been granted permission to use a county owned vehicle for out of town travel for county business, may allow members of their household to accompany them as passengers provided that they have properly obtained permission from their department head or elected official.

Accident Reporting

County employees who are operating a County owned vehicle and are involved in an accident must do the following:

1. Insure their personal safety and those involved in the accident to their best ability.
2. Notify the law enforcement agency having jurisdiction in the location of the accident.
3. Notify their supervisor of the accident.

Gifts and Contributions

You may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or anything of monetary value from any person who:

- has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Blount County by which you are employed; or
- conducts operations or activities that are regulated by the department of Blount County which you are employed; or
- has an interest that may be substantially affected by the performance or non-performance of your official duties.

Classification and Compensation

Introductory Period

All new employees will be considered on “introductory” status for the first six (6) months of employment. At the end of the regular introductory period, the Department Head can elect to remove the introductory status, or extend the introductory period. During the introductory period, the full-time employee will accrue sick days at the stated rate, but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee’s at-will status.

Employment Terms

- **“Full-Time Regular Employee”** is defined as an employee who works 30 hours per week on a regular and continuous basis throughout the calendar year. The single word “employee” will be used to designate a full-time or regular employee on leave policies.
- **“Part-Time Regular Employees”** are defined as an employee who works fewer than twenty nine (29) hours per week on a regular and continuous basis throughout the calendar year.
- **“Temporary Employee”** is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be “exempt” or “non-exempt” as defined below.
- **“Exempt Employee”** is defined as an employee who is not required to be paid overtime, or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek. Executive employees, professional employees, and certain employees in administrative positions are typically exempt. However, classifying a position as exempt is made on the basis of comparing actual job duties with criteria established by the Department of Labor.
- **“Non-exempt Employee”** is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with federal wage and hour laws, for hours worked over forty (40) in a workweek.

Employment at-Will

Blount County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Blount County.

Pay Periods

All General County employees are paid biweekly on every other Monday. The Highway Department and Library are paid bi-weekly on every other Thursday. Some pay dates may occur earlier due to holidays. All employees are paid in arrears, one week after the end of the pay period.

Job Titles and Pay Structure

The County has a classification system in place for defining jobs, their titles and pay structure. This system is maintained in the Human Resources Department. For more information regarding the system, job titles, or pay grades please contact the Human Resources Department at 865-273-5780.

Overtime Compensation/Compensatory Time

No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the work period.

- A. Overtime/Compensatory Time: All eligible employees may be paid overtime or given compensatory time for all work performed over 40 hours during the workweek.
- B. Overtime Rate: Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular hourly pay. Salaried employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate (the salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal workweek.) 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 up to 40 hours.
- C. Selection of Compensatory Time: Employees who are required to work in excess of 40 hours per week may request to receive compensatory time off in lieu of overtime. 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. An employee who has accrued compensatory time upon termination of employment will be paid the greater of the average regular rate the employee received during the last three years, or the final regular rate of pay received by the employee. The use of compensatory time is subject to approval by the Officeholder/Department Head.

Working during Lunch Periods

Lunch period is time set aside for eating. The time is not considered part of the basic workday and no pay is earned during this period.

A workday may not be shortened by "working through" or reducing the lunch period on a voluntary basis. Eliminating or reducing your lunch period requires prior approval from your immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an on-going solution for scheduling issues.

Working Before/After Regular Hours

You may not voluntarily begin work early, work after hours, or extend your workday for the purpose of accumulating compensatory time. Prior approval from your immediate supervisor is required for any adjustment to the work schedule.

General Personnel Policies

Attendance

You are an important member of the Blount County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or director, or to the person designated by your supervisor.

All employees are expected to be in their workplace at the time they are scheduled to begin their shift. It is advisable to arrive a few minutes before the start of the shift to allow time to get to your work area. Employees will work in accordance with their scheduled start and ending time. They are not to work alternate times without supervisor's authorization.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed not eligible for rehire.

Personal Cell Phone Use

Personal phone calls or text messages during working hours distract employees from their job responsibilities and may be disruptive to coworkers. Employees should therefore limit the placing or receiving of personal phone calls during working hours to those required in emergency situations. Employees are expected to inform friends and family members of this policy and will be held accountable for their actions under the disciplinary procedure.

Work Hours and Time Records

The normal workweek consists of 37.5 hours or 40 hours depending on the job classification and work location. Core business hours are from 8:00 am to 4:30 pm. Some jobs may require other hours of service. In such cases, the immediate supervisor will inform you of your work hours.

The County uses Kronos as its time collection and time management tool. All employees will use Kronos to record time worked and request time away from work. All employees are assigned a Kronos user id and should set up a password to the system.

All hourly employees will utilize Kronos for timekeeping purposes. Each employee should clock in at the beginning of each shift; clock out to go to lunch; clock in to return from lunch and clock out at the end of the shift.

Employees may not log in/out in Kronos for another employee. It is the responsibility of each employee to report his/her time worked, meal periods and/or time off accurately and completely for each pay period. Employees may not correct errors related to their timecard. If a correction is necessary, the employee must notify the supervisor to ask him/her to make the changes.

Employees should request time away from work through the My Information page in Kronos.

Requests will then be sent electronically to supervisors and approved.

Anyone who willfully falsifies a time record will be subject to immediate dismissal. A workday may not be shortened by “working through” or reducing the lunch period on a voluntary basis, nor may you voluntarily begin work before or after your regularly scheduled hours for the purpose of accumulating compensatory time. Every adjustment to the work schedule requires advance approval from your immediate supervisor.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Blount County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Blount County employees made to other Blount County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms, or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods, and approved breaks.

Employees or outside charitable organizations who wish to solicit Blount County employees for charitable purposes or to schedule activities in Blount County offices, must submit a written request and must be approved by the County Mayor.

Inclement Weather

Blount County Government recognizes the fact that inclement weather and other emergencies can affect our ability to open for business and the employee’s ability to get to work. No policy can cover every potential emergency situation.

Absences due to inclement weather requires employees to make a personal judgment pertaining to safety in traveling to and from work. Loss of work time for this reason is charged to accrued compensatory time or annual leave. If no compensatory time or annual leave is available, then the time is charged as leave without pay. If an employee makes the effort to report on time and actually reports within a reasonable period of time (based on the circumstances of the event), he/she will not be required to use leave time for the absence. Supervisors will determine if accrued leave must be used for late arrival. If the decision is made to close Blount County Offices, full time employees will be paid for such time off and part time employees will only be paid for the hours they were scheduled to work that day.

In the event of inclement weather, the decision to close will be made on a case-by-case basis by the Blount County Mayor’s Office, in consultation with the Blount County Sheriff and Blount County Highway Superintendent. This decision will affect the Courthouse and other general County offices, with the exception of the Judges/Courts. The court system (including all Court Clerks) will make its own determination and announcement separately.

Fortunately, emergencies and inclement weather days are infrequent and, as always, the safety of our employees and citizens will be of paramount importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary. Blount County Government will make every effort to remain open.

Closing/delayed opening information will be given to the three major television stations (WBIR, WATE, and WVLT) and WIVK (FM 107.7) as soon as it has been determined. Department Heads or their designees may determine closing for departments that work evenings and/or weekends (i.e. Library). If you have any questions about an official closing, you should contact your immediate supervisor.

Personnel Files

Tennessee law requires that "all state, county, and municipal records ... shall at all times, during business hours, be open for ... inspection by any citizen of Tennessee." The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information. The following records of government employees will not be open for inspection by members of the public:

- unpublished telephone numbers;
- bank account information;
- social security numbers;
- driver's license information - unless driving a vehicle is part of the employee's duties or incidental to the performance of the job;
- the same information about an employee's immediate family

The personnel files are maintained in the Human Resources Department. To review a file, contact the Human Resources Office. A sign-out sheet will be in each file showing who reviewed the file and the date. An employee of the Human Resources Department will remain in the room while the file is being reviewed.

It is important that you promptly report any change in personal information to the Human Resources Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

1. Your correct address and contact numbers such as telephone, cellular phone, pager, etc.;
2. your marital status;
3. any increase or decrease in number of dependents;
4. any change affecting Social Security records; and
5. your correct beneficiary.

Performance Evaluations

Managers will conduct formal performance evaluations periodically throughout the year. These evaluations should occur annually on an employee's anniversary hire date. The supervisor makes a rated evaluation based on the following competencies:

Job knowledge
Customer Service
Teamwork/Collaboration
Communication

Interpersonal Skills
Performance
Outcome orientation
Reliability

For supervisors:
Leads/Develops/Recognizes Staff
Job Knowledge/Accountability

Salary increases are available with approved funding by County Commission to those employees who receive an acceptable performance score of 3.0 or higher.

Bonus Policy

From time to time, and depending on the availability of funds and other factors, the County may provide incentive compensation to certain employees. To be eligible for the bonus payment, an employee must have completed the introductory period and be on the payroll at the time the bonus is paid.

All bonus award recipients must meet the following general criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job.
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc...
- Length of service. A commitment to the County by their long-term service.

Decisions about the amount of a lump-sum bonus should be dependent upon the nature and complexity of the accomplishment and the ability of the department to fund the payout. Managers should clearly communicate to the recognized employees what outstanding achievements led to the bonus recognition. The payment will be taxed at the Federal withholding rate established by the IRS in addition to other required taxes. A letter of accommodation should be placed in the personnel file of employees who receive a bonus, recognizing the accomplishments of the employee.

The Bonus Plan is provided at the discretion of Blount County Government. Both the fact and amount of any incentive compensation are within the sole and absolute discretion of the County.

Promotions, Transfers and Reassignments

Promotions: Blount County continually strives to promote employees and fill job vacancies on an equal opportunity basis. Promotions are based on an objective evaluation of each vacancy and the candidates involved. Vacancies will be advertised and, where appropriate, Blount County will promote from within. Outside recruitment may be necessary based on the qualifications and skills of internal applicants.

Job postings are emailed to Department Heads/Elected Officials from the Human Resources Department. They may also be viewed on the Blount County web site www.blountn.org/hr.

Transfers and Reassignments: It is the policy of Blount County Government that it may, at its discretion, initiate or approve employee job transfers. You may request a voluntary job transfer by

applying for a posted open position. However, to be eligible for a voluntary transfer, you must be able to meet the requirements of the new position, must have satisfactory performance, must have held your current position for at least six months, and must have no adverse disciplinary actions during the same time period.

Progressive Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance - and the circumstances do not warrant prompt dismissal from employment-Blount County generally employs a progressive discipline process. Although the county typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers appropriate under the circumstances.

- **Verbal** - The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step by providing appropriate documentation to the Human Resources Director for review and placement in the employee's personnel file. The employee may submit a statement for the file, if desired.
- **Written** - The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee, and a copy of the warning will be sent to the Human Resources Director for review and placement in the employee's file. The employee may submit a statement for the file, if desired.
- **Adverse Action** - If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion, or termination. Adverse actions must be approved in advance by the Department Head/Elected Official and/or Human Resources.

Basic Work Rules

The County has certain policies and rules to govern the conduct and performance of our employees. Our most important rule is to use "good sense" at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult for us to serve our citizens. Every employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed, and to stay on the job until the end of his or her scheduled work day.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or of our confidential relationships.

County Premises: Except for areas that are open to the general public, you are allowed on County premises only during your scheduled work hours, unless otherwise authorized by your supervisor.

Damage to Property: We have made a tremendous investment in our facilities, and equipment to better serve our citizens and to make your job easier. Deliberate, reckless, or careless damage to the

County's property, or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite, and friendly to our citizens and others, and to their fellow employees. No one should use profanity or show disrespect to a citizen or co-worker, or engage in any activity which could harm our reputation.

Fighting, Threats, or Weapons: We do not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on County premises, with the exception of authorized law enforcement officials.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, time card, or any other document. If you observe such a violation, please report it to your supervisor immediately.

Gambling: Employees may not engage in any form of gambling on County premises.

Harassment: Our No Harassment Policy, which we have set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to your supervisor for first aid treatment or medical care. If you have a job-related injury/accident, you must choose a provider from the County's panel of physicians. We may require that you present a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor or member of management.

Leaving Early and Returning Late: Leaving early or returning late from breaks or lunch is prohibited. Leaving your work assignment before quitting time to change clothes or make preparations to leave before the end of your scheduled shift is also prohibited.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: We expect all employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

Shortages: Employees who handle cash as a part of their job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as a part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Sleeping or Inattention: To protect the safety of all employees and to properly serve our

customers, everyone needs to be fully alert while on the job. We cannot tolerate sleeping or inattention on the job.

Solicitation or Distribution: We prohibit solicitation by an employee of another employee during the working time of either employee for any reason. Distribution of advertising materials, handbills, or other literature is prohibited in all working areas at all times. We also prohibit solicitation and distribution by non-employees on County premises at all times.

Substance Abuse: We will not tolerate substance abuse. Employees who test positive for the presence of drugs or alcohol may be subject to immediate termination.

Theft: Our society has laws against theft and so do we. Stealing or attempting to steal County property or property belonging to others is strictly prohibited. If you wish to remove any County property from the premises, you must obtain written permission in advance from your supervisor.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Unsafe Work Practices: We are committed to providing a safe place for you to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires all of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and, therefore, are prohibited.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what we expect of our employees, please discuss them with your supervisor.

Resignations

If you choose to resign your position, you should notify your immediate supervisor or the department head in writing no less than ten (10) working days before your expected termination date. Failure to provide such a notice will be recorded in your personnel file and may constitute deeming you not eligible for re-hire.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, the County will make decisions based on the needs of the Department(s) affected and the job knowledge, skills, work performance and seniority of the employees.

Safety

Blount County is concerned for your health and safety in the performance of your job. You must observe all safety rules and report any unsafe activity to the Risk Management Department. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Risk Management Department. If you are injured and unable to report the incident

immediately, then you should report the incident as soon as possible.

For additional information about any safety concern, please consult the Risk Management Department or the web site www.blounttn.org/risk.

Workplace Chemicals

The County maintains a Hazard Communication Program which includes lists of all chemicals with which you work which may in any way be hazardous. We also maintain copies of Material Safety Data Sheets (MSDSs) on each chemical, which explain how to safely work with that chemical, and a written description of our program. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels or consult with your supervisor about the MSDS, including what, if any safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and approach your supervisor or manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical. If you buy new chemicals, always obtain a copy of the MSDS and give it to your supervisor before you use the chemical.

Garnishments and Levies

In the event that garnishment or similar proceedings are instituted against an employee, Blount County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs Policy

Blount County Government has the responsibility to maintain a safe and efficient working environment. Employees who use drugs or who work while under the influence of drugs or alcohol presents a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol free environment. Blount County Government will make an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. Employees may not possess, sell, solicit, or receive illegal drugs or alcohol while on duty or on County property. The violation of this policy is grounds for immediate discharge.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including discharge.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- An applicant for employment
- Where an employee has been involved in an accident on the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including discharge. If an employee refuses to submit to a drug test when requested, the

County may discipline the employee up to and including discharge.

Certain employees are subject to federally required DOT drug and alcohol testing. For those employees, compliance with the federally mandated testing program is a condition of employment.

This policy is for the benefit of all employees and cooperation with the policy is required. We believe the policy is necessary to ensure a safe and secure working environment for everyone at Blount County.

Tobacco Use

Pursuant to the Non-Smoker Protection Act, Tennessee Code, smoking is prohibited in enclosed areas of County property, including but not limited to, cafeteria, employee lounges, hallways, meeting rooms, offices, restrooms, and company vehicles (unless occupied solely by the operator). Smoking may take place only in designated unenclosed areas. Any violation of this provision may result in disciplinary action, up to and including termination.

Electronic Communications

This policy contains guidelines for the use, access, monitoring and disclosure of Electronic Communications created, sent, received, transmitted, or stored by employees using any County-provided communication system or equipment and employee-provided systems or equipment used either in the workplace or during working time. "Electronic Communications" include, among other things, messages, images or any other information contained in e-mail, voice mail, fax machines, computers, personal digital assistants, pagers, telephones, cellular and mobile phones, Intranet, or Internet. (In the remainder of this policy, all of these communication devices are collectively referred to as "Systems.")

Acceptable Uses of Our Systems: Employees may use Our Systems to communicate internally with co-workers or externally with constituents, suppliers, vendors, advisors, and other business acquaintances for business purposes. The County provides employees with access to our Systems to facilitate these business communications and to enhance productivity.

Management's Right to Access Electronic Communications: All Electronic Communications contained in County Systems are County records. Although each employee may have an individual password to access these Systems, the Systems belong to the County and the contents of the Systems and Electronic Communications conducted on the Systems are accessible by the County at all times for any business purpose. These Systems will be subject to periodic unannounced inspections and should be treated like other shared filing systems. The contents of our Systems will also be monitored by and disclosed to the County without further notice to employees. Thus, employees should not assume that Electronic Communications are confidential or private. Back-up copies of Electronic Communications in our Systems also will be maintained and referenced.

Personal Use of Our Systems: The County provides Systems to assist employees in the performance of their jobs. The County reserves the right and employees agree to permit the County to use, access, monitor and disclose all Electronic Communications on our Systems without regard to content. Since employees' personal communications and information can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want discussed with or known to third parties. For example, employees should not use the Systems for gossip; personal information about themselves or others; for

forwarding messages under circumstances likely to embarrass themselves or others; or for emotional responses to business correspondence or work situations. Employees also should not use these Systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related situations.

Although incidental and occasional personal use of our systems that does not interfere or conflict with the County's business is permitted, personal communications in our Systems are treated the same as all other Electronic Communications, and will be used, accessed, monitored, and disclosed by the County at any time without further notice.

Employees may not install any software on any County-provided System or copy software from any County-provided System without the prior written permission of our Systems Supervisor. Involving the Systems Supervisor ensures that the County can manage the software on its Systems, prevent the introduction of computer viruses, and meet its obligations under any applicable software licenses and copyright laws. Computer software is protected from unauthorized copying and use by federal and state law. The unauthorized copying or use of computer software exposes the County and individual employees to substantial fines and/or imprisonment.

Forbidden Uses of Our Systems: Employees may not use our Systems in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other County policies. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of forbidden transmissions include, among other things, sexually-explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of our No Harassment policy.

In addition, employees may not use our Systems:

- to carry any defamatory, discriminatory or obscene material;
- in a manner that violates the terms of any telecommunications license or any laws governing transborder data flow including but not limited to laws dealing with data collection, protection, privacy, confidentiality and security;
- in connection with any attempt to penetrate computer or network security of any County or other system, or to gain unauthorized access or attempted access to any other person's Electronic Communications systems or equipment;
- in connection with any infringement of another person's intellectual property rights, including but not limited to copyrights; and,
- in connection with the violation or attempted violation of any law.

