

KNOX COUNTY BOARD OF COMMISSIONERS

The Knox County Board of Commissioners met in Regular Session on Monday, June 24, 2019 at 5:00 P.M. in the Main Assembly Room of the City-County Building, Main Avenue. Those members present were Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs. Commissioner Busler was absent from the meeting. Also present were Mr. Glenn Jacobs, Knox County Mayor, Mr. Richard Armstrong, Knox County Law Director, Mr. David Buuck, Knox County Chief Deputy Law Director, Mr. Chris Caldwell, Director, Knox County Finance, Mr. Daniel Sanders, Knox County Deputy Law Director, Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, Ms. Martha Buchanan, Director, Knox County Health Department, Mr. Bob Thomas, Superintendent, Knox County Schools, Mr. Tom Spangler, Knox County Sheriff, Mr. Nick McBride, Knox County Register of Deeds and news media.

The following proceedings were had and entered of record to-wit:  
Commissioner Nystrom, Chairman, presided.

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**IN RE: ROLL CALL: (5:00 P.M.)**

Mrs. Kimberly Ellis, Clerk Recorder, called the roll. Those members present were Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs. Commissioner Busler was absent from the meeting.

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**IN RE: DEVOTIONAL:**

Dr. Chad Crawford, Pastor Cumberland Church, gave the Devotional.

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**IN RE: PLEDGE TO THE FLAG:**

Commissioner Dailey led the Pledge to the Flag.

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**IN RE: PUBLIC FORUM:**

Mr. Chris McLain, AMR, was present and spoke regarding the success of CPR Training on June 24, 2019. Mr McLain also presented Mayor Glenn Jacobs with Stop the Bleed Kits.

Mr. Glenn Jacobs, Knox County Mayor, was present and spoke on the matter.

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Mr. George Duggan, concerned citizen spoke regarding the LGBTQ Community.

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Ms. Sherrie Raymond, concerned citizen, spoke on Ancient Lore Village.

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**IN RE: HONORARY RESOLUTIONS:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, HONORING THE BEARDEN HIGH SCHOOL BOYS SOCCER TEAM FOR WINNING THE CLASS AAA STATE CHAMPIONSHIP: R-19-6-101:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, honoring the Bearden High School boys soccer team for winning the Class AAA State Championship was before the Board of Commissioners.

Commissioner Smith moved to approve R-19-6-101 - Consideration of a Resolution of the Commission of Knox County, Tennessee, honoring the Bearden High School boys soccer team for winning the Class AAA State Championship. Commissioner Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, HONORING THE BEARDEN HIGH SCHOOL DANCE TEAM FOR WINNING TWO NATIONAL CHAMPIONSHIPS: R-19-6-102:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, honoring the Bearden High School Dance Team for winning two national championships was before the Board of Commissioners.

Mrs. Kim Ellis, Clerk Recorder, was present and read the Resolution into the record.

Coach Hannah Keathley, was present and thanked the Commission for the Resolution.

Commissioner Smith moved to recommend approval on R-19-6-102 – Consideration of a Resolution of the Commission of Knox County, Tennessee, honoring the Bearden High School Dance Team for winning two national championships. Commissioner Gill seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, MEMORIALIZING ARTHUR G. SEYMOUR, JR: R-19-6-103:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, memorializing Arthur G. Seymour, Jr. was before the Board of Commissioners.

Mrs. Kim Ellis, Clerk Recorder, was present and read the Resolution into the record.

Mrs. Susan Seymour, was present and thanked the Commission for the Resolution.

Commissioner Anders moved to approve R-19-6-103 – Consideration of a Resolution of Commission of Knox County, Tennessee, memorializing Arthur G. Seymour, Jr. Commissioner Carringer seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF APPROVAL OF MINUTES OF THE PREVIOUS MEETING:**

Consideration of approval of minutes of the previous meeting on May 20, 2019 (Budget Hearings) and May 28, 2019 (Regular Session) was before the Board of Commissioners.

Commissioner Carringer moved to approve the minutes of the previous meeting on May 20, 2019 (Budget Hearings) and May 28, 2019 (Regular Session). Commissioner Gill seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: AMENDMENTS TO THE AGENDA:**

Commissioner Jay moved to add to the agenda Item #11 – Spread of Record the Employee Handbook for the Criminal Court Clerk’s Office. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Jay moved to add to the agenda Item #37 – R-19-6-302 – Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation of a Bull Series Utility Task Vehicle (Longhorn Model #YU700GMP) from Kubota of Knoxville with a value of

\$17,850.00 for the benefit of the Knox County Sheriff's Office. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Jay moved to add Item #42 – R-19-6-405 – Consideration of a Resolution of the Commission of Knox County, Tennessee approving a proposal and Professional Services Agreement with Geosyntec Consultants, Inc. in the amount of \$198,000.00 for a Flood Study Assessment of the February 23, 2019 flooding event in Knox County. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Jay moved to add to the agenda Item #44 – R-19-6-407 – Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an estimation and appropriation in the amount of \$197,919.28 for the purchase of a CAT 315FL Excavator through Tennessee State Wide Contract #220-48446 for Heavy Equipment. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Jay moved to add and move to the top of the agenda Item #59 R-19-6-908 – Consideration of a Resolution of the Commission of Knox County, Tennessee, denouncing threats of violence and affirming equal protection rights for all citizens. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Jay moved to add to the agenda Item #60 – R-19-6-909 – Consideration of the Commission of Knox County, Tennessee, approving an Extension of Purchase Contract with Pugh & Company, PC for professional auditing services to extend the contract for one (1) year to expire June 30, 2020. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Carringer moved to pull from the consent calendar and defer to the July 2019 Board of Commissioners meeting Item #36 – R-19-6-301 – Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing Knox County's participation in the transdermal monitoring device, other alternative drug and alcohol monitoring device, and global positioning monitoring device account, accepting the liability associated with such participation, and committing a maximum liability of \$80,000.00 for Fiscal Year 2019-2020 for participating in the fund pursuant to Public Chapter No. 505 of the 111th General Assembly which amends Tenn. Code Ann. § 55-10-419. Commissioner Smith seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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Commissioner Jay moved the following be added to the consent calendar: Item #2, Item #3, Item #5, Item #34, Item #42, Item #43, Item #51, Item #57, Item #58, Item #59, Item #60, Item #61 and Item #72. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: AMENDMENT TO THE AGENDA:**

At this time Item #59 was heard next on the agenda.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, DENOUNCING THREATS OF VIOLENCE AND AFFIRMING EQUAL PROTECTION RIGHTS FOR ALL CITIZENS:R-19-6-908:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, denouncing threats of violence and affirming equal protection rights for all citizens was before the Board of Commissioners.

Commissioner Hugh Nystrom, Commission Chairman, was present and read the Resolution into the Record.

Commissioner Anders moved to approve R-19-6-908 - Consideration of a Resolution of the Commission of Knox County, Tennessee, denouncing threats of violence and affirming equal protection rights for all citizens. Commissioner Jay seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: DRIVES AND ROADS:**

Consideration of the Acceptance of New County Roads was before the Board of Commissioners.

- A) Sergeant Lane located in Hope Springs, District 6.
- B) Quartermaster Lane located in Hope Springs, District 6.
- C) Rushland Park Boulevard located in Rushland Park Unit 3, District 8.
- D) Loftis Creek Lane located in Rushland Park Unit 3, District 8.
- E) McMillan Creek Drive located in Rushland Park Unit 3, District 8.
- F) Flagstaff Lane located in Hardin Valley Heights, District 6.
- G) Hamilton Farm Lane located in Hamilton Farm, District 6.
- H) Sea Horse Road located in The Brook at Hardin Valley, District 6.
- I) Tin Man Lane located in The Brook at Hardin Valley, District 6.
- J) Club Car Lane located in The Brook at Hardin Valley, District 6.
- K) Holliday Park Lane located in Holliday Park, District 7.
- L) Sunset Ridge Lane located in Mountain Place Unit 2, District 9.
- M) White Creek Drive located in South Creek, District 9.
- N) Cold Stream Lane located in South Creek, District 9.
- O) Sweetwater Lane located in South Creek, District 9.

Commissioner Anders moved to approve the above Drives and Roads. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Consideration of the closure of Repass Drive, east of Candora Road, totaling 544 feet in length at the request of the Aslan Foundation was before the Board of Commissioners on second reading.

Commissioner Dailey moved to approve consideration of the closure of Repass Drive, east of Candora Road, totaling 544 feet in length at the request of the Aslan Foundation on second reading. Commissioner Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: LINE ITEM TRANSFERS:**

Consideration of Line Item Transfers was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve Line Item Transfers. Commissioner Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and

Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:      NOTARY APPLICATIONS:**

Consideration of Notary Applications was before the Board of Commissioners.

Commissioner Anders moved to approve 193 Notary Applications. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:**      Spread of Record the Knox County Mayor's Order reappointing Gregory Logue to the Board of Commissioners of the Knox Chapman Utility District was before the Board of Commissioners.

No action was taken.

**ORDER OF THE KNOX COUNTY MAYOR**  
**APPOINTING UTILITY DISTRICT COMMISSIONER**

IN RE: )  
 )  
COMMISSIONER APPOINTMENT )  
FOR THE KNOX CHAPMAN )  
UTILITY DISTRICT )

Upon certification by the Board of Commissioners of the Knox Chapman Utility District, certifying an upcoming vacancy on said Board of Commissioners by the expiration of the term of Commissioner Gregory Logue, and certifying a list of three names nominated for appointment to fill such vacancy in accordance with T.C.A. § 7-82-307(a);


**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED, AS FOLLOWS:**

(a) That Gregory Logue is hereby reappointed to the Board of Commissioners of the Knox Chapman Utility District, to serve a four (4) year term expiring June 15, 2023. Mr. Logue took the oath of office on June 3, 2019, a copy of which is attached hereto as Exhibit A.

(b) That a copy of this Order shall be entered into the minutes of the Knox County Commission as required by T.C.A. § 7-82-307(a)(4), and that a certified copy of this Order shall be provided to the Knox Chapman Utility District Board of Commissioners and the appointee as required by T.C.A. § 7-82-307(a)(4).

(c) That this Order shall be kept by the Knox County Clerk as a permanent record of Knox County, and the Knox County Clerk shall issue certified copies of this Order as shall be requested.

ENTERED this 4<sup>th</sup> day of June, 2019.

  
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GLENN JACOBS  
KNOX COUNTY MAYOR



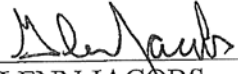
## OATH OF OFFICE

### BOARD OF COMMISSIONERS KNOX CHAPMAN UTILITY DISTRICT BOARD

I, Gregory Logue, do solemnly swear that I will perform with fidelity the duties of the office to which I have been appointed and which I am about to assume. I do solemnly swear to support the Constitution of the State of Tennessee and the Constitution of the United States and to faithfully perform the duties of the office of Commissioner for the Knox Chapman Utility District Board.

  
GREGORY LOGUE

Subscribed and sworn to before me this  
16<sup>th</sup> day of April, 2019.  
3<sup>rd</sup> June

  
GLENN JACOBS  
Knox County Mayor

EXHIBIT

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**IN RE:** Spread of Record the Employee Handbook of the Knox County Law  
Director's Office was before the Board of Commissioners.


No action was taken.

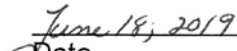
# Employee Handbook

## Knox County Law Director's Office



APPROVED BY:

  
Richard B. Armstrong, Jr.  
Knox County Law Director

  
Date

This handbook revokes and supersedes all prior Knox County Law Director or Knox County Law Department handbooks, amendments, and any policy or communication related to the employee handbook.

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## Introduction

We are pleased to introduce the revised Knox County Law Director 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 Knox County Law Director employees.

Knox County Law Director 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, when possible, by transfer or promotion from within the Department.
- Discuss willingly and frankly any problems, complaints, or questions on Law Director's personnel policies.
- Keep employees informed of any changes that may affect them or their families.

The foundation of this handbook is the Base Personnel Policies that were approved and put into effect by the Knox County Board of Commissioners for the Knox County Mayor. This handbook revokes and supersedes all prior Knox County Law Director or Knox County Law Department handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Knox County Law Director'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 is intended to give rise to contractual rights or obligations, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines, except the policy of employment at-will, are subject to modification, amendment, or revocation by Knox County Government at any time, without advance notice.

It is the intention of Knox County Law Director 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 may be made periodically in the following process:

- reviewed by the Law Department,
- approved by the Knox County Law Director,
- spread of record by Knox County Commission,
- communicated to all Knox County Law Director employees by memorandum, and

- filed in the Knox County Clerk's Office.

It is your responsibility to ensure you have the most up-to-date version of the handbook. All questions pertaining to information found in this handbook should be referred to the Knox County Law Director.

#### Policies for Employees of Elected Officials

As an Elected Official the jurisdiction to create, maintain, and administer separate personnel policies and procedures is within the power and duties of the Knox County Law Director. The Law Director will provide the handbook and policies for Law Department employees.

# DIVISION I

## State and Federal Policies

### Equal Employment Policy

Knox 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 (as defined by Federal law), disability, or veteran status shall be prohibited.

The Knox County Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Knox County. The EEO Officer has overall responsibility for the implementation and monitoring of the County's Equal Employment Policy, as well as authority over the internal procedures employees use to settle EEO and harassment claims.

### Equal Employment Opportunity Grievance Procedures

It is the policy of Knox County to establish a procedure for employees to follow in order to bring grievances of discrimination or harassment to the attention of management.

Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (who is the Human Resources Director). You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
2. The EEO Officer will investigate the complaint with your director or department head and any other person with knowledge of the situation.

3. You will be advised in writing of the results of the investigation and Knox County's decision regarding the complaint.
4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file.
5. If you do not agree with the decision of the EEO Officer, you have the right to appeal to the Knox County Law Director.

#### Retaliation Strictly Prohibited

Retaliation occurs when an employee is punished for engaging in legally protected activity as described in the Equal Employment Opportunity Policy. Retaliation may include any negative job action, such as demotion, discipline, firing, salary reduction or job or shift reassignment. Also, an employee is protected from retaliation for having made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under Title VII, Age Discrimination in Employment Act, Equal Pay Act, American with Disabilities Act, or the Genetic Information Nondiscrimination Act.

Knox County employees who exercise their rights under the Equal Employment Opportunity Policy, or assist others in exercising their rights, are protected from retaliation.

Knox County Law Director believes that retaliation against an employee is a serious violation of policy and a report/complaint of retaliation will be investigated promptly. If retaliation is found to have occurred, disciplinary action will be taken and may include termination.

#### Workplace Harassment / Abusive Conduct Prevention Policy

Knox County Law Director believes that you should be provided with a working environment free from harassment. It is the policy of Knox County Government that verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment will not be tolerated.

If you believe you are being subjected to sexual, racial, religious, national origin, age, disability, or political harassment, or believe you are being discriminated against, you must bring this to the County Law Director's attention. The nature of harassment often makes it impossible to detect unless the person being harassed registers his or her discontent with the appropriate authorities. You have a responsibility to report or complain as soon as possible to the appropriate supervisor, the Knox County Law Director, or to the Knox County Human Resources Director.

All complaints of harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. In all cases, you will be advised of the findings following the investigation.

Any employee or supervisor who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including discharge.

Abusive Conduct Prevention Policy: Knox County and the Knox County Law Director believe that all employees have the right to be treated with dignity and respect in the workplace. No employee shall engage in threatening, violent, intimidating or abusive conduct or behavior. Abusive conduct includes but is not limited to:

- Repeated verbal abuse such as derogatory remarks or insults; or
- Nonverbal conduct that is threatening, intimidating or humiliating; or
- Sabotaging or undermining an employee's work performance.

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

- Disciplinary procedures as provided in this Handbook; or
- Routine counseling or correction of work performance; or
- Reasonable work assignments; or
- Individual differences in styles of personal expression; or
- Passionate expression with no intent to harm others; or
- Differences of opinion on work related concerns; or
- The non-abusive exercise of managerial prerogative.

All employees are encouraged to report abusive conduct, however the county recognizes that intentional false allegations can have a serious effect on innocent people. Employees who falsely accuse another employee under this policy will be subject to appropriate disciplinary action.

Sexual Harassment: Each supervisor and employee has a responsibility to maintain the workplace free of any form of sexual harassment. Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is prohibited. Such conduct includes, but is not limited to:

1. Sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading words to describe an individual;
5. The display of sexually suggestive objects or pictures, including nude photographs.

As with any form of harassment, you have the responsibility to report sexual harassment to an appropriate authority as soon as possible. You may report to your supervisor, the Law Director, or the Knox County Human Resources Director. Your complaint of sexual harassment must be



investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. You will be advised of the findings following the investigation.

Any employee or supervisor who is found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including discharge.

#### Americans with Disabilities Act (ADA)

Knox County Law Director complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA) which prohibits discrimination on the basis of disability. It is Knox County Law Director policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Knox County Law Director is committed to providing reasonable accommodations to qualified individuals with disabilities so that they may perform the essential job duties of their positions unless it would impose an undue hardship on the employer. An alcoholic is a person with a disability under the ADA and may be entitled to consideration of accommodation, if s/he is qualified to perform the essential functions of a job. However, an employer may discipline, discharge or deny employment to an alcoholic whose use of alcohol adversely affects job performance or conduct to the extent that s/he is not "qualified". Persons addicted to drugs, but who are no longer using drugs illegally and are receiving treatment for drug addiction or who have been rehabilitated successfully, are protected by the ADA from discrimination on the basis of past drug addiction. Current illegal drug use is not protected under ADA.

Reasonable accommodation is any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

If you have a disability, you may request a reasonable accommodation at any time during the application process or during your period of employment. You, your health professional, or any other representative acting on your behalf may request an accommodation. This may be done verbally or by completing a reasonable accommodation request form. This form may be obtained from your supervisor or the Human Resources Department or in Appendix B.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability and that the disability necessitates a reasonable accommodation. The ADA Coordinator and/or Human Resources Director shall initiate an interactive process in which the employee, health care provider and employer each share information about the nature of the disability and the limitations that may affect the employee's ability to perform the essential job duties. The purpose of the discussion is to determine what, if any, accommodations may be needed that are reasonable. If needed, an employee or applicant may follow Knox County's ADA grievance procedure which is available in Appendix C and on Knox County's website.

A reasonable accommodation may also include the use of a service animal. Service animals are used for a variety of reasons, so each accommodation request and modification may be different. Service animals have been individually trained to do work or a task or tasks for the benefit of an individual with a disability. It is the individual training that distinguishes a service animal from other animals under ADA.

In general, the accommodation request may be granted if: 1) the employee's disability and the service animal's function are related; 2) the service animal will improve the employee's ability to perform their job; 3) the animal has had sufficient training to not be a disruptive presence in the workplace; and 4) the accommodation does not cause an undue hardship. The employee and the employer are required to discuss the details of how the service animal will be monitored and cared for during the workday prior to initiating the accommodation.

Each Knox County department should integrate service animal guidance into their Department-specific standard operating procedures. In doing so, this policy and procedure should be customized to fit each Department's situations and provide guidance as to when a service animal is an effective, reasonable accommodation or modification.

#### Title VI of the Civil Rights Act of 1964

Knox 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 215-4427.

#### Veteran's Preference

The Law Director believes that veterans who have served full-time in the United States Armed Forces should be rewarded with a preference in hiring. Veteran's preference is observed for veterans who served full time in the United States Armed Forces. Any person claiming a veteran's preference under this section shall submit satisfactory proof of service and honorable discharge with the employment application. The preferences established by this section shall be applicable to recruitment or hiring for employment or advancement in employment classifications managed and maintained by the County Human Resources Director. Candidates who have the minimum qualifications will be invited to interview.

#### Background Checks for Job Applications

If you are selected for employment with Knox County a background check will be conducted. The county follows the policy guidelines of the U.S. Equal Employment Opportunity

Commission (EEOC) when conducting background checks and fully complies with the law under Title VII of the Civil Rights Act of 1964.

- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will only be job-related.
- Information obtained during a background check will be kept confidential.
- Applicants must sign a written acknowledgment form granting the county permission to do a background check.
- Types of background checks:
  - o Criminal background checks will be conducted on all applicants once they are selected for employment.
  - o Vehicle driving records are checked if your job duties require you to drive a vehicle on county business.
  - o Credit history background checks. A credit history background will only be conducted if your primary job duties will include handling money, finances or auditing.
  - o Verification of Education and Professional Credentials. Some county departments may verify educational or professional certification of all selected job applicants in that department.
  - o Commercial truck drivers who are selected for a county job driving a truck will have a DOT background check from the applicant's previous employer.

The Human Resources Director will be responsible for evaluating applicant background checks and complying with all laws and regulations pertaining to background checks.

### HIPAA

Knox County Law Director complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), including the Privacy Rule enacted in 2000 and as amended in 2002, which follows guidelines involving the protected health information (PHI) of employees, dependents and patients.

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. If you have questions, want additional information or need to report a problem regarding your protected health information, please contact the Knox County Privacy Officer at (865) 215-4209 or email: [privacy@knoxcounty.org](mailto:privacy@knoxcounty.org).

### Nursing Mothers

In accordance with state and federal law, a private room is available to employees who are nursing mothers. Contact Human Resources at 215-2321 for more information.

### Sick Leave Donations

Knox County operates a Sick Leave Donation Program to provide assistance to employees who, because of long-term illness or injury, have exhausted their leave benefits and would otherwise be subject to a loss of income during a continuing absence from work.

You must meet specific conditions in order to both donate and receive leave under this program.

Contact the Knox County Law Director at 215-2327 for questions about eligibility and the procedures associated with the Sick Leave Donation Program.

The donor must meet the following conditions in order to donate sick leave:

- The donor can only donate a maximum of one hundred and sixty hours (160) per calendar year, with a maximum of eighty hours (80) donated to a single recipient;
- To be eligible to donate the donor must have an accumulated sick leave balance of at least three hundred (300) hours prior to the donation; and
- Complete the transfer form and acknowledge their willingness to donate sick leave to the recipient.
- Retiring or resigning employees will not be eligible to donate sick leave.

The recipient must meet the following conditions in order to receive sick leave:

- The recipient must have exhausted all of their accumulated sick, annual, and compensatory time, and have a diagnosed long-term injury or illness, the treatment of which requires the recipient to be absent from work more often than their accumulated leave time would allow. Absences for normal pregnancy, , routine or elective surgery, and common illness and injury are excluded. Employees are not eligible for donations to cover caring for family member or other persons.
- The recipient must not be receiving any other form of compensation including Social Security Disability Benefits or other disability-related income replacement such as AFLAC.
- A recipient may make their need for leave donations known to other employees. Such requests should be informal, brief, and without pressure.
- A recipient may not ask for donations from employees under their direct supervision, or offer an incentive to anyone in exchange for donated sick leave.
- A recipient is limited to a maximum of two hundred and forty (240) hours of donated sick leave within a twelve (12) month period.
- Donations are not retroactive, and will be applied to the pay period following the approval of the donation.

- Donations are applied to the recipient's balance on an as needed basis.

The Payroll Director will transfer the donation from the account of the donor to the recipient subject to the following conditions:

- After receiving a completed form including the signatures of the donor, recipient, Department Director, Compliance Coordinator, Human Resources Manager or Director.
- Donated hours are paid at the recipient's rate of pay, not the donor.
- Once leave has been transferred to the account of the recipient, it may not be returned to the donor.

Additionally, employees of the Knox County Law Director's Office may donate any part of their sick leave to any Knox County Law Director Office employee who has exhausted their earned leave benefits and would otherwise be subject to a loss of income during a continuing absence from work without participating in the Knox County Sick Leave Donation Program. The Knox County Law Director shall approve all sick leave donations.

Contact the person designated by the Knox County Law Director to maintain annual leave and sick leave for questions about eligibility and the procedures associated with the Sick Leave Donation Program.

## **Classification and Compensation**

### Employment at-will

Knox County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the Knox County Law Director may terminate your employment at-will, without cause or prior notice, at any time. None of the County's or Law Director'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 Knox County Law Director. Notwithstanding the employment at-will doctrine, an employee shall not be terminated, demoted or retaliated against for exercising his or her right to speak openly and freely regarding any issue involving Knox County Government, its agencies, boards or its elected or appointed officials so long as such speech does not violate the laws of slander and libel.

### New Employees

You are considered a new employee until you have completed your first 90 days of employment. The initial evaluation will be conducted upon completion of your first 6 months of employment. Your supervisor may evaluate your performance more often if necessary.

### Temporary and Seasonal Employees

You are considered a temporary employee when hired for a stated or specific term of employment of less than one (1) year.

### Part-Time Employees

You are a part-time employee if hired to work less than 30 hours per week on a regular basis.

### Full-Time Employees

You are a full-time employee if hired to work a minimum of 30 hours per week on a regular basis.

### Job Classification

All job classifications are based on an analysis of the duties and responsibilities of each position and include minimum requirements of education, training, experience, skills, knowledge, and abilities necessary for the job. The Knox County Human Resources Department and the Law Director's Office keep job descriptions on file.

### Compensation Plan

The compensation plan intends to provide equal compensation for work of equivalent responsibility, pay according to work performance and/or outstanding service, and establish pay rates which are comparable with those of regional governmental employers. Each position is rated according to experience, knowledge, training, duty complexity, leadership, effect of errors, communication, problem solving, physical demands, potential work hazards, stewardship/responsibility, and education.

Employees are generally hired at the lowest step of the position's pay grade, but may receive a different amount depending on experience and skill level. The pay level assigned is at the sole discretion of the Knox County Law Director.

### Pay Periods

Employees are paid on a bi-weekly basis. Payroll checks and direct deposits are available every other Friday. Some pay dates may occur earlier due to holidays. The Law Director is paid on the periods in accordance with the Knox County Charter. The Law Director is paid by the Charter schedule.

### Exempt and Nonexempt Employees

If you are a nonexempt employee, you are covered by the overtime provisions of the Fair Labor Standards Act. You will receive time and one-half in compensatory time for any time actually worked beyond forty (40) hours in one week. (Time off such as holidays, annual leave, or sick leave do not count as time worked.)

If you are an exempt employee, you are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those in bona fide executive, administrative, and professional positions. Exempt employees do not receive compensatory time since the salary of exempt employees is full compensation for all hours worked.

Classifying a position as "exempt" is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example, is not sufficient data to classify a job as exempt from overtime status. Responsibility for classifying employee positions as exempt or nonexempt lies with the Knox County Human Resources Department and the Knox County Law Director.

### Overtime Compensation / Compensatory Time

In accordance with the Fair Labor Standards Act, Knox County grants nonexempt employees compensatory time off instead of payment for time worked in excess of forty (40) hours in a workweek. Compensatory time will be granted at time and one-half for all time worked in excess of forty (40) hours.

You may use accrued compensatory time by December 31 of each year (within a reasonable period) after making the request if your absence does not unduly disrupt the operations of the department.

Compensatory time shall be awarded (for actual overtime worked) to all eligible Knox County Law Director employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours.

### 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 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

Non-exempt employees may not begin work early, or work after hours, without the approval of your immediate supervisor or the Law Director. Likewise, you may not count as work hours the time you spend in volunteer activities such as exercise that occurs before or after your scheduled shift or during your lunch period.

## **General Personnel Policies**

### Attendance

You are an important member of the Knox County Law Department team. We are committed to providing the highest level of government services and functions to better serve the community and our clients. 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 notify the Law Director's Office of your absence.

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 are not eligible for rehire.

### Work Hours and Time Records

The normal workweek consists of 40 hours. Core business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Some jobs may require other hours of service. In such cases, the immediate supervisor or Law Director will inform you of your work hours.

You will be responsible for completing a Knox County time sheet with your beginning and ending work times, including lunch. Completing your time sheet in full provides the most complete information to the person designated by the Knox County Law Director to maintain annual leave and sick leave.

Your supervisor or the person designated by the Knox County Law Director to maintain annual leave and sick leave will provide instructions as to the method required of your specific job.

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 increasing your compensated work time. Every adjustment to the work schedule requires approval from your immediate supervisor.

#### Canvassing or Solicitation

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

Solicitations by Knox County employees made to other Knox 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.

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

#### Inclement Weather

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing of the Knox County Law Director's Office. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave. If you have no compensatory time or annual leave, then the time is charged as leave without pay.

If you make the effort to report on time (i.e., you begin your commute on time) and are delayed in transit due to weather, you may not be required to use leave. The Law Director will determine if you must use accrued leave for late arrival.

Official Delays or Closings of Knox County Schools Due to Inclement Weather: In the event Knox County Schools is delayed or closed and there is no official delay or closing of Knox County Government and/or the Knox County Law Director's Office, employees of the Law Department shall have until 10:00 a.m. to report to work without being required to use leave for the loss of work time.

Official Delays or Closings of Knox County Government Due to Inclement Weather: The Knox County Law Director or the Knox County Mayor will decide if the Knox County Law Director's Office will be delayed or closed on normal work days during inclement weather. If the Knox County Government departments reporting to the Mayor are delayed or closed, then the Law Director's Office shall likewise be delayed or closed. The Law Director or his/her designee may also directly notify employees of closings.

If you have any question about an official closing, you should contact the Law Director or the Director's designee.

The Knox County Law Director will also determine whether certain "emergency service personnel" must report to work during inclement weather.

If employees are needed to assist with services, they will be contacted by a supervisor.

If you are not required to work during an official closing, you will receive administrative pay for your regularly scheduled working hours during the period of closing. This means you will be paid as if you had worked.

If you are among the emergency service personnel who must work, you will receive wages plus compensatory time for the hours actually worked.

If you are not scheduled to work during an inclement weather closing, you will not be paid for the closing.

If you are on annual, sick, or any other leave with pay during the declared times of closing, you will receive administrative leave with pay and will not have to charge that time to annual or sick leave.

#### Promotions, Transfers, and Reassignments

**Promotions:** Knox County Law Director 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. When possible, Knox County Law Director will promote from within and will first consider employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the best interest of the County.

You may view job postings on the central job posting bulletin board outside the Human Resources Department, on various bulletin boards throughout the County system, on the telephone Job Line (215-2313), and on the Knox County website ([www.knoxcounty.org/hr](http://www.knoxcounty.org/hr)). Other local agencies may also receive notice of postings. Selected openings may be advertised in the local newspaper. The Law Director reserves the right to hire professional and staff personnel directly without posting if it is in the best interest of the Department and the County.

**Transfers and Reassignments:** It is the policy of Knox County Law Director 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. The final approval is at the sole discretion of the Knox County Law Director.

### Suspensions

The Law Director is the hiring authority and may suspend you without pay for matters of poor performance or inappropriate conduct for a period of time not to exceed ten (10) working days in any three-month period.

You may not take annual leave, sick leave, or compensatory leave ("comp time") while on suspension.

### Demotions

A demotion is an assignment to a job at a lesser basic pay rate. There are two kinds of demotions: (1) demotions for cause and (2) demotions due to a reduction in workforce.

Demotion for Cause: A demotion may be made for cause including, but not limited to, violations of rules, failure to perform job duties adequately, misconduct, or neglect of duty.

Demotion Due to Reduction in Force: If a demotion is based on a reduction in force, you will be given consideration, based on seniority and work performance record, for future openings in higher job classifications.

### Dismissals / Terminations

All Knox County employees are employees at will. Any employee may be dismissed for no cause.

The following are guidelines for dismissals:

- VIOLATION of the attorney client privilege;
- Discussing law department business outside the department with disinterested people;
- Insubordination (refusal to follow supervisor's instructions);
- Endangering your own health or safety or the health or safety of other employees or citizens;
- Making fraudulent statements on employee applications or job records, including time sheets or time clock records;
- Absence from work without authorization or notification;
- Theft, vandalism, or willful destruction of County or employee property;
- Any violation of the County Alcohol and Drug Policy; or
- Any other infraction when dismissal is determined to be in the best interest of the County;
- Misconduct;
- Willful neglect of duties;
- Failure to perform job duties;
- Repeated tardiness or absence;
- Violation of departmental rules;

- Email abuse; and
- Internet abuse.

Any employee who receives three (3) documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason.

Knox County is under no obligation to follow these steps in sequence or even to follow them at all. Knox County reserves the right to terminate anyone's employment immediately without warning.

### Resignations

If you want to resign your position, you should notify the Knox County Law Director in writing no less than ten (10) calendar days before your expected termination date. Failure to provide such a notice will be recorded in your personnel file and may constitute grounds for "no-rehire."

After you give notice, the Law Director can release you from the job in less than ten (10) calendar days provided that all state and federal legal requirements are met.

### Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If you are discharged because of a reduction, you are considered terminated unless you are offered and accept another position.

The Law Director will determine when a reduction in force is warranted and which employee(s) will be released. The decision about individual employees is made with consideration of job knowledge, skills, and work performance. If all factors are equal, seniority will govern. If you lose your job through a reduction in force, you may apply for other posted positions, now or in the future.

### Flexitime Work Schedule

Flexitime is a work schedule that allows employees to work hours that are not within the normal workweek. A flexitime work schedule for full-time, non-exempt employees may be authorized by the Law Director upon the determination that staffing coverage is adequate and sufficient to meet the operating requirements of the Law Department. No flexitime shall be approved requiring more than forty (40) hours of service in a workweek. The accrual of annual leave, sick leave and compensatory time shall be the same for employees working flexitime as for those working a normal workweek as defined herein.

### Safety

Knox County Law Director is concerned for your health and safety in the performance of your job. You must observe all safety rules.

Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Knox County Risk Management Department. You will also have to complete a written form and send it to Risk Management within forty-eight (48) hours. If you are injured and unable to report immediately, then you should report the incident as soon as possible. Your supervisor will also have to file a report.

The Knox County Risk Management Department also sponsors a Safety Committee with membership representing all areas of Knox County. This group meets monthly and advises both management and employees on matters of safety and health.

For additional information about any safety concern, please consult the "Safety Policies and Procedures" manual or the Knox County Risk Management Department.

### Garnishments and Levies

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

### Alcohol and Drugs – Drug Free Workplace Policy

Knox County Law Director is committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment. The County regards its personnel as individuals as well as employees and believes that alcoholism and drug addiction are illnesses and should be treated as such.

Knox County Law Director further believes that if you develop alcoholism or other drug addictions, you can be helped to recover and should be offered appropriate assistance. It is in the best interests of you and the Department and County that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. Knox County Law Director's Office and its employees share a commitment to create and maintain a drug-free workplace.

The full Drug and Alcohol policy is available from the Human Resources Department. Please call 215-2321 if you would like a copy.

This section offers a brief summary of that policy.

**Pre-Employment Testing:** All applicants considered for employment in safety-sensitive positions are required to submit to a urinalysis test for the detection of the illegal use of drugs. These positions are: lifeguard, laborer, light-equipment operator, heavy-equipment operator, equipment operator, mechanic, medical examiner, medical legal death investigator, autopsy technician, and all positions requiring a certified driver's license (CDL).

**Employees on Duty or on County Property:** You must not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor may you be under the influence of such drugs. Furthermore, you must not be under any degree of intoxication or odor from alcohol, or possess open alcoholic beverage containers while on duty, or on County property, or in attendance at County-approved functions.

**Use of Prescription Drugs:** You must not use or take prescription drugs above the level recommended by your prescribing physician and must not use prescribed drugs for purposes other than those for which they are intended.

**Employees Convicted of a Criminal Drug Law:** If you are convicted of any criminal drug law (including alcohol, prescription drugs, or over-the-counter drugs), you must notify your supervisor and the Knox County Law Director no later than five (5) days after the conviction. Within thirty (30) days after receiving notice of a conviction, the Law Director will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program. Your failure to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge.

**Reasonable Suspicion of Drug or Alcohol Use:** Whenever a supervisor or the Knox County Law Director reasonably suspects that your work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that you have otherwise violated the Knox County Government Drug-Free Workplace Substance Abuse Policy, you may be required to submit a breath and/or urine sample for drug and alcohol testing.

When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that an employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor must notify the Knox County Law Director.

**Refusal to Submit to Required Testing:** If you are required to submit to drug/alcohol testing based upon reasonable suspicion and refuse, you may be charged with insubordination and necessary procedures may be taken to terminate your employment.

### Tobacco Use

Tobacco products, including electronic/vapor cigarettes, may only be used outside buildings in a specific area designated by the building manager. Ask your supervisor where this area is located

at your facility. Additionally, tobacco products, including electronic/vapor cigarettes, may not be used in any vehicle owned or leased by the County.

### Computers, Smartphones, Tablets and Other Tech Equipment

Computers, smartphones, tablets and other tech and related equipment and software are County property and are provided for the use of County employees for conducting County business. These items include, but are not limited to, smart phones and other tech equipment, hardware, software, and computer files and documents.

Electronic signatures on email must state only general information about the employee (i.e., name and contact info). Your supervisor may instruct to change text, icons, backgrounds, fonts or other information to be consistent with professional email communication.

The Knox County Fleet Safety Program prohibits employees while operating vehicles on county business from using electronic communication devices, with the exception of hands-free devices.

The County has the right to monitor any and all of its electronic devices. This includes but is not limited to:

- Monitoring your internet usage;
- Reviewing your internet browser history;
- Reviewing any downloaded or uploaded material;
- Reviewing emails sent or received by you; and/or
- Monitoring the content of stored files on your county computer, smart phones, tablets or other tech and related equipment.

Passwords: All passwords used to gain access to any device owned by the County must be provided to the department director or the Information Technology department upon request. The use of undisclosed passwords is prohibited.

Knox County Law Director will not request or require an employee to disclose a password that allows access to the employees' personal accounts.

Prohibited Uses:

- Sending, displaying, circulating, or storing inappropriate, illegal or sexually explicit material is prohibited.
- No software or hardware may be installed or downloaded on County computers without the written permission of the Director of Information Technology.
- Playing computer games on County computers is prohibited.

The email system may not be used to solicit or to conduct personal business ventures. Employees must comply with all software licenses, copyrights and all other local, state and federal laws governing intellectual property and online activity.

Employees who violate this policy shall be subject to legal and/or criminal prosecution. Computers, smartphones, tablets and other tech equipment that have been used to violate this policy may be disconnected from the network until such violations are corrected. Employees must immediately notify their immediate supervisor or department director upon learning of any violations of this policy.

### Electronic Communication Device Usage and Etiquette

Knox County Law Director understands the important and integral part smartphones and other electronic communication devices play in our everyday lives. However, the use of such devices during work hours must not interfere with an employee's job duties or performance. If an employee's use of such devices becomes disruptive or interferes with another employee executing their job duties, they may be asked to not bring the device into the workplace.

Please be respectful to those around you to minimize disruptions. This means silencing your device during work, in meetings or when engaged with constituents. Be mindful of those around you when speaking on the phone. It is best not to discuss personal matters in earshot of the general public.

### Social Media

#### *Policy Purpose*

Knox County Law Director recognizes that online social media has become an integral part of how people communicate, express themselves and interact with others, both on and off the job. This policy outlines our expectations regarding employees' responsibilities. As an employee of the Law Director, employees are expected to represent the Law Director's Office responsibly, whether on the job or in the community. By following these guidelines, employees can avoid the pitfalls of online activity that could negatively affect their employment. Because of the rapid evolving industry regarding social networking, all employees should expect periodic updates, edits and amendments to this policy. Any failure to mention a specific program or platform does not suggest or imply exclusion from this policy.

