



APPROVED

Approved
Randall
Jenkins
3-3-18

**Minutes of:
Rules and Bylaws Committee
March 6, 2018**

Present:

Nancy Brown
Willie Campbell
Isaiah Grindstaff
Tim Holdren
Randall Jenkins
Bradley Johnson
Ray Lyons
Cody McQueen

Crysta Byrd - Guest

I. Call to Order

The meeting was called to order by Committee Chairman Randall Jenkins.

II. Approval of Agenda

The March 2018, agenda were presented for approval. Ray Lyons made a motion to approve the agenda and seconded by Tim Holdren. Agenda was unanimously approved.

III. Approval of Minutes

The February 2017, minutes were presented for approval. Isaiah Grindstaff made a motion to approve the minutes and seconded by Nancy Brown. Minutes were approved.

IV. Public Comments

None

V. Old Business

TCRS - Workers Compensation. Crysta Byrd was available and suggested that the representative from TCRS, Tim Crawford, be brought in and a meeting held with elected officials and employees (excluding school employees) to look at policies and explain coverage. Two dates were discussed, Tuesday March 20 and Monday March 26. Mr. Crawford will be contacted to set the date. Motion to proceed with setting a date for this meeting was made by Isaiah Grindstaff, second by Ray Lyons. Motion passed unanimously.

VI. New Business

County sick leave policy change. Crysta Byrd reported that policy is that county employees cannot use sick leave until they have been successfully employed for six months and at that time they will have earned six days. The problem is, that these days are being used before the qualifications are met. Mrs. Byrd asked to discuss two options for sick leave pay. 1) An employee will not earn sick leave until

they have been successfully employed for six months, at six months they will be given six days and will earn one day each month thereafter. 2) End all restrictions on the use of sick leave. Nancy Brown made a motion to approve option one, stating that an employee receives six sick leave days after being successfully employed for six months and then earning one sick leave day per month thereafter. Brad Johnson second the motion and was approved unanimously.

Rules Amendment. County Attorney Hardin will be researching the rules and making the changes according to the committees vote and bring it back to the committee.

Motion was made by Nancy Brown, second by Brad Johnson. Motion approved.

VII. Announcement

Goodbye to Crysta Byrd who is leaving her employment with the county. Appreciation expressed for her service.

VIII. Adjournment

Adjournment was called by Isaiah Grindstaff and seconded by Nancy Brown. Adjournment was unanimously approved.

Respectfully submitted by,

Gwen Crowe

Administrative Office Technology Student

Full-Time Regular Employees

<u>Years of Service as of Anniversary Date</u>	<u>Length of Vacation With Pay</u>
<u>1</u> Through <u>9</u> Years	<u>10</u> Days
<u>10</u> Through <u>19</u> Years	<u>15</u> Days
<u>20</u> Years or more	<u>20</u> Days

3.3 Sick Leave

Earning and Accumulating Sick Days - Sick leave will be considered a privilege and not a right. Full-time Regular employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year) beginning on the date of full time regular employment; however, an employee shall not be credited with any sick leave, and shall not be permitted to utilize the same, until he or she has completed six (6) full months of full time regular employment. On the six month anniversary date of full time regular employment the employee shall be credited with six (6) sick leave days. Sick leave days have no cash value and the employee shall not be paid for accumulated sick leave credit days, but shall be able to request that all unused sick leave days be credited toward their retirement (in accordance with Tennessee Consolidated Retirement System Regulations).

Use of Sick Leave - An employee may use accumulated sick leave after successful completion of the first six (6) months of full time regular employment for absence due to his or her own illness or injury or that of an immediate family member. Sick leave may also be used for appointments with a licensed doctor, dentist, or recognized practitioners. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave.

Notice of Sick Leave - Employees are required to notify the employer as early as possible on the first day of their sick leave absence. Any employee sick for three (3) or more continuous days shall furnish their employer with a doctor's certificate, certifying they were unable to work.

3.4 Sick Leave Donation Policy

Policy Purpose - The purpose of this policy is to provide an opportunity for Carter County employees to donate excess accrued sick leave to another Carter County employee in times of need if certain conditions are met. The sick leave donation program is completely voluntary and no employee shall be either rewarded or reprimanded in any way whatsoever based upon their individual decision to participate or not. No employee may directly or indirectly solicit any other employee for a donation of sick leave. An individual county employee will be permitted to donate his or her excess accrued sick leave directly to another county employee, regardless of department, under the following conditions: