

# **OBION COUNTY PERSONNEL POLICY**

**FOR THE OFFICES OF:**

**MAYOR**

**SOLID WASTE**

**ELECTION**

**TRUSTEE**

**JUVENILE COURT**

**REGISTER OF DEEDS**

**COUNTY CLERK**

**ASSESSOR OF PROPERTY**

**CIRCUIT COURT CLERK**

**CHANCERY COURT CLERK**

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## DEFINITIONS

“Full-Time Regular Employees” are those who are hired to work the county’s normal, full time, thirty-five (35) hour work week on a regular basis. These employees may be “exempt” or “non-exempt” as defined below.

“Part-Time Regular Employees” are those who are hired to work fewer than thirty (30) hours per week on a regular basis. These employees may be “exempt” or “non-exempt” as defined below.

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

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

“Newly Hired Employees” are those who have been employed by the county for less than six months. These employees accrue no benefits. They may be either “exempt” or “non-exempt.”

## **NON-DISCRIMINATION - EQUAL EMPLOYMENT OPPORTUNITY**

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

## **TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964**

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.” All Obion County employees are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to the Title VI Coordinator. In all dealings with citizens, use courtesy titles (i.e.: Mr., Mrs., Ms., or Miss) to address them without regard to race, color, or national origin.

## **HIRING PRACTICES**

Obion County does not discriminate in its hiring practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or status in any other group protected by law. In order to give all interested parties an opportunity to apply for positions as they become open, job openings will be posted in the Courthouse on the main bulletin board. All qualified applicants are urged to apply. Applicants must apply for a specific job opening. Employment applications will not be accepted unless a specific position is open at the time the application is submitted. Applications are not retained after the position for which the application was submitted has been filled. Anyone applying for a subsequent opening must submit a new application. This does not apply to judicial appointments in juvenile court.

## **UNLAWFUL HARASSMENT IN THE WORKPLACE**

It is the policy of Obion County to maintain a respectful work and public service environment. Obion County prohibits and will not tolerate any form of unlawful harassment by or towards any employee or official on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or status in any other group protected by law. Any employee or official who engages in such behavior is subject to disciplinary actions, up to and including termination of employment.

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

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

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

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

## **DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE**

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

## **WAGE AND HOUR POLICIES**

### **WORKWEEK**

The regular workweek for employees of the Obion County Courthouse Elected Officials begins at 8:30 a.m. on Monday and ends at 4:30 p.m. on Friday each week. The regular workweek consists of thirty-five (35) hours. Full-time employees will be paid a regular monthly salary which covers all hours worked up to and including forty (40) hours during each workweek (2080 hours annually). This includes full-time employees working a compressed workweek schedule (such as, but not limited to, four ten-hour workdays). Part-time employees will be paid based upon the number of hours actually worked during the pay period. Employees are considered part-time if they work less than (30) hours per week.

Each employee will be given one hour per workday during which the employee is totally relieved of all duties for lunch. Scheduled lunch hours will be staggered in order to allow the office to remain open to the public. It is the responsibility of the employee to keep accurate records of time worked during the lunch hour for possible overtime. **All Obion County General Fund employees are paid bi-weekly.**

### **BREAKS**

Breaks will be determined by office work load and at the discretion of the office holder.

### **OVERTIME**

“Overtime” is defined as time worked in excess of forty (40) hours in a workweek. Non-exempt employees, as defined herein, who work over forty (40) hours in a workweek are entitled to compensation for such hours, either in cash at the rate of one and one-half times their regular rate of pay, or (with a prior agreement or understanding between the employer and employee) compensatory time off at the rate of one and one-half hour for each hour of overtime worked. Employees shall not work overtime without first receiving the approval of their supervisor. Any employee who works overtime without obtaining advance approval of the supervisor as required may be subject to disciplinary action, up to and including termination of employment.



## **COMPENSATORY TIME**

Compensatory time may be given to those employees who work overtime as provided in the section on “Overtime” and with whom the County has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime. Employees are encouraged to use their accrued compensatory time, and the County will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. The maximum number of compensatory time hours that an employee may accrue is forty (40). Any employee who has reached this maximum shall not work any additional overtime until the employee’s accrued compensatory time has fallen below the maximum allowed, unless the employee receives advance written authorization and receives payment in cash for such additional overtime. The County reserves the right at any time to pay an employee in cash for any or all accrued compensatory time.

## **TIME RECORDS**

Employees are required to record their hours on the forms provided for this purpose. Both exempt and nonexempt employees are required to fill in this form daily and, at the end of the month, sign and forward them to your supervisor for review and processing. Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying these records is a crime under T.C.A. CHP 39-16-504.

## **SICK LEAVE**

- A. **Earning & Accumulating Sick Days**- Sick leave shall be considered a benefit and privilege and not a right. Full-time regular employees, including employees working a compressed workweek schedule (such as, but not limited to, four ten-hour workdays) will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of 8 hours per month (96 hours per year). There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted. In the event of retirement, unused accumulated sick leave shall be allowed as creditable service in computing retirement benefits. In the event of other separations of employment, whether voluntary or involuntary, all unused sick leave shall be forfeited. If an employee is in a paid status for one-half of the month or more, he or she will be credited with 8 hours of sick leave for the month. Otherwise, the employee will not accrue any time for the month.
- B. **General Sick Leave Rules and Procedures:**
1. **Use of Sick Leave** - An employee may use sick leave allowance for absence due to his or her own illness or injury, or for the illness or injury of an immediate family member. Sick leave may also be used for appointments with a licensed doctor, dentist, or recognized practitioners. When appropriate, a half sick day (4 hours) may be used rather than a full day. No employee may give or loan sick time to another employee.
  2. **Documentation of Sick Leave** - Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave may, at the discretion of the employer, be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the period of absence, and that the employee is again physically able to perform his or her duties.
  3. **Exhaustion of Sick Leave** - Employees who have used all 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 a leave without pay status unless the employee has accumulated vacation time or comp time remaining. The employee may request that additional sick leave be credited against the remaining vacation or comp time. For additional leave, after all sick days, vacation days, and compensatory time have been exhausted, then it is at the discretion of the elected official.

## VACATION TIME

1. **Qualification for Vacation Time** – Full-time employees (those who work 35 hours or more per week) shall earn vacation time as follows:

●After 1 year	96 hours	(12 days)
●After 10 years	144 hours	(18 days)
●After 20 years	160 hours	(20 days)

All full-time regular employees, including employees working a compressed workday schedule (such as, but not limited to, four ten-hour workdays), receive 8 hours vacation time per month.

Employees shall begin accruing vacation time as of the date of their full-time employment. However, an employee is not eligible to use vacation time until the employee has completed six months of full-time service, at which time 48 hours of vacation will be available.

When appropriate, a half day (4 hours) of vacation time may be used rather than a full day. Less than 4 hours is not permitted.

2. **Accumulation of Vacation Time**- A maximum of 96 hours of total vacation time can be accumulated and carried forward to the next year if approved by the office official. However, the office official maintains the right to require their employees to zero their vacation time out annually. (The 96-hour maximum includes all vacation pools plus another other vacation time accumulated.) Vacation not taken at the end of the year will roll over into sick leave, or be paid to the employee at the office official's approval. Yearly vacation allotment will be allocated at the beginning of the budget year, which is July 1.
3. **Vacation Time**- Vacation leave may be used only at times approved in advance by the employer. Vacation request will be honored to the extent possible. If two or more employees request vacation time for the same period of time, it will be the employer's decision if this will create a hardship upon the department. If it is determined that it is not possible for both employees to be on vacation at the same time, the request of the employee who first asked for vacation time will be honored. No employee may give or loan vacation time to another employee.

4. **Termination of Employment**- Upon the termination of employment of an employee, he/she shall be entitled to payment for any approved, unused vacation time which has accrued to date.

### **HOLIDAYS**

1. **Observed Holidays** – The following holidays will be declared official holidays, and employees will be excused from work without charge to leave.

New Year's Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving (2 days)  
Christmas (3 days)

2. **Special Pay Provisions**- Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the employee's regular rate of pay for the hours actually worked. The employee may elect to receive compensatory time which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

## FAMILY, MEDICAL & MATERNITY LEAVE POLICY

Under the federal Family and Medical Leave Act of 1993 (FMLA), and as adopted by Resolution by the Obion County Commission on March 21, 1994, eligible employees are entitled to up to twelve (12) workweeks of unpaid leave during each calendar year for the birth of a child, the placement of a child for adoption or foster care, a serious health condition of the employee that makes the employee unable to perform the functions of his or her job, or the serious health condition of a spouse, son, daughter or parent which requires the employee's presence. Both male and female employees are eligible for leave in connection with the birth or placement of a child or family illness, but special rules apply if both husband and wife are county employees. Subject to certain conditions, accrued paid leave may be substituted for unpaid FMLA leave.