#### *Digital Social Networking Policy*

- A. Employees should understand that they are fully responsible for anything they write, publish, post or view online. Discipline or legal action can result from any employee that violates the County policy, Code of Ethics or creates a hostile work environment.
- B. Employees' digital social activity (Facebook, Twitter, Instagram) should not insult, defame or attack coworkers, managers or members of the public as this would not align with our Code of Ethics.
- C. Avoid identifying, discussing or posting pictures of others unless documented permission has been obtained.



- D. Except where permitted by applicable State or Federal law, do not reveal confidential information about fellow employees, personnel issues or any other information that has not been approved for release.
- E. Some employees may have job responsibilities or job descriptions that specifically call for or prohibit digital activity. Any employee that has questions regarding how this policy applies to their respective job functions should contact his or her direct supervisor. For those employees authorized to participate in digital activity while on the job, we ask that they focus that activity on material directly relevant to their job.

### *Guidelines*

No policy can specifically address all the ways employees might communicate, publish, interact or behave on social media applications. Any employee who is unclear on how this policy applies or does not apply is encouraged to contact his or her direct supervisor. Your direct supervisor or the Law Director can also help clarify. When in doubt, ask!

Some key points to remember:

- Think Before You Post – remember, anything you post can't necessarily be taken back. Consider the effect your statements may have on yourself or others.
- Be Polite and Respectful – keep a level head if discussing controversial issues and follow the golden rule.
- Be Smart and Use Common Sense – if something you wish to write causes you to think twice, it may be best not to post it.

## **Leave Policies**

### Annual Leave / Vacation

If you work 18.5 hours or more per week on a regular basis (including during probation), you are eligible for annual leave. The following guidelines apply:

1. You may take annual leave anytime during the calendar year (with prior approval) January 1st through December 31st.
2. If you are involved in military training including the Tennessee State Militia, you will continue to earn leave while being paid.
3. You accrue leave based on a 40-hour workweek.

4. Your accrual rate increases at the beginning of each calendar year as shown on the table below.

**Annual Leave  
Accrual Factor Table**

Years of Service	Accrual Factor	Maximum Accrued Hours per Year*
Less than 1	.0462	96
1	.0500	104
2	.0538	112
3	.0577	120
4	.0615	128
5	.0654	136
6	.0692	144
7	.0731	152
8	.0769	160
9-20	.0808	168
Over 20	.0923	192

\*Based on a 40-hour work week.

5. You may take annual leave in increments of quarter-hours. This means that the minimum amount of leave you can take is 15 minutes.
6. The number of accrued leave hours to be used for one day of leave is equal to the number of scheduled paid hours of work for that day of leave. For example, if you work four 10 hour days per workweek, you must use 10 hours of annual leave to have the entire day off. If you work 7.5 hours per day, then 7.5 is the number of hours of annual leave you must use to equal one day.
7. You may take annual leave in the year you earned it, or you may carry it over for use in later years. However, there is a limit to the amount of annual leave you may accrue. Those limits are:

Years of Service	Maximum Accrued Hours
1 - 8	288
9 - 20	312
Over 20	344

8. If you earn annual leave in excess of the maximum amount listed on the table, it will be transferred to your sick leave account at the beginning of the calendar year.

9. When you terminate employment, you are entitled to payment for any unused annual leave that has accrued. Payment is based on the rate of compensation received at the time of termination. Vacation checks are computed on the regular payroll day and are available at the normal time and place. No checks are issued in advance.

Certain amounts paid for unused accrued annual leave when you terminate or retire are treated as compensation for Knox County Retirement System purposes. These amounts are subject to mandatory employee contribution to the asset accumulation plan, 457(b) deferred compensation plan and the Closed Defined Benefits Plan (DB) employee contributions, if applicable. These amounts are also counted for purposes of computing the County match contributions to the Asset Accumulation Plan, 457(b), and for Closed DB benefit purposes.

For Retirement System purposes, the maximum amount of your payment for unused accrued annual leave that can be counted is:

For termination or retirement after July 1, 2017, your maximum amount listed on the table as of the immediately preceding June 30.

Regardless of the Retirement System limits, annual leave accrued above the maximum limit will be paid to you without withholding for Retirement System employee contributions.

#### Annual Leave Scheduling

You may take your annual leave at any time of the year as long as you have accumulated the time and the needs of the department are met.

You must follow the procedures in place to inform the Law Director's Office of your intent to take annual leave.

#### Sick Leave Accrual

If you work 18.5 hours or more per week on a regular basis, you are eligible for paid sick leave for authorized absences as defined in this sick leave section.

The amount of sick leave you earn is based on a 40-hour workweek. Employees earn 96.2 hours of sick leave per year.

No. of Paid Hours Per Pay Period	Accrual Factor	Hours of Earned Sick Leave Per Pay Period	Hours of Earned Sick Leave Per Year
37	.0462	1.71	44.5
64	.0462	2.96	77.0
75	.0462	3.47	90.2
80	.0462	3.70	96.2

There is no “cap” or maximum for the amount of sick leave you can accrue.

You may not convert unused sick leave into cash, personal holidays, or annual leave. In addition, unused days of accumulated sick leave are not paid when employment terminates, except as provided herein for the payment of unused accumulated sick leave for retiring Knox County Law Director employees. However, if you return to employment at Knox County within one year after resigning, your sick leave balance and annual leave accrual rate may be restored. If you received payment for sick leave, however, restoring your sick leave balance would be subject to repayment to Knox County for such leave.

#### Payment of Unused Accumulated Sick Leave

Retiring Knox County Law Director full time employees shall be eligible to receive a payment for unused accumulated sick leave in accordance with the following set forth below.

Retiring Knox County Law Director full time (40hrs / 37.5hrs) employees shall be eligible to receive a payment for unused accumulated sick leave at a rate of \$100.00 per eight or seven and one-half hours (8hrs / 7.5hrs) of accumulated sick leave up to a maximum of ten thousand dollars (\$10,000) in accordance with the following:

- The employee shall retire from Knox County Government, and
- Retirement eligibility shall be based on the policies of the County Retirement and Pension Board, and
- Employee shall provide a sixty (60) day notice.

If less than sixty (60) days’ notice is given, unused accumulated sick leave shall be paid at a rate of \$60.00 per eight or seven and one-half hours (8hrs / 7.5hrs) of accumulated sick leave up to a maximum of six thousand dollars (\$6,000).

If an employee was eligible for retirement under the policies of the Knox County Retirement and Pension Board at the time of death, the beneficiary, as listed on the employee’s designation of beneficiary for wages form, shall receive up to the maximum payment as provided for employees who give a sixty (60) day written notice, for the deceased employee’s unused accumulated sick leave.

Payments for unused accumulated sick leave shall be processed after the retirement by the Knox County Retirement and Pension Board. Payments are subject to taxes and withholding.

#### Sick Leave Notification and Approval

To be eligible for sick leave with pay, you must give the Law Director’s Office as much advance notice of an absence as possible. You must notify the Law Director’s Office on each day of absence. Exemption from this notice requirement may be approved by the Knox County Law

Director due to extenuating circumstances (such as sick leave required due to trauma or accidents that prevent notification in a timely manner).

#### Sick Leave for Employee Illness or Injury

You may use paid sick leave for authorized absences due to your own illness, injury, or medical appointment. If you are absent for less than three (3) consecutive working days, the Law Director may or may not require that you provide a healthcare provider's statement.

To be eligible for sick leave with pay during a continuous period of more than three (3) working days, you must, upon request of the Law Director, provide a healthcare provider's statement showing the cause or nature of the illness or injury and expected date of return to work, or some written statement of the facts concerning the illness or injury which is acceptable to the Law Director.

If you are out on sick leave for more than three (3) consecutive working days and qualify for protection under the Family and Medical Leave Act (FMLA), the Law Director is responsible for notifying you and ensuring that all FMLA guidelines are followed.

#### Sick Leave for Family Illness or Injury

You may use accrued sick leave in any calendar year to attend to, or provide care for, certain family members who are ill or injured.

Those family members include your:

- Spouse
- Parent
- Son or daughter
- Brother or sister
- Grandparent
- Grandchild
- Step-relatives of the above categories
- In-laws of the above categories
- Any person actually residing in your household, i.e., foster children

This list is broader than the list of relatives covered in FMLA.