Electronic Forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing your identity or another's identity in any way while using Electronic Communications; making changes to Electronic Communications without clearly indicating that you have made such changes; or using another person's account without prior written approval of the account owner and without identifying that you are the author. Electronic forgery is not allowed for any purposes.

Intellectual Property Rights: Employees must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Employees should not copy, use, or transfer proprietary materials of others without appropriate authorization. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Even when software is labeled “freeware” or “shareware” there may be retained licensing restrictions that prohibit or limit the usage or commercialization of such items. If questions arise in this regard, contact the Systems Supervisor. The County will cooperate with the copyright holder and legal officials in all copyright matters.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available to the County and employees may not use passwords that are unknown to the County. Employees may not install password or encryption programs without the written permission of our Systems Supervisor and without turning over encryption keys to their supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees to gain access to the other employee's messages, information, or communications.

Consequences of Violations of the County’s Electronic Communications Policy: Violations of this Policy may result in disciplinary action up to and including **immediate termination of an employee’s employment, as well as possible civil liabilities or criminal prosecution.** Where the County deems it appropriate, we may advise legal officials or other appropriate third parties of any illegal violations. The County will cooperate in investigations conducted by legal officials or appropriate third parties. We will not, of course, retaliate against anyone who reports violations or assists with our investigation of possible violations of this policy.

Social Media Policy

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

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to

- Social Networking Sites (Facebook, Google+, LinkedIn, etc)
- Microblogging sites (Twitter, Tumblr, Fliptr, etc)
- Video and Photo Sharing Website (Flicker, YouTube, SmugMug, Snapfish, Snapchat, etc.)

The term Social Media refers to the use of the web-based and mobile technologies to turn communication into interactive dialogue. Social Media substantially changes the way of communication between organizations, communities and individuals due to being easily accessible.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects citizens or Blount County’s legitimate interests may result in disciplinary action up to and including termination.

Whether or not you participate in social media, it is the policy of Blount County Government that employees who participate in commentary understand there are two levels of social media engagement:

- **Official use** - social media engagement on behalf of Blount County Government on sites where we have an official Web presence; and
- **Personal use** - day-to-day use of social media sites by employees, not related to official duties. Employees must be mindful that in their personal participation in social media sites, they must not present themselves as being the official position of Blount County Government. Finally, employees must be aware that misconduct committed on a social media site may result in appropriate discipline.

Personal use of social media while on government time is frowned upon. The detection of social media engagement while on government time may result in appropriate discipline. When using social media, whether on behalf of Blount County Government or on their own time, employees are bound by the Blount County Code of Ethics.

Workplace Violence Prevention Policy

Blount County Government is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Blount County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. No one other than law enforcement officials, carrying a weapon while in the course of their duties, may bring firearms, weapons, or other dangerous or hazardous devices of substance on the premises of Blount County Government.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in danger. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

Blount County Government will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Blount County Government encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or the Human Resources Department before the situation escalates into potential violence. Blount County is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and your fellow workers. You should avoid extremes in dress. Flashy, skimpy or revealing clothing is unacceptable. Employees should dress in a businesslike manner. Good personal hygiene is also important in terms of our constituents’ favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Grooming Standards

- Hair should be neat, clean and trimmed;
- Hair length, style and color should be appropriate for your job;
 - Any hair style which projects an unprofessional appearance should not be worn while working;
- Facial hair (for males) should be clean and neatly trimmed;
- Jewelry should be appropriate for the work setting, convey a professional appearance and should not be excessive;
 - Visible piercings should be limited to the ear;
 - No other body piercings that are visible are allowed;
- Refrain from wearing perfumes or using lotions with a strong odor which could be offensive to coworkers.
- Tattoos that are visible must be covered at all times during work hours.

Standards of Dress

Our dress code is intended to give employees the option of wearing business casual attire. This policy is an expression of trust in our employees’ judgement to dress in a manner reflecting the County’s image. The term “business attire” is subjective, meaning different things to different people, referring to more comfortable business attire, appropriate for the business environment. Some examples of appropriate and inappropriate attire are as follows:

Appropriate	Inappropriate
Pants	
<ul style="list-style-type: none"> • Skirts (no more than 2” above knee) 	<ul style="list-style-type: none"> • Sweatpants
<ul style="list-style-type: none"> • Slacks, khakis, capris 	<ul style="list-style-type: none"> • Shorts (depending on work environment)
<ul style="list-style-type: none"> • Jeans (acceptable on Fridays/more casual days) 	<ul style="list-style-type: none"> • Leggings worn as pants / jeggings

Shirts	
• Collared or golf shirts	• T-shirts*
• Oxford shirts	• Halter tops/tank tops
• Sweaters, blouses or dress shirts	• Crop tops, clothing showing midriffs
Shoes	
• Casual shoes	• Flip flops
• Loafers	• Athletic shoes/tennis shoes (acceptable for more casual days)
• Open-toe/open back shoes	

*T-shirts may be approved for specific events.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

At the discretion of the department head, in special circumstances, staff members may be permitted to dress in a more casual fashion that is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing, or otherwise workplace inappropriate dress is not permitted.

Employees are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off from work will be without pay for non-exempt employees.

Managers are responsible for insuring that employees project a professional image and adhere to our Personal Appearance Policy.

Workers' Compensation Policy

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive Workers' Compensation leave **after the seven day waiting period**. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provision of the Workers' Compensation Law.

Leave Policies

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

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
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

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
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

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
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

Annual Leave Scheduling

Leave requests are submitted electronically through Kronos. You must submit your annual leave request to your supervisor and receive approval prior to taking the leave.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Employees may accumulate sick leave, however it is non-compensable upon the employee’s termination of employment. In the event of death, a maximum of up to 30 days accumulated sick leave will be paid to the employee’s estate. An employee may be paid up to 30 days of *accumulated* sick leave *immediately* prior to retirement without the need for a doctor’s statement.

- Earning and Accumulating Sick Leave
 - o Employees will earn one sick day per month of employment, beginning on the 1st of the month following the 31st day of employment.
 - o Sick days will be allocated to the employees on the 1st of every month.
 - o There is no maximum on the accumulation of sick days.
 - o Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave

An employee may use sick leave for absence due to his or her own illness or injury or that of an immediate family member defined as:

1. The employee's spouse
2. The employee's parents
3. The spouses' parents
4. Children or children under legal guardianship of the employee and/or spouse

Sick leave may also be used for appointments with a licensed doctor, dentist or recognized practitioner.

Documentation of sick leave

Employees are required to notify their immediate supervisor prior to their scheduled start time of their need for sick leave. After three (3) consecutive days of absence, a doctor's excuse may be required. The Department Head may also request a doctor's statement anytime they deem necessary.

Exhaustion of sick leave

Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation or comp time available. The employee may request the additional sick leave be credited against the vacation or comp time.

Sick Leave Bank Guidelines/Procedures

The purpose of the Employee Sick Leave Bank is to provide sick leave to full-time employees of Blount County Government who have suffered a qualifying personal illness, injury or disability. All full-time employees of Blount County Government who are entitled to sick leave under the Sick Leave Policy will be eligible to participate in the Sick Leave Bank provided they meet the requirements:

1. Worked for one (1) continuous year.
2. Have a minimum of six (6) accumulated sick leave days.
3. Three (3) days of sick leave will be deducted from his or her personal accumulation and deposited to the Sick Leave Bank.

Employees electing to participate will do so during the month of November with the effective date of January 1st. Donations of sick leave to the Sick Leave Bank are non-refundable and non-transferable.

If at any time the number of hours in the Sick Leave Bank is less than one (1) day per member, the Trustees will assess each member one (1) or more (up to a maximum of 3) days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned day(s) will be donated as they are accrued by the employee.

By written notice to the Trustees, a member may withdraw from the Sick Leave Bank participation on December 31st. Membership withdrawal, however, will result in the forfeiture of all days contributed. Members of the Sick Leave Bank will be eligible to apply to the Bank for sick leave,

only after having been a member of the Bank for thirty (30) calendar days.

Use of the Sick Leave Bank is restricted to illness, surgery or accident resulting in an absence of ten or more consecutive working days. A member must first utilize accumulated vacation or sick leave per the following schedule, before receiving leave from the Sick Leave Bank:

Vacation-	Member's available time must be reduced to forty hours
Sick leave-	Member's available leave must be reduced to three days

After utilizing the Member's available vacation and sick leave as indicated above, and any available comp time and personal days, receipt of leave from the Sick Leave Bank may begin.

Granted leave from the Bank, approved by the Trustees, will be awarded as needed not exceeding twenty (20) working days for which the individual applicant would have otherwise lost pay. Applicants may submit requests for an extension of such leave grants before or after prior grants expire. The maximum number of days any participant may receive in any fiscal year, which presently begins on July 1 and ends on June 30, is sixty (60). In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick leave days, any member of the immediate family or agent may file the request.

A physician's statement stating that the illness or accident will require more than a ten (10) day absence is **required** as a part of the application to receive sick leave days from the Sick Leave Bank. Also, a physician's statement of condition is required from any member requesting additional leave beyond the first twenty (20) days. Refusal to comply will result in denial of the pending request for use of sick leave days from the Bank.

Sick leave granted to a member from the Sick Leave Bank need not be repaid by the individual except at such time as it is deemed necessary to uniformly assess all members.

Grants of sick leave from the Sick Leave Bank will not be made to any members on account of elective and or cosmetic surgery, or illness of any member of the participant's family, or during any period the member is receiving workers' compensation.

A member will lose the right to obtain the benefits of the Sick Leave Bank by:

- (a) Resignation or termination of employment with Blount County Government;
- (b) Cancellation of participation which is effective on January 1st next;
- (c) Refusal to honor such assessment as may be required by the Trustees;
- (d) Retirement;
- (e) Any documented proof of fraud or misrepresentation of facts in making application for use of sick leave from the Sick Leave Bank; or
- (f) Changing to part-time employment status. (29 hours or less per week)

Sick leave used from the Sick Leave Bank shall not constitute creditable service for sick and annual leave accrual or for longevity purposes. The Board of Trustees may vote to expel any member if the member is found to have violated any of the provisions set forth herein.

Any member who receives Sick Leave Bank benefits through the use of fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. In the event the Sick Leave Bank is dissolved, the total number of days on deposit

shall be returned to the participating members and credited to their personal sick leave accumulated in proportion to the number of days each has contributed individually. Days returned under this section and credited to the individual participants accumulation shall be rounded to the nearest one-half (1/2) days.

Personal Leave

After successful completion of the 6 month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year. ~~Personal leave may not be used to extend vacation or holiday time and all three days may not be taken at one time.~~ Personal leave is not accumulative and may not be carried over into the following calendar year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved, into the following calendar year.

Example

<u>Date of hire</u>	<u>Completion of introductory period</u>	<u>Eligible</u>
March 2, 2008	September 5, 2008	3 days

You will be eligible for three (3) days personal leave after six (6) months of employment and then the following January, the employee is entitled to three days personal leave annually.

~~The scheduling/use of personal leave is approved at the discretion of the Elected Official/department head.~~

Earned but unused personal days are not paid upon separation of employment.

Bereavement Leave / Funeral Leave

In the case of death in the employee's immediate family, (immediate family defined as the spouse, parents, spouses' parents, children, brother, sister, grandparents, grandchildren, and spouses' grandparent) the employee can be given up to three (3) working days paid bereavement leave. If additional leave is needed up to two (2) sick days may be used. The Department Head may request the employee to provide written documentation indicating the name of deceased, relationship to employee and dates of bereavement leave.

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Elected Official/Department Head to avoid interruption of a public service. Full-time, regular and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Non-exempt employees required to work the holiday will be compensated with holiday pay, (time and a half) unless otherwise specified or provided for.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday, unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Leave of Absence

All full-time regular employees may be granted a period of personal leave without pay wholly at the discretion of the Officeholder or Department Head.

- Leave of absence must be requested in writing to your Department Head. This request should be made long enough in advance to provide the supervisor time to assess workload and consider planned leave of other employees. Your Department Head reserves the right to deny or cancel leave of absence.
- Officeholders may elect not to allow leave of absence within their department. Check with your supervisor first to find out whether leave of absence is allowed within your department. Where leave of absence is allowed, it must be approved in writing, and the written approval must be given to the Payroll Department along with the employee's time sheet.

Family Medical Leave Act (FMLA)

Blount County offers leave under the Family Medical Leave Act (FMLA) for eligible employees.

Eligibility: If you have worked for at least one year and for 1,250 hours during the twelve (12) month period preceding the request, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- your own serious health condition that prevents you from performing the essential functions of your job; or
- the serious health condition of a son or daughter, parent, or spouse if you are needed to help provide care.

Applications: Applications (available in the Human Resources Department) for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the County with an appropriate medical certification when you request FMLA.

Certification: If you request leave for your own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, you may be required to provide Blount County with certification by a treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring: Blount County has chosen the "measured forward" method that entitles you to 12 weeks of leave during the year beginning on the first date the FMLA leave is taken after the previous 12-month period ends.

Example: The 12-month period begins Sept. 1, 2007 if that is the first day of FMLA leave. If you exhaust all of your FMLA leave, the next date when you could again take FMLA leave would be Sept. 1, 2008.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. You may request intermittent or reduced leave for the following reasons:

- When medically necessary to care for a seriously ill family member, or because of your own serious health condition.
- For the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If you need intermittent/reduced schedule leave for planned medical treatment, you should work with your supervisor to schedule the leave so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, dialysis, etc.), or,
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.).

Medical/Dental Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums and you must continue to pay your portion of the premium. Your contribution of insurance premiums should be paid continually according to your pay periods (i.e. semi-monthly).

If you do not return to work at the end of FMLA leave, you may be required to reimburse the County for payment of insurance premiums, unless you do not return because of the presence of a serious health condition which prevents you from performing your job or circumstances beyond your control. You may then choose to elect COBRA coverage. Sufficient notice will be given to you at the end of FMLA when and if this event occurs. You will be responsible for any other elected contributions while out on FMLA.

Accrued Leave: You are required to use your available vacation time during FMLA leave, and available sick days will be used when family leave is taken because of serious health conditions. Accrued leave and FMLA leave are used at the same time; you do not take your accrued leave first and then take FMLA.

During FMLA leave; if unpaid, you will not accrue employment benefits, such as vacation pay, sick pay, pension, etc. Employment benefits accrued up to the day on which the family leave of absence begins will not be lost.

Return to Work: Upon returning from a family and medical leave, eligible employees will

normally be restored to their job, or an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee does not continue to accrue additional benefits such as personal leave and vacation, for example, while on family and medical leave.

Use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

When you are on FMLA leave, you must periodically report (if possible) to your supervisor or Department Head on your status and indicate when you intend to return to work. Appropriate forms must be submitted to Human Resources to initiate FMLA leave or to return to active status.

Extensions: Family and medical leave is available for up to 12 weeks. The County may, in its discretion, approve an extended personal leave without pay beyond that time. Any such leave will not be job protected. Requests for extended personal leave should be submitted to the Human Resources Department, and whenever possible, should be submitted two weeks in advance of the previously scheduled return to work date.

Maternity Leave

Pregnancy, childbirth, and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave (*see Family Medical Leave*)

1. the employee must have been employed by the County for at least twelve (12) consecutive months as a full-time employee;
2. in cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement;
3. the employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement, and ends six weeks thereafter.

Parental Leave

An employee who has been employed by Blount County Government for at least twelve (12) consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months in connection with pregnancy and childbirth. If you become eligible for leave under this policy and the Family and Medical Leave policy, the leave counts against your entitlement under both laws. The specific content of the Tennessee Parental Leave Act found at T.C.A. § 4-21-408 is reproduced as follows:

Leave for adoption, pregnancy, childbirth and nursing an infant:

Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

Employees who give at least three (3) months' advance notice to their employer 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 giving three (3) months' advance notice because of a medical emergency that 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.

Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, 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; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part-time or full-time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

Nothing contained within the provisions of this section shall be construed to:

- Affect any bargaining agreement or County policy that provides for greater or additional benefits than those required under this section;
- Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or
- Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave.

Military Leave

The County allows employees who require time off from work to fulfill military duties to meet those commitments. Employees with such commitments are expected to notify their immediate supervisor and to provide the County with a copy of the orders as soon as possible. We ask that you be sensitive to the County's needs when scheduling military duty or training.

Jury Duty or Court Appearance

When you must miss work due to jury or witness duty, you will be excused from your job. Notice must be given to your direct supervisor. Witness duty must pertain to job-related business for excused absence with regular pay. This also includes if subpoenaed to court on non-work related issues.

~~If you are paid your regular salary, you are required to submit to the Payroll Department any pay you receive from the court for jury duty. This does not include witness fees and expenses paid from other sources.~~

Employees who work day shift, and whose jury service was under three hours, are expected to return to work upon being released from service. Employees who work second or third shift are excused from the shift before their first day of jury duty, and if they have served for 3 hours or more on the day they are released, are also excused from the first shift that follows their release from jury duty.

Voting Leave / Elections

In accordance with Tennessee State Law, if you are entitled to vote in an election held in this state, you may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

If your shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the county in which you live, this leave does not apply to you.

If you need to take leave for voting, the leave must be arranged with your direct supervisor before 12:00 noon of the day before the election. Your supervisor may select the hours during which you may be absent for voting.

Employee Benefits

Benefits Eligibility

You are currently eligible for benefits when you work a minimum of thirty (30) hours per week. These benefits include: medical coverage, dental coverage, and supplemental benefit options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for medical/dental and other insurance coverage. You and all covered dependents will be offered COBRA. You are responsible to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify Human Resources immediately.

Benefits Effective and Termination Dates

Benefits begin the 1st of the month after the 31st day of employment. For example, if you were hired on January 18th your coverage will begin on March 1st.

Because benefit premiums are paid current, the termination effective date for benefits is based on the number of paychecks received in a month. For example, if you receive 1 check during the month in which your employment terminates, your benefit coverage will end on the 15th of the month. If you receive 2 or more checks during the month, your benefit coverage will end on the last day of the month.

Medical/Dental Coverage

Currently you must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical/dental coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Human Resources.

Information about the current medical/dental plan and premiums is available from Human Resources or on the web site www.blountn.org/hr.

Identification Cards

If you enroll in benefits, identification cards will be mailed to your home address.

Annual Open Enrollment Period

Medical/dental plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each fall. You are required to review your notices, home mailings, and department memos for information about the benefits for the upcoming year. Typically, the enrollment/change period occurs in the fall of each year. It is your responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

You are responsible for reviewing your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period of the month in which your coverage starts. Your benefit deductions will be taken out of 24 pay periods per year. If you miss a paycheck due to work absence or unpaid time, it is your responsibility to contact Human Resources to make payment arrangements.

COBRA

If you lose insurance coverage due to termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the "General COBRA Notice" received at time of enrollment.

Employee Assistance Program (EAP)

Blount County Government is very concerned with the physical and emotional well-being of its employees and their families. The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and their immediate families who are dealing with difficult issues.

If you have questions about the EAP or would like more information regarding any of the programs, contact Human Resources.

Flexible Spending Accounts

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent day care expenses to be paid with "before tax" dollars. If you elect this benefit, you choose a dollar level based on your individual or family needs and a portion of this amount is deducted from each paycheck. The maximum is \$2,550 on FSA and \$5,000 on dependant daycare annually.

You do not have to be enrolled in Blount County's medical plan in order to participate in a flexible spending account. You may enroll during the annual open enrollment period. Re-enrollment is required each year to continue participation.

Change in Status

You are required to report personal changes and/or changes in work status to Human Resources within thirty (30) days of any status change. This includes:

- dependent status change,
- address change,
- divorce,
- marriage,
- birth or adoption,
- reduction in work hours, or
- any other change that could affect benefit plan eligibility.

Supplemental Benefits

Currently Blount County offers supplemental voluntary benefits you may purchase such as: long term disability, short term disability, accident, term life, whole life, cancer, critical illness, vision. Along with 457 and 403(b) plans. These additional benefit options can be administered through payroll deduction. Information on these products is provided at orientation and during the annual open enrollment period. For more information on these products contact Human Resources.

Workers' Compensation

If an employee experiences an on-the-job injury or illness the employee is required to:

- Report the incident to the supervisor immediately.
- Ensure that the supervisor completes the First Report of Injury form provided by the State of Tennessee.
- Select a physician by completing the Employee's Choice of Physician form provided by the County.
- If an employee requires emergency medical treatment, the employee should go to the nearest emergency room of their choice. If the situation is warranted contact the local ambulance service for transport. Notification to Risk Management should be made as soon as possible. If there is a follow up appointment required after the initial visit to the emergency room, the injured worker needs to choose a physician from the Employee's Choice of Physicians form. The injured worker is not authorized to return to the emergency room for follow up treatment (i.e. removal of stitches, change of injury dressing, etc.).

If the claim is deemed compensable, Risk Management or the County's third party administrator will schedule the initial appointment with the medical provider selected. You or your supervisor are not authorized to schedule the initial appointment with a medical provider for Workers' Compensation injuries.

The injured worker is required to attend all scheduled appointments with the authorized treating physician and/or approved physical therapist. If you need an appointment rescheduled, notify Risk Management and they will reschedule it for you.

It is the injured workers' responsibility to notify their supervisor and Risk Management if the authorized treating physician instructs to not to return to work, or to return to work with restrictions by providing the forms from the physician. It is also the injured workers' responsibility to notify their supervisor and Risk Management when the physician releases the injured worker to full duty by providing the forms from the authorized treating physician.

In the event that the restrictions assigned by the authorized treating physician cannot be met within the department, Risk Management may offer the injured worker Alternate Duty. Alternate Duty is a temporary job assignment that will accommodate the injured workers' restrictions assigned by the authorized treating physician. Modified duty will be offered to the injured worker upon availability. The alternative job duties will be productive and valued work that can be performed safely and without risk of re-injury or aggravation to the disability, or risk to other employees.

Copies of all paperwork, including return to work forms, must be turned in to your supervisor and Risk Management.

If you are released to return to work with restrictions from your physician, and Blount County is able to provide you with a job that meets those restrictions, you are required to return to work and complete the assigned tasks.

Life insurance

Currently Blount County provides Life Insurance to employees who work at least 30 hours per week on a regular basis. The County provides (1) one times the employee's salary, up to a maximum benefit of \$50,000; the coverage is two (2) times the amount for accidental death.

The plan document is available in the Human Resources Office or on the HR web site at www.blounttn.org/hr.

Tennessee Consolidated Retirement Systems (TCRS)

Membership:	Employed six months (full-time) to be a member
Contribution Requirement:	Five percent of salary
Vesting:	Vesting rights after 5 years of service <i>(A vested member is one who has accrued enough years of service to guarantee a retirement benefit once age requirements are met)</i>
Refunds:	Upon separation of employment, participants may apply for a refund of account balance. Federal withholding tax requirements apply to early withdrawals.
Benefit Eligibility:	Age 60 or 30 full years of service for unreduced benefits Age 55 for reduced benefits.
Benefit Eligibility (Sheriff's Office-Post Certified Personnel):	Age 55 with 25 years of creditable service.
Average Final Compensation:	The average of the five highest consecutive years of salary, which cannot exceed 75% of average final compensation.

Contact the Human Resources Department for additional information.

Tuition Reimbursement

Tuition reimbursement is a plan which offers financial assistance to an employee who takes college-level courses directly related to his/her work or to a position the employee might conceivably be considered for in the future and which is likely to increase his/her value to the County. This program is not specifically intended to support a full-time course of study, but is designed to enhance the quality of work that the individual brings to the job. It is provided to those employees classified as regular full-time who have satisfactorily completed one year of continuous service. To receive reimbursement under this policy, an employee must agree to continue in employment with Blount County for at least one year from the date of completion of the course(s) being reimbursed and to return the reimbursement if the employee does not continue employment for at least one year. Tuition Reimbursement is available when the following requirements have been met:

- A. Courses are job-relevant, college-level courses taken at an institution that is accredited

(as recognized by the US Department of Education, Office of Postsecondary Education), found at <http://www.ope.ed.gov/accreditation/search.asp>, and must be on a for-grade basis and printed out and attached to the approval form. Courses taken on a pass/fail or audit basis that are job-relevant, or are required for a degree program that is job relevant, may be eligible for tuition reimbursement; however, such courses must be presented to his/her immediate supervisor and then to the Department Head/Elected Official of the employee for consideration and approval. It is the responsibility of the employee making the request to make it clear on his/her pre-approval form that the course is pass/fail or is on an audit basis.

B. Employee has submitted a Tuition Reimbursement Form for pre-approval to his/her immediate supervisor. The Department Head/Elected Official will review the pre-approved form to determine whether or not the course is eligible for reimbursement. Tuition Reimbursement Forms are available on the Blount County web site/Human Resources Department. Failure to obtain pre-approval from his/her immediate supervisor may result in denial of the tuition reimbursement request.

C. Upon completion of the course, the employee must submit proof that he/she has received a grade of C or better if a course was taken on a for-grade basis, or the employee must submit written proof from the instructor and/or sponsor that the employee satisfactorily completed a course on a pass/fail and/or audit basis. Proof must be submitted by official transcript, delivered unopened by the employee or sent directly from the school. The employee must also submit the itemized tuition receipt verifying cost and payment of tuition. This receipt must show a listing of all costs by item (e.g. maintenance/tuition, activity fee, etc.) must show the dates the fees were assessed and paid, must show payment amount(s) and method of payment (e.g. check, credit card, financial aid, etc.), and must indicate a zero balance on the account. Submission for completed course will be returned to the Department Head/Elected Official of the employee for review and forwarded to the Accounting Department for reimbursement. Copies of completed course work will be placed in the employee's training and/or personnel file.

D. The employee affirms that he/she has not been totally reimbursed for this approved educational training by some other funding source. Persons being supplemented under any other program(s) (e.g. state supplements, G.I. Bill, scholarships including the Tennessee Education Lottery Scholarship program, government funding, etc.) are only eligible for benefits under Blount County Government's reimbursement program for the difference between the cost of the approved training and any other funding source(s) up to the maximum reimbursement cap of \$1,800 per fiscal year, \$600 per semester or \$450 per quarter.

E. Employees will not be reimbursed for late fees, cost of books, service fees, technology fees, athletic fees. Employees will be reimbursed for maintenance/tuition fees upon submission of a transcript as follows:

<u>For Grade Basis</u>	<u>% Reimbursement</u>
A	100%
B	90%
C	80%
Below C	No Reimbursement
Pass/Fail or Audit	50% Undergraduate Coursework 100% Graduate Coursework

By January, an employee who intends to take courses must have forms in before the start of the next fiscal year. Approval forms must be completed prior to the start of each semester. Each approval must have the authorization of the Department Head/Elected Official to ensure funds are available for reimbursement. The Elected Official may suspend tuition reimbursement at any point due to lack of funding. Any violation of this policy or procedure will result in the employee refunding all tuition back to Blount County and will be considered a serious violation.

Professional Development Courses

Professional development courses paid by Blount County will follow the same procedure for pre-approval by the immediate supervisor and the Department Head/Elected Official. Completed course documentation (certifications, transcripts, etc.) will also be placed in the training/personnel file. To encourage all employees to become more computer literate, Blount County will reimburse employees under this policy for the successful completion of up to one non-accredited computer course per year taken during non-work hours. The course must be approved in advance on the Tuition Reimbursement Form by the Department Head/Elected Official as cost effective and appropriate for education in standard computer software skills. This provision does not apply to or have any effect on computer training that a department may approve and fund during work hours.

DRAFT

Employee Handbook Acknowledgment Form

I acknowledge I have received, read, and understand the policies outlined in the Blount County Government Employee Handbook. I agree to conform to the rules and regulations of Blount County Government as described in the handbook which is intended as a guide to human resources policies and procedures.

I understand the County has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in this handbook does not constitute an employment contract between Blount County Government and me, and that either I or Blount County may terminate our employment relationship at any time, with or without cause.

I understand no manager or representative of Blount County has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I hereby acknowledge that neither this manual nor any of the policies or statements contained herein constitutes a contract nor guarantee of employment and that I am an employee-at-will.