Eligible employees are those who have been employed by the county for at least 12 months, and who have worked at least 1,250 hours during the 12 month period immediately before leave is requested.

An employee must provide *at least (30) days advance notice* of the need to take FMLA leave under normal circumstances. Medical certification also may be required.

It is the policy of Obion County to grant its employees leave in accordance with the requirements of the Family and Medical Leave Act. All employees may obtain copies of the March 21, 1994, Resolution, as well as additional information about the FMLA and their rights and obligations under that law from their supervisor or by contacting the County Mayor.

Tennessee has a maternity leave law (T.C.A. § 4-21-408 attached as Appendix A) which applies to all employers who employ 100 or more full-time employees at a job site or location. This state law allows employees who have been employed for twelve (12) months to take up to four (4) months of unpaid leave for pregnancy, childbirth and nursing the infant. To be eligible for this leave, the employee must give *at least three (3) months advance notice*, except in cases of medical emergency. This leave will run concurrently with any leave to which the employee may be entitled under the FMLA or otherwise. Subject to certain conditions, accrued paid leave may be substituted for the unpaid maternity leave.

## **BEREAVEMENT LEAVE**

### **Objective**

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off (which is not charged to vacation leave) to employees for absences related to the death of immediate family members and fellow employees or retirees of their office.

### **Eligibility**

All full-time, active employees are eligible for benefits under this policy.

### **Procedures**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her official as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her official's approval, use any available vacation or sick leave for additional time off as necessary. Employees, at the discretion of his or her official, may be required to provide documentation with regard to their bereavement leave.

Bereavement pay is calculated based on the base pay at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, special assignment pay, or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of death of the employee's spouse, domestic partner, foster parent, legal guardian, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandparent, and grandchild.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of their office, provided such absence from duty will not interfere with normal operations of the office.

## **VOTING LEAVE**

Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed two hours. The employer may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation.

## **JURY AND COURT DUTY**

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

- 1) Upon receiving a summons to report for jury duty, the employee shall on the next day he or she is working, show the summons to his or her supervisor.
- 2) The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- 3) The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as a witness.
- 4) The employee will refund to Obion County all compensation or fees received for serving as a juror or as a witness.
- 5) If the employee is relieved from jury duty during work hours after serving less than three hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee will report back to the employer.
- 6) The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions the employee must take vacation leave, comp time or leave without pay.

## **IN-LINE-OF-DUTY INJURY LEAVE**

1. 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 in-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave which the employee has accumulated. Benefits which are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.
2. Notice of Injury- Every injured employee or his or her representative shall, immediately upon the occurrence of the injury, however minor, give or cause to be given to the employer written notice of the injury.

### **ADMINISTRATIVE LEAVE WITH PAY**

Absence with pay for administrative purposes may be granted by the employer. Such leave must be for a good cause as determined by the employer.

### **LEAVE WITHOUT PAY**

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

### **MILITARY LEAVE**

- A. Full-time employees who are members of any military reserve component will be granted military leave for such time as they are in the military service on field training or active duty for periods not to exceed twenty (20) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed forces orders.
- B. Full-time employees who are members of a military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional twenty (20) days military leave if the additional training:
  - 1. Occurs during the same calendar year; and
  - 2. Fulfills the employee's military training obligation for the subsequent calendar year.
- C. During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.

### **TERMINATION PAY**

An employee whose services are being terminated, either voluntarily or involuntarily, shall be paid for all regular earnings which are due and accrued plus all accrued vacation time, overtime and compensatory time. The employee will not be compensated for any unused sick leave days. In the event of death, the amount owing to the employee shall be paid to the employee's estate or to the surviving spouse as may be required by law.



## **DRUG-FREE WORKPLACE**

It is the policy of Obion County to provide a safe and healthful environment for its employees. Therefore, the following are strictly prohibited during working hours, while on County property, or while on County business:

- (1) being under the influence of illegal drugs or alcohol;
- (2) the sale, possession, transfer or purchase of illegal drugs; or
- (3) the possession or consumption of alcoholic beverages.

Any employee whose off-duty substance abuse results in on-the-job impairment (including but not limited to excess absenteeism or tardiness, carelessness or disregard for safety, or poor work), or who commits an unlawful act or whose conduct discredits Obion County in any way is in violation of this policy.