If you have been out on sick leave for more than three (3) consecutive days due to a family illness that qualifies for protection under FMLA, the Law Director is responsible for notifying you and ensuring that all FMLA guidelines are followed.

You must provide your supervisor with a statement from a health care provider if you are absent for more than 3 consecutive days due to illness or injury of a family member listed in this section.

In all cases of absence for more than three (3) consecutive days because of family illness (whether FMLA or not), you must, upon request of the Law Director, provide a healthcare provider's statement certifying that you are needed to provide care for the family member.

#### Sick Leave for Medical Appointments

You may use your accrued sick leave for medical appointments such as doctor, dental, or optical appointments, or for assessments or treatment prescribed by your healthcare provider. This includes medical appointments for your family members as described in the previous section on "Sick Leave for Family Illness."

The amount of sick leave used is the total of the appointment duration and reasonable travel, unless treatment necessitates recovery time. Routine or preventive appointments typically do not require a recovery period.

#### Sick Leave for School Conferences

You may use your accrued sick leave up to eight (8) hours per calendar year for teacher/advising/DCS conferences (not class attendance). This may be used for yourself, your children, or any other person for whom you have responsibility. For example, if your nephew, grandchild, or foster child lives with you, you may use sick leave for his or her school or DCS (in the case of a foster child) appointments up to the limit of eight hours per year.

Any additional time required for educational needs would be charged to annual leave or compensatory time.

#### Sick Leave Accounting

Sick leave may be taken in increments of quarter-hours (15 minutes). You may consider authorized days off for sick leave as time worked for calculating weekly overtime compensation.

#### Bereavement Leave / Funeral Leave

Death of an immediate family member: You are entitled to a period of bereavement up to three (3) consecutive work days at regular pay (not including overtime) with no deduction from your leave balances due to the death of any of the persons in your family: This includes family members as described in the previous section on "Sick Leave for Family Illness or Injury."

In addition, you may use up to two (2) additional consecutive days of leave, totaling five (5) days of leave. These two (2) additional days will be deducted from your sick leave balance. If no sick leave remains, you must use compensatory time or take annual leave. If no annual leave remains, you must take unpaid leave.

The Knox County Law Director will make the final decision on the number of approved days for bereavement leave based on factors such as required travel and level of involvement in funeral arrangements. Other factors may also be considered.

Any bereavement period that is expected to go over the five (5) day limit requires approval from the Knox County Law Director and you must use your annual time.

Death of any other person: You may use up to three (3) consecutive work days of accrued leave for the bereavement of other persons not listed above. This leave will be deducted from your sick leave balance. If no sick leave remains, you must use compensatory time or take annual leave. If no annual leave remains, you must take unpaid leave. As stated above, the Law Director will make the final decision on the number of days approved for this leave.

The Law Director must approve any bereavement period that is expected to exceed the three (3) day limit and you must use annual leave for those additional days.

#### Leave of Absence

If you exhaust all your earned annual and sick leave and still need time off for personal or health reasons, you may apply for a leave of absence for a period of up to three (3) months if you are a full-time employee. The request for leave must be given to the Knox County Law Director at least thirty (30) days prior to the start of the requested leave unless the leave is an emergency. Regardless of the reason for the leave, it is essential that the following departments be notified to ensure that benefits are properly administered:

- Human Resources Department
- Retirement and Pension Board
- FMLA Coordinator
- Payroll Department

Your supervisor (or Knox County Law Director) may or may not approve your request for a leave of absence. The decision is at his/her discretion, unless the leave qualifies under the Family Medical Leave Act or the Tennessee Maternity/Paternity Leave Act. Some of the matters considered in approving the request are your length of service, employment record, and the reason for the absence.

While you might originally request a leave of absence for a period of three (3) months, it is possible that extensions may be granted. However, the total leave and extensions for any one cause cannot exceed one (1) year.

You do not accrue sick and annual leave while on an approved leave of absence.

You must notify the Law Director of the anticipated date of your return to work prior to that date. The Law Director is responsible for immediately notifying the Human Resources Department, the Retirement and Pension Board, the FMLA Administrator, and the Payroll Department.

When you return from a leave of absence, you will be placed in your previous position or a similar position, if available. If the same or similar position is not available, you will receive preference for employment in any available position for which you are qualified.

If you fail to return to work at the conclusion of your leave of absence, you will be terminated from employment. If you are unable to return to work, you are responsible for requesting an extension (in advance) from your supervisor or the Knox County Law Director.

There may be changes in your employee benefits during a leave of absence. Please contact Human Resources to determine what changes you may experience.

### Family Medical Leave Act (FMLA)

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

**Eligibility:** If you have been employed for at least one year and worked a minimum of 1,250 hours in the preceding twelve (12) months, 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;
- the serious health conditions of a son or daughter, parent, or spouse if you are needed to help provide care;
- the care of a family member injured in military service; or
- a qualifying need requiring prompt action related to your own or a family member's military call-up or service. An example would be making arrangements for dependent childcare prior to deployment.

**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 Knox County with certification by a treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

**Measuring:** Knox 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 September 5, 2012 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 September 5, 2013.



Intermittent or Reduced Schedule Leave: FMLA leave can be taken on an intermittent or reduced schedule basis under certain circumstances. You may request intermittent or reduced schedule 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 schedule 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 must work with your supervisor to schedule the leave so it does not unduly disrupt the department's operations, subject to the approval of your healthcare provider.

The Law Director may, in his sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodates 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.).

Health Insurance Premiums: During FMLA leave the County will continue to pay its portion of the health insurance premiums. You must continue to pay the portion which is your obligation. Please contact the Benefits Department if you need additional information.

If you do not return to work at the end of FMLA leave, you will be required to reimburse the County for payment of health 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 leave balances during FMLA leave. Accrued leave and FMLA leave are used at the same time – you do not take your accrued leave first and then take FMLA.

That portion of the family leave of absence which is vacation time and/or sick days will be with pay according to the County's policies regarding vacation time and sick days.

During FMLA leave, 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:** If you return to work from FMLA leave before or on the business day following the expiration of the twelve (12) weeks, you are entitled to return to your job or an equivalent position without loss of benefits or pay.

**Applications:** Applications 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.

When you are on leave, you must report your status at least every thirty (30) days to the Law Director (if you are medically able to do so) and indicate when you intend to return to work. Appropriate forms must be submitted to Human Resources to initiate family leave or to return the employee to active status.

**Extensions:** Family and medical leave is available only for up to twelve (12) weeks under the FMLA, unless you contact the Law Director and obtain special approval for an extended leave of absence due to special circumstances. The Law Director, if necessary, will consult with the Human Resources department about the approval. An eligible employee who is caring for a covered military service member may be entitled to up to twenty-six (26) weeks of FMLA leave during a twelve (12) month period.

Any extensions must be requested, whenever possible, two weeks in advance of your scheduled return date. The Knox County Law Director reserves the right to grant or deny such extensions in whole or part in accordance with state and federal law.

#### Maternity / Paternity Leave

Maternity/paternity leave is granted to employees for a maximum of sixteen (16) weeks, with the first twelve (12) weeks of leave falling under the Family Medical Leave Act (FMLA) and the remaining four (4) weeks as maternity/paternity leave. You must be employed full-time for at least twelve (12) months to receive maternity/paternity leave.

This leave covers both men and women and includes adoption.

You must provide at least four to six (4-6) weeks advance notice of your anticipated date of departure, except in those cases where medical emergency prevents this notice, and state the length of your requested leave and your intention to return to fulltime employment after the leave.

You are required to use your accrued leave (annual, sick, comp) during maternity/paternity leave but may retain 16 hours of sick leave for use with follow up appointments or newborn illness following your return. This would be considered an exhaustion of sick leave for purposes of sick leave donations. Accrued leave and maternity/paternity leave are used at the same time. You do not take your accrued leave first and then take maternity/paternity leave.

The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and/or bonding with the infant. If the County finds that you pursued other employment opportunities or worked part-time or full-time for another employer during the period of maternity/paternity leave, then the County does not have to reinstate you at the end of your leave period.