Employee Signature: _____

Date: _____

Employee Name (please print): _____

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 2nd 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

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
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

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
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

Years of Service Completed	Total Number of Hours Annually	Hours Accrued Per Pay Period
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

LINK TO HUMAN RESOURCES INSURANCE COMMITTEE October 31, 2016, MEETING PACKET

<http://www.blounttn.org/comm1/hrcomm/HR161031.PDF>

RESOLUTION NO. 16-11-003

SPONSORED BY COMMISSIONERS RICK CARVER, ARCHIE ARCHER, KENNETH MELTON, AND STEVE SAMPLES

A RESOLUTION TO ADOPT NEW BLOUNT COUNTY ORDINANCE PROVIDING FOR THE REGULATION OF DOGS AND CATS AND THE REGULATION, CAPTURE, IMPOUNDING AND HUMANE DISPOSITION OF STRAY DOGS, STRAY CATS AND OTHER STRAY ANIMALS

WHEREAS, pursuant to State law, Blount County, through the Blount County Board of Commissioners in 1999 adopted Resolution No. 99-03-001 entitled a Resolution Providing for the Regulation of Dogs and Cats and the Regulation, Capture, Impounding and Humane Disposition of Stray Dogs, Stray Cats and Other Stray animals; and

WHEREAS, the said 1999 Resolution No. 99-03-001 has been amended from time to time; and

WHEREAS, there have been certain changes in the law and rules and regulations of the State law that regulates domestic animals; and

WHEREAS, certain aspects of the Resolution No. 99-03-001 (as amended) have become outdated and in need of modification; and

WHEREAS, the Director and Staff of the Blount County Animal Center, with the assistance of the County Attorney, have reviewed the applicable animal control laws and regulations and have drafted an ordinance entitled Ordinance Providing For The Regulation Of Dogs And Cats And The Regulation, Capture, Impounding And Humane Disposition Of Stray Dogs, Stray Cats And Other Stray Animals; and

WHEREAS, the Animal Center Advisory Board has approved said Ordinance and recommends the County Commission approve the same; and

WHEREAS, the Ordinance Providing For The Regulation Of Dogs And Cats And The Regulation, Capture, Impounding And Humane Disposition Of Stray Dogs, Stray Cats And Other Stray Animals would replace and supersede Resolution No. 99-03-001 and all amendments thereto; and

WHEREAS, the Director of the Blount County Animal Center has recommended to the full Blount County Commission that the Ordinance Providing For The Regulation Of Dogs And Cats And The Regulation, Capture, Impounding And Humane Disposition Of Stray Dogs, Stray Cats And Other Stray Animals be approved and implemented to replace the previous Resolution No. 99-03-001;

NOW, THEREFORE, BE IT RESOLVED by the Blount County Commissioners assembled in regular session at Maryville, Tennessee, on this 17th day of November, 2016, that the Ordinance Providing For The Regulation Of Dogs And Cats And The Regulation, Capture, Impounding And Humane Disposition Of Stray Dogs, Stray Cats And Other Stray Animals, a complete copy of

which is attached hereto, is hereby approved and adopted to regulate the issues therein dealing with dogs, cats, and other domesticated animals and Resolution No. 99-03-001 and any amendments thereto are hereby repealed.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY, THE PUBLIC WELFARE REQUIRING IT.

Duly authorized and approved this 17th day of November, 2016.

CERTIFICATE OF ACTION

ATTEST

Commission Chairman

County Clerk

Approved: _____
Vetoed: _____

County Mayor

Date

**ORDINANCE PROVIDING FOR THE REGULATION OF DOGS AND CATS
AND THE REGULATION, CAPTURE, IMPOUNDING AND HUMANE DISPOSITION
OF STRAY DOGS, STRAY CATS AND OTHER STRAY ANIMALS.**

WHEREAS, pursuant to section 5-1-120 of the Tennessee Code Annotated, Blount County may by resolution provide for the regulation of dogs and cats, and the regulation, capture, impounding and disposal of stray dogs, stray cats and other animals within the unincorporated territory of Blount County; and

WHEREAS, , Blount County may enter into a contract with an incorporated City within Blount County for the purpose of providing animal control and animal shelter services; and

WHEREAS, Blount County Animal Control is a Certified Animal Control Agency Licensed in the State of Tennessee to perform Animal Control Services and Licensed in the State of Tennessee to perform Chemical Capture of dogs and cats within its jurisdiction pursuant to Tennessee Code Annotated 44-17-601; and

WHEREAS, The Blount County Animal Center is a Veterinary Facility Licensed in the State of Tennessee;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Blount County, Tennessee, meeting in regular session assembled this 17th day of November, 2016, as follows:

Section 1. Definitions. As used in this resolution, the following terms shall mean:

1. Animal Center: Any premises designated by the County for the purpose of Impounding, quarantining, caring for, adopting, or humanely euthanizing and disposing of animals.
2. Animal Control Officer: A person employed or designated by the County as having responsibility for enforcement of animal control regulations and laws.
3. Direct Control: Immediate and continuous physical control of an animal (excluding herding dogs, dogs in the process of hunting, police dogs, and dogs participating in organized field competitions or events) at all times such as by means of a fence, leash, cord, or chain of sufficient strength to restrain the animal.
4. Habitually: Done regularly or repeatedly
5. Intermittently: Starting, stopping, and starting again: Not constant or steady
6. Owner: Any person possessing, keeping, having charge of, sheltering, feeding, harboring or taking care of any animal or livestock covered by this resolution.
7. Owner Surrendered: An animal whose legal owner has transferred ownership and care of the animal to the Blount County Animal Center or to a Blount County Animal Control Officer, and who has completed and signed the Owner Surrender Form.
8. Person: Any natural person, individual, firm, society, corporation, partnership, association, trust, estate or other legal entity. If the person is a minor as defined by

statute, said minor's parent(s) or legal guardian shall be the owner for the purposes of this resolution.

9. Quarantine: Is the strict confinement, isolation and observation of an animal suspected of having rabies. While quarantined, the animal is to be kept away from other animals and the public.
10. Restraint: A dog or cat is under restraint within the meaning of this resolution if such animal meets the criteria defined in Direct Control or is under control of a competent person and immediately obedient to that person's commands, on or within a vehicle being driven or parked on the streets, or within the property limits of its owner.
11. Running at Large: Shall mean any animal which is not confined to its owner's property or under direct control of the owner.
12. Secure Enclosure: Shall mean any building, wire or wooden kennel, or the owner's home, built in such a manner, and with sufficient strength, as to prevent an animal housed within from escaping by chewing, digging, climbing, or other means. This enclosure will be kept locked.
13. Serious Physical Injury: Shall mean any injury requiring immediate medical attention to stop bleeding, or which requires medical attention to close the wound or repair broken bone, or which may result in disfigurement or death of the victim.
14. Stray: A dog, cat, or other animal which is found wandering or running at large away from the property limits of its owner and not under the Direct Control or Restraint of a competent person, or which is lost, and its owner is unknown

Section 2. Rabies Vaccination, certificate and tags

1. It is unlawful within the unincorporated territory of Blount County for any person to own, keep, or harbor any dog or cat six (6) months of age or older that has not been vaccinated against rabies and registered in accordance with the provisions of the Tennessee Anti-Rabies law, Tennessee Code Annotated 68-8-103.
2. Evidence of such vaccination shall consist of a certificate that contains the owners name and address, date of vaccination, date the dog or cat should be revaccinated, description and sex of the dog or cat vaccinated, number of the vaccination tag issued when applicable, manufacture and lot number of vaccine administered and the name and signature of the supervising veterinarian. Vaccination of animals other than dogs and cats is not required unless deemed necessary by the State of Tennessee or the Blount County Department of Health. Paper forms, computer printout, or electronic format are acceptable proof of rabies vaccination.
3. The person or facility administering the vaccine shall issue a rabies tag for every dog vaccinated for rabies and the identification numbers on the tag will be recorded on the rabies certificate. Cats may be, but are not required to be issued a rabies tag.
4. Every dog owner shall attach a metal tag or other evidence of rabies vaccination to a collar, which shall be worn at all times by the dog vaccinated; provided, that the collar may be removed in the case of hunting dogs while in chase or returning from the chase. Nothing in this section shall be construed as permitting the use of an unvaccinated dog for any purpose. Tennessee Code Annotated 68-8-106

5. Any dog or cat found running at large in unincorporated Blount County may be seized by any peace officer or animal control officer and brought to the Blount County Animal Center. If the dog or cat is wearing a rabies vaccination tag or other identification, all reasonable effort shall be made to locate and notify the owners who shall be required to appear within five (5) business days and redeem the animal by paying an impound fee as set by Blount County resolution. If the dog or cat is not wearing a rabies vaccination tag or other identification the animal shall be impounded for a period of three (3) business days.
6. Failure to pay the impound fee, or have the animal vaccinated if proof of current vaccination is not produced prior to release, shall require the animal to be adopted or humanely euthanized.
7. No dog or cat three (3) months or older shall be released from the Blount County Animal Center without having proof of current vaccination or until it has been vaccinated and, where applicable, a tag issued.
8. Any person failing to meet any requirements or violating any of the provisions of the Anti-Rabies law of the State of Tennessee commits a Class C Misdemeanor with each violation being a separate offense. Tennessee Code Annotated 68-8-113.

Section 3. Stray Animals / Animals at Large

1. No person owning or having possession, charge, care, custody or control of any animal shall cause, permit or allow the animal to stray or in any manner to run at large in or upon any public street, sidewalk, park (except those areas in the County which have been designated for specific purpose as a Dog Park) or upon the property of another.
2. Every person owning or having possession, charge, care, custody or control of any animal shall keep such animal exclusively upon his own premises; provided, however, that such animal may be off such premises if it is under the direct control of a competent person.
3. This section shall not apply to a dog while engaged in an active hunt or chase, nor to a dog guarding or driving stock. This section shall not apply to any animal participating in an organized animal event.

Section 4. Impoundment

1. Except as provided in this section, any animal impounded under the provisions of this article shall be transported to the Blount County Animal Center, or to a veterinary facility if the animal is in immediate danger and the Center veterinarian is not available or unable to treat the animal. The Animal Control Officer will find suitable shelter for livestock and other animals that cannot be housed at the Center.
2. Stray Animals shall be held at the Animal Center for a waiting period of not less than three (3) business days, including the day the animal is received, but exclusive of legal holidays, unless the animal is wearing identification, rabies, or license tags in which case the waiting period shall be not less than five (5) business days, including the day the animal is received, but exclusive of legal holidays. During the prescribed waiting period the owner of the animal, if known, shall be notified and allowed to

reclaim the animal upon payment of any applicable fees. No Animal shall be adopted or humanely euthanized until the expiration of the prescribed waiting period except as provided in subsection 2a and 3 of this section.

- 2a. If, in the attempt to impound the animal, it becomes impossible to do so safely by proper handling procedures, the animal control officer, after being convinced that seizure of the animal is necessary to public welfare by reason of its viciousness or infection with rabies may, chemically capture the animal and transport it to the Animal Center for quarantine or euthanasia, or contact the Blount County Sheriff's Department to euthanize the animal utilizing a firearm.
3. If any impounded animal is found to be diseased, severely injured, or of a vicious nature, the animal may be immediately euthanized in a humane manner; provided, however, that if the owner is known, he shall be notified, and except in the case of a rabid animal, shall have the right to reclaim his animal and/or obtain the advice and services of a veterinarian. Where there has been a reasonable attempt to contact the owner and the owner has not promptly responded, then the animal may be humanely euthanized.
4. All impounded animals will be entered into the Animal Center's shelter operations database to create a permanent record which includes, but is not limited to, a description of the animal, the date, and location where the animal was picked up, the date the animal will be available for adoption, and any identifying information about the animal. All impounded animals will be scanned for a microchip and every reasonable effort will be made to contact the owner if the animal has been microchipped or is wearing a rabies tag.
5. Blount County Animal Control upon impoundment of any animal, and regardless of the reason for the impoundment, will make every reasonable effort to ascertain and notify the owner of the animal that their animal has been impounded and the reason for said impoundment. Reasonable effort in this case shall mean:
 - A. Affixing an animal control impoundment form to the residence of the owner in a conspicuous location;
 - B. Scanning the impounded animal for a microchip, or utilizing information on an ID tag;
 - C. Contacting the Blount County Health Department or the issuing agency of the rabies tag if one is with the animal impounded;
 - D. Posting the animal on social media.

Section 5. Vicious Dogs and Cats

1. No person living in unincorporated Blount County shall own, keep, harbor, or possess or in any way maintain a vicious dog or cat unless safety procedures as hereinafter provided have been implemented.

Vicious Defined:

2. If a dog or cat either attacks a person by biting or in any manner causes injury without provocation, or attacks a domesticated animal owned by another by biting or in any manner causes injury without provocation, or attacks livestock by biting or in any manner causes injury without provocation, it shall be prima facie evidence the dog or cat is vicious.

After notification in writing by an animal control officer that the dog or cat is vicious, the owner thereof shall keep the animal securely in an enclosure upon their premises, or have the animal humanely euthanized, or surrender the animal to the animal control officer for humane euthanasia.

If, at any time after the animal is deemed vicious and the animal is off the premises of the owner, it will be under the direct control of the owner and will be muzzled at all times.

Appeal

Any person who has received notification from an animal control officer that a dog or cat owned, kept, harbored or maintained by such person is deemed as vicious may appeal such determination to the Blount County Clerk, provided that such appeal is filed in writing with the Clerk within ten (10) calendar days of receiving said notification that a dog or cat is vicious. The Clerk shall conduct an administrative hearing within ten (10) days of receiving the timely filed notice of appeal to review the determination that a dog or cat is vicious.

Safety Procedures Upon Physical Injury

3. If the dog or cat attacks a person, without provocation, by biting and breaks the skin causing injury, but not serious physical injury, then the animal control officer shall have the option to:
 - a. Impound the animal and keep it in quarantine and under observation for rabies at the Blount County Animal Center for a period of ten (10) days before allowing the owner to pay the applicable fees and reclaim the animal; or
 - b. Direct the owner to quarantine the animal at their home for a period of ten (10) days during which time the owner agrees to allow the animal control officer to verify the quarantine as often as deemed necessary by the animal control officer or the Blount County Health Department; or
 - c. The owner may surrender the animal to the animal control officer for humane euthanasia.
4. If the quarantined animal does not have a current rabies vaccination then the owner will have three (3) business days after the animals release from quarantine to bring the animal to the Blount County Animal Center to receive a rabies vaccination, or to a Veterinarian to receive a rabies vaccination. In the latter case the owner must submit a copy of the current rabies certificate to the animal control officer without delay.

Safety Precautions Upon Serious Physical Injury:

5. If a dog or cat attacks a person without provocation by biting or in any manner causes serious physical injury requiring immediate medical care, or causes death to that person; or attacks a domesticated animal owned by another causing serious physical injury requiring immediate veterinary care, or causes death to that animal, or attacks livestock, owned by another, causing serious physical injury requiring immediate veterinary care, or causes death to that livestock, then the owner of the animal shall;
 - a. Immediately surrender the animal for quarantine to the Blount County Animal Control; or
 - b. Request humane euthanasia of the animal by the animal control officer; or
 - c. If the owner cannot be located or fails to surrender the animal for quarantine, the animal control officer will impound the animal and place it in quarantine.
6. The Blount County Animal Control Officer upon placing an animal involved in causing a serious physical injury into quarantine at the Animal Center will, without delay, contact the District Attorney for Blount County and ask for a petition to be filed in General Sessions Court for euthanasia of the animal.
 - a. If the petition is granted and the rabies vaccination status cannot be determined, or if the owner of the animal cannot be located to verify the rabies vaccination status of the animal, then the animal will be humanely euthanized and sent for rabies analysis by the Blount County Health Department; or
 - b. If the petition is granted and the animal is current on its rabies vaccination then the animal will be held in quarantine for a period of ten (10) days and then euthanized, or euthanized and sent for analysis if rabies develops or is suspected at any time during the ten(10) quarantine; or
 - c. If the petition is not granted the animal will remain in quarantine for a period of ten (10) days and then be eligible for reclaim by its owner. The owner will have three (3) business days to reclaim the animal or it will be euthanized.
7. If it is determined by a veterinarian at any time during quarantine the animal has rabies, the owner of the animal, if known, will be notified and the animal will immediately be humanely euthanized regardless of a petition being filed, granted or denied.
8. The responsibility of verifying current rabies vaccination will rest with the owner. The owner of the animal will be liable for any and all costs associated with the impoundment of the animal and in addition, if applicable, will be liable for the cost of testing the animal for rabies.
9. The Blount County Animal Control Officers may inspect and verify an animal, that has been deemed vicious, is being maintained in a secure enclosure, at their discretion, and within normal business hours, including weekends and holidays. Any animal which has been deemed vicious and is found to be running at large, or observed on the property of the owner outside of a secure enclosure and is not muzzled and under the "Direct Control" of its owner will immediately be impounded by the animal control officer and the owner will be issued a summons to appear in

General Sessions Court for violation of this Ordinance. The General Sessions Court Judge in addition to addressing the Ordinance violation will determine if the animal is to be released back to its owner or surrendered to Blount County Animal Control for humane euthanasia. If the animal is returned to its owner then the owner will be liable for all fees associated with the animal's impoundment and housing while at the Blount County Animal Center.

10. The owner of any animal deemed vicious by the General Sessions Court Judge, or by the owners failure to appeal the vicious determination by the animal control officer under the guideline set forth in Section 5-4 above, must display a visible and legible warning sign reading, "WARNING-DANGEROUS DOG-KEEP AWAY" or "WARNING-DANGEROUS CAT-KEEP AWAY". The sign must be visible and legible from the public way and from fifty (50) feet away from the secure enclosure. The letters must be capitalized and be at least one and one-half (1.5) inches in both height and width.

Section 6. TCA 39-17-1363 Person convicted of violent felony prohibited from owning, possessing, or having custody of a potentially vicious dog or a vicious dog.

- (a) For purpose of this section:
 - (1) "Potentially vicious dog" means a dog that may reasonably be assumed to pose a threat to public safety as demonstrated by any of the following behaviors:
 - (A) When unprovoked and off the property of the owner or keeper of the dog, inflicts a bite causing bodily injury, as defined in TCA 39-11-106, to a person or domestic animal; or
 - (B) When unprovoked and off the property of the owner or keeper of the dog, on two (2) or more occasions, chases, menaces or approaches a person or domestic animal in an aggressive manner or apparent attitude of attack;
 - (2) "Vicious dog" means any dog that without provocation and off the property of the owner or keeper of the dog, has attacked a person causing death or serious bodily injury, as defined by TCA 39-11-106, to such person; and
 - (3) "Violent felony" means:
 - (A) Any felony involving the use or attempted use of force, violence or a deadly weapon;
 - (B) A violation of TCA 39-17-417, TCA 39-17-433, or TCA 39-17-435; or
 - (C) A violation of TCA 39-14-203(a)(1)-(3), TCA 39-14-205, TCA 39-14-212, or TCA 39-14-214.
- (b) It is an offense for any person convicted of a violent felony to knowingly own, possess, have custody or control of a potentially vicious dog or a vicious dog for a period of the (10) years after such person has been released from custody following completion of sentence or is no longer under active probation, community correction or parole supervision for such violent felony, whichever date is later.