The foregoing constitutes the policy of Obion County on substance abuse. Violation of this policy is grounds for disciplinary action, up to and including immediate termination from employment. Obion County may take all appropriate actions against violators, which may include referral for legal prosecution or requiring the employee to satisfactorily complete an approved drug use/ alcohol abuse assistance program.

## **COBRA**

An individual covered by the employee health plan has the right to seek continued health coverage upon the occurrence of certain events, such as termination of employment, which might affect that individual's coverage. The employee or covered individual should consult the health care plan administrator.

## **AMENDMENT OF RULES**

It is the responsibility of all employees to carry out and comply with the rules and regulations contained in this manual. The employee should be aware that these rules and regulations are subject to periodic review and change by the employer. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the employer to see if any changes have occurred.

## **PART-TIME EMPLOYEES**

A part-time employee designation will be used for those employees whose regular assigned work schedule is less than (30) hours per week. The benefits set out in this manual are intended to apply only to full-time employees. These rules and regulations are not intended to establish paid leave of any kind for part-time employees.

## EMPLOYMENT-AT-WILL

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

## HUMAN RIGHTS

**4-21-408. Leave for adoption, pregnancy, childbirth and nursing an infant.** (a) An employee who has 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 the 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 received custody of the child.

(b)(1) Employees who gives 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 a similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

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

(3) 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) months’ advance notice.

(c)(1) 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.

(2) 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.

(3) The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if 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 maternity leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

(4) 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.

(d) Nothing contained within this section shall be construed to:

(1) Affect any bargaining agreement or company policy that provides for greater or additional benefits than those required under this section;

(2) 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

(3) 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.

(e) This section shall be included in the next employee handbook published by the employer after May 27, 2005.

**HISTORY:** Acts 1987, ch. 373, § 1; T.C.A., §§ 50-1-501--50-1-505; Acts 1988, ch. 607, §§ 1-3; 1991, ch. 430, § 1; 2005, ch. 224, § 1.

## PERSONAL USE OF SOCIAL MEDIA

Social media is a term that encompasses the various activities that integrate technology, social interaction, and content creation. It includes, but is not limited to, social networking, blogging, the use of websites that allow users to share content, interact, and develop communities around similar interests.

This policy is intended to provide guidelines to ensure that social media tools are used properly, and to address potential risks. Every county employee is responsible for reviewing and complying with the following policy at work and outside of work.

- An employee's use and comments made on social media sites are subject to First Amendment protections. However, personal use must be conducted in such a manner that a reader would not think that the employee is speaking for or on behalf of his/her employer. If you publish content after-hours that involves work or subjects associated with Obion County, a disclaimer should be used, such as: "The postings on this site are my own and may not represent Obion County's positions, strategies, or opinions."
- Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or libelous. Communications that could reasonably be viewed as malicious, obscene, threatening, or intimidating. Posts meant to intentionally harm someone's reputation. Posts that could contribute to a hostile work environment on the basis of race, color, national origin, age (40 and over), gender, pregnancy, religion, creed, disability, veteran's status, or any other protected category under state and/or federal law.
- Obion County computer systems are to be used for business purposes only. The use of social media during "work hours" is left to the discretion of your supervisor. Any social media usage that distracts from work responsibilities will not be tolerated.
- Subject to applicable law, after-hours online activity that violates this policy or any other county policy may subject an employee to disciplinary action or termination.
- Your social media accounts may be subject to monitoring without notice or consent if these sites are accessed on county property or during work hours.
- Violation of any of this policy may result in disciplinary action, up to and including instant termination.

## **COMPENSATORY TIME AGREEMENT**

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

## **LONGEVITY PAY**

Longevity pay is subject to annual approval by the county commission. If approved, full-time regular employees will receive the agreed upon rate per year of service beginning after three years (pay will retro back to year one). Longevity is paid the last pay period in November. The employee's three-year anniversary will qualify for payment during that calendar year. Time begins calculating at full-time status only (part-time employees are not eligible). Time starts over if an employee quits, retires, or leaves employment for any reason and returns to work for the county. Elected and appointed officials are not eligible for longevity pay.

**EMPLOYEE ACKNOWLEDGMENT**

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with Obion County. I understand that I should consult the Department Head regarding any part of the policies that I do not understand or any questions I may have about my employment with Obion County which are not answered in the policies. The current policies will always be on file in the office of the Obion County clerk, and I may examine them there at any time during normal business hours.

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

I have entered into my employment relationship with Obion County voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the County’s policies may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Obion County.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date