#### Breast Milk Expressing

Nursing mothers can take up to two paid breaks (20 minutes each) per day to express breast milk for her nursing child for up to eighteen (18) months after the child's birth. The supervisor should work with the employee to schedule break time that reasonably accommodates both the mother's needs and her work responsibilities. The supervisor is responsible to help the mother identify a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public which may be used to express milk. (See also "Nursing Mothers" Section, herein.)

#### Military Leave

If you are a member of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, the Tennessee State Militia or the commissioned corps of the Public Health Service, you are eligible for military leave for active duty training, inactive duty training, full-time National Guard duty, or absence to determine your fitness to serve in the Armed Forces.

There is not a waiting period to be eligible for military leave. This applies to both probationary and non-probationary employees. As a result of your membership in any of the named military reserve organizations, you are allowed to receive up to thirty (30) working days per calendar year of paid military leave when you are absent from work because of performance of duty or training in the military reserve. You will receive your regular salary during this leave period.

You must provide copies of military orders when requesting such leave. If you are requesting more than ten (10) days off, you must make the request in writing no less than two (2) weeks in advance.

If you are a member of any reserve component of the armed forces of the United States or Tennessee National Guard or the Tennessee State Militia, you are entitled to a leave of absence for all periods of military service for duty or training which are under competent orders. If your leave for military service is 181 days or more, you must reapply with the County within ninety (90) days of completion of the service.

#### 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 or the Knox County Law Director.

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 turn in to the Payroll Department, and inform the Knox County Law Director of, any pay you receive from the courts for jury duty. This does not include witness fees and expenses paid from other sources.

On any day during jury or witness duty that you serve less than three (3) hours, you are expected to return to work immediately.

#### 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 or the Law Director. Your supervisor or the Law Director may select the hours during which you may be absent for voting.

#### Holidays

Knox County observes the holidays listed below. You are eligible to be paid for these holidays if you work at least 18.5 hours per week on a regular basis.

The County Mayor may announce any additional holidays. Offices may be closed without further notice on the following days:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Spring Holiday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Winter Holiday (a two-day holiday, the 25th of December and one other day to be announced annually by the County Mayor).

If a holiday falls on a Saturday or Sunday, the County Mayor will determine the day to be taken.

If you are eligible for holidays, you will receive pay for each holiday – whether or not you are scheduled to work on those dates. The amount of pay is prorated to the number of hours you work each week, not the hours on the date of the holiday closing. This means you will receive the same amount of pay for each holiday.

The amount of paid holiday credit you receive is based on a 40-hour normal workweek. For a 40-hour normal workweek, you will receive 8.00 hours of paid holiday credit.

If the holiday falls on a day when you are scheduled to work fewer hours than the holiday credit hours you receive, you will need to take the remaining hours on another day within the same pay period.

If the holiday falls on a day when you are scheduled to work more hours than the holiday credit you will receive, you need to “make up” those hours. You may either work the additional hours on another day in the same pay period, or you may choose to use annual leave or compensatory time for those hours.

You will need to arrange any schedule changes with the Law Director and receive advance approval.

If you wish to observe a religious holiday, contact your supervisor to make arrangements. Annual leave will be used for time off taken for religious holidays. If you have no accrued annual leave, you must use available compensatory time, sick leave, or leave without pay, in that order.

**Paid Holiday Credit**  
**Based on Hours in the Regularly-Scheduled Work Week**

<b>Hours per Week</b>	<b>Holiday Credit</b>
40	8.00
39	7.75
38	7.50
37	7.50
36	7.25
35	7.00
34	6.75
33	6.50
32	6.50
31	6.25
30	6.00
29	5.75
28	5.50
27	5.50
26	5.25
25	5.00
24	4.75
23	4.50
22	4.50
21	4.25
20	4.00
19	3.75
18.5	3.75

You will need to arrange any schedule changes with your supervisor and receive advance approval.

# DIVISION II

## Employee Benefits

### Plan Documents

Copies of the plan documents and important legal notices for benefits administered by the Benefits Department are available at [knoxcounty.org/benefits](http://knoxcounty.org/benefits) or by contacting the Benefits Department (free paper copies available upon request). Should any questions or conflicts arise, the plan documents will be the final authority in determining your benefits. Knox County reserves the right to modify or discontinue a benefit at any time.

### Other Benefit Communications

The Benefits Department issues an updated copy of the Benefits Guide each year. This document is intended to be an overview of the benefits administered by the Benefits Department. It contains information about insurance premiums, how to enroll in benefits and simplified information about coverage. It is not a contract or an official interpretation of the benefit plans.

Additional information about benefits can be found at [knoxcounty.org/benefits](http://knoxcounty.org/benefits) and the Employee Self Service link found on that webpage. It is your responsibility to check your professional email account, if one has been issued to you, and to keep your primary email address and home address up-to-date in the Employee Self Service.

### Insurance Identification Cards

Insurance identification cards must be used only by you and the legal dependents you have enrolled in a benefit. Typically, insurance cards will be mailed to the home address listed in your Employee Self Service account. You can update your contact information by visiting the Employee Self Service link at [knoxcounty.org/benefits](http://knoxcounty.org/benefits). Some benefits may not issue cards. See the current year Benefits Guide for more information.

### Benefits Eligibility

This section applies to health, dental, vision, flexible spending and life insurance coverage.

### Employee Eligibility

You are eligible for benefits when you work a minimum of 30 hours per week. These benefits include medical coverage, dental coverage, vision coverage, and flexible benefit options. If your hours drop below 30 hours per week on a regular basis you will lose eligibility for health insurance and you and all eligible covered dependents will be offered COBRA. New employees have 30 days from their date of hire to enroll in benefits.

### Dependent Eligibility

You are responsible for only listing dependents that are eligible for coverage as defined by the plan documents. If a covered dependent becomes ineligible based on the plan documents, it is your responsibility to notify the Benefits Department immediately. Making a misrepresentation of fact or committing fraud against any benefit can have serious ramifications, up to and including termination of coverage and/or employment. Misrepresentation and fraud include, but are not limited to, providing incorrect or misleading information or permitting the improper use of insurance cards.

### Eligibility Start Date

Benefits Department staff will determine the effective date of coverage. Typically, it is the first day of the calendar month following 30 days of continuous employment. If an employee starts work on the first working day of the month (defined as the first workday that is not Saturday, Sunday or an official Knox County employee holiday), he or she is eligible for coverage on the first day of the following month. For example: If you were hired on Jan. 18, your coverage would go into effect March 1. If you were hired on February 1, your coverage would also go into effect March 1. In both instances, this means your deductions would not start until March 1.

### Change in Eligibility Status/Qualifying Events

In most instances, you have 30 days after an eligibility changing event (“qualifying event”) to notify the Benefits Department and make changes to your elections. Qualifying events include: dependent status change, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit eligibility. Employees are encouraged to use the Employee Self Service portal to report qualifying events.

If you or your dependent loses Medicaid or (Child Health Insurance Program) CHIP eligibility, you have 60 days after the qualifying event to notify the Benefits Department and make changes to your elections.

Some benefits may not require a qualifying event prior to a change. If a qualifying event is required, you will need to provide timely proof of the qualifying event and/or dependent eligibility.



### Eligibility End Date

Generally, benefits end the last day of the month in which you actively work. In cases of death or divorce, benefits end on the date of the event. If you do not receive paychecks to cover the entire month (and have premiums deducted), you may be required to submit payment to cover your portion of benefit costs.

### Continuation of Coverage (COBRA)

If you lose coverage due to a 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 limited period of time.

For a full explanation of COBRA terms and eligibility, contact the Benefits Department or refer to the "General COBRA Notice."

### Annual Enrollment

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's enrollment, claims experience and other relevant factors. Announcements concerning changes for the upcoming plan year are made during annual enrollment each fall. You are required to review the Benefits Guide, your notices, home mailings and department memos for information about the benefits for the upcoming year.

The Benefits Department conducts help sessions at various locations to accommodate those who need assistance and information regarding benefit changes. Typically, the enrollment period is from mid-October until mid-