- (c) It is an offense for any person convicted of a violent felony to own, possess, or have custody or control of a dog that:
 - (1) Is not microchipped for permanent identification: and
 - (2) Is not spayed or neutered and is older than twelve (12) weeks of age.
- (d) A violation of this section is a Class A Misdemeanor under State law but is also deemed a violation of this Ordinance.

Section 7. Animals Creating a Nuisance

- 1. The owner having control or custody of any animal or livestock shall maintain, control and care for said animal or livestock so as not to create a nuisance as defined by this Ordinance. The failure to do so shall be deemed a violation of this Ordinance. For the purposes of this Section a nuisance is defined as follows:
 - a. An animal or livestock which habitually barks, whines, meows, squawks, or causes other objectionable noise resulting in a nuisance to a neighboring resident. For purposes of this section, "habitually" shall mean continuously for a period of thirty (30) minutes or intermittently for a period of one (1) hour; or
 - b. An animal or livestock disturbs the peace by destroying, desecrating, or soiling public or private property, chasing, snapping, or charging of persons, livestock, cars, or other vehicles, running at large, or other behavior that interferes with the reasonable use and enjoyment of said property, shall be deemed to be committing an act in violation of this resolution; or
 - c. Maintains an animal in an unsanitary environment which results in offensive odors or which is dangerous to the animal or the public health, welfare or safety; or
 - d. Maintains property in a manner that is offensive, annoying, or dangerous to the public health, welfare, or safety because of the number, type, variety, density, or location of animals thereon.
- 2. The owner having control or custody of a female dog or cat in heat (estrus) shall humanely confine such dog or cat for the duration of estrus, except for controlled and intentional breeding of such animal. Failure to do so shall constitute a violation of this Ordinance.
- 3. This section does not apply to livestock raised for agricultural purposes nor does it apply to a licensed veterinary facility, licensed boarding facility, or licensed animal center.

Section 8. Dogs and Cats in Food Service Establishments

- 1. Except as specified in Section 8.2 and 8.3 below, live animals may not be allowed on the premises of a food establishment in Unincorporated Blount County.
- 2. Live animals are allowed in the following situations if the owner or operator does not permit animals to physically contact food, serving dishes, utensils, tableware, linens,

unwrapped single-service and single-use articles or other food service items that may result in contamination of food or food-contact surfaces and does not permit animals to physically contact employees engaged in the preparation or handling of food:

- a. Fish or crustacea in aquariums or display tanks;
- b. Patrol dogs accompanying police or security officers in offices and dining, sales, and storage areas; and sentry dogs in outside fenced areas;
- c. Service animals accompanying persons with disabilities in areas that are not used for food preparation;
- d. In areas that are not used for food preparation, storage, sales, display, or dining, in which there are caged animals or animals that are similarly confined, such as in a variety store that sells pets or a tourist park that displays animals.

3. **Dogs and Cats in Outdoor Dining Areas**

Dogs and cats, other than service dogs may be permitted in outside areas of a food establishment, pursuant to the following:

- a. The animals shall be properly restrained;
- b. Except as provided in Section 8, no animal shall be present in the interior of any restaurant or in any area where food is prepared;
- c. The food establishment shall have the right to refuse to serve the owner of an animal if the owner fails to exercise reasonable control over the animal or the animal is otherwise behaving in a manner that compromises or threatens to compromise the health or safety of any person present in the food establishment;
- d. The person in charge shall not permit animals to physically contact food, serving dishes, utensils, tableware, linens, unwrapped single-service and single-use articles or other food service items that may result in contamination of food or food-contact surfaces and shall not permit animals to physically contact employees engaged in the preparation or handling of food:
- e. The person in charge shall instruct employees and patrons that animals shall not be allowed to come into contact with serving dishes, utensils, tableware, linens, paper products or any other items involved in food service operations;
- f. Patrons shall keep their animals on a leash at all times and keep their animals under reasonable control;
- g. Animals shall not be allowed on tables, chairs or other furnishings;
- h. The person in charge shall ensure that any accidents involving animal waste are cleaned immediately and the area sanitized with an approved product. A

kit with the appropriate materials for this purpose shall be kept near the designated outdoor area.

- i. The permit holder shall post a sign or signs reminding employees and patrons of the applicable rules on the premises in a manner and in such place(s) as determined by the local permitting authority; and
- j. Animals shall not be permitted to travel through indoor or non-designated portions of the food establishment, and ingress and egress to the designated outdoor portions of the food establishment shall not require entrance into nor passage through any indoor area of the food establishment.

T.C.A. 6-54-135, 53-8-117, and 68-14-701 through 68-14-726.

- 4. Nothing withstanding these provisions nothing in this Ordinance prohibits a food establishment from prohibiting dogs and cats in outdoor dining areas.

Section 9. Wild or Exotic Animals

- 1. No person shall have, sell, keep or maintain any wild, exotic, dangerous, or nondomesticated animal within unincorporated Blount County. "Wild, exotic, dangerous, or non-domesticated animal" shall be defined to include all animals classified as class I animals under Tennessee Code Annotated Section 70-4-403, as amended, and shall also include any wolf hybrid.
- 2. Notwithstanding any provision of this resolution to the contrary, the provisions of this section shall have no application to the following:
 - 2a. A veterinary establishment licensed by the State;
 - 2b. Appropriately accredited colleges, universities, or other institutions of higher learning which own, keep or maintain any such animals for educational or scientific purposes; or
 - 2c. Persons or entities maintaining such animals pursuant to a valid permit issued by the Tennessee Wildlife Resources Agency.
- 3. Any person maintaining a wild or exotic animal described in this section, who possesses a valid permit from TWRA for that animal will notify the Blount County Animal Control Officer immediately, once the permit has been issued, and will give the animal control officer a copy of the current permit, and a copy of all subsequent renewal permits for said animal. Maintaining a permitted animal without a valid permit constitutes a violation of this section and the animal control officer may impound, or cause to have impounded, the animal.

Section 10. Interference with Enforcement

- 1. It shall be unlawful for any person to knowingly hinder, resist, or oppose any animal control officer or any other law enforcement officer performing animal control functions in the performance of his/her duties.

2. It shall be unlawful for any person to knowingly interfere with or damage any humane animal trap owned by Blount County Animal Control or to molest or release any animal caught therein.

Section 11. Animal Care and Manner of Keeping

1. It shall be unlawful for any person keeping an animal to fail to provide for that animal:
 - a. Clean, sanitary, and humane conditions;
 - b. Sufficient quantities of food and clean fresh water daily;
 - c. Proper air ventilation and circulation;
 - d. Sufficient shelter and protection from the elements and environment;
 - e. Medical attention and/or necessary veterinary care when it is sick, diseased, or injured; and
 - f. Annual inoculations, as recommended by a veterinarian, against disease infectious to humans or animals.
2. It shall be unlawful for any person to tease or molest any animal.
3. This section does not replace the criminal offense part of the Tennessee Code Annotated 39-14-202 pertaining to cruelty to animals.

Section 12. Animals injured on the County Maintained Roads and Right of Way

1. Dogs, cats, or other animals injured on the County maintained roads and right of way shall be considered strays, and the animal control officer may remove all such animals. The owner of the injured animal shall be liable for impoundment costs. If the owner of the animal is known a reasonable effort must be made to contact them prior to providing veterinary treatment.

Section 13. Ignorance of Dog's or Cat's Habits No Defense

1. It shall be the duty of any person owning, keeping, harboring, possessing or maintaining any dog or cat to maintain close supervision of such animal, and ignorance of the habits or character of such dog or cat on the part of such person shall be no defense in actions arising under this resolution.

Section 14. Tethering of Dogs:

Residents of Unincorporated Blount County may tether a dog on their property or business under the following guidelines:

1. Tethering material must be of sufficient tensile strength to prevent the dog from breaking the tether.

2. Tethers must be a minimum of ten (10') feet in length.
3. Logging chains, large gauge chains or heavy steel cable, may not be used to tether an animal.
4. Dogs on a tether must be able to have access to shelter which is dry and provides sufficient protection for the outside temperature, and suitable for the breed of dog tethered.
5. The area where the dog is tethered will have sufficient clean water and food. Water containers should be of such construction and placement as to not be susceptible to tipping easily.
6. The area where the dog is tethered shall be free of snags, impediments, etc. to prevent the possibility of the dog being injured or injuring itself while on the tether.
7. The use of pinch or choke collars, or any other collar device designed to tighten around the dog's neck are prohibited. Non-tightening collars and harnesses are allowed.

Section 15. Penalty and Jurisdiction

1. A violation of any provision or section of this resolution, unless otherwise noted, is punishable by a civil penalty of not less than fifty (\$50.00) dollars or more than five hundred (\$500.00) dollars; provided the complaining party carries the burden of proof by a preponderance of the evidence.
2. The General Sessions Court for Blount County, Tennessee, shall have jurisdiction to enforce this resolution by assessing the monetary penalties provided in number 1 of this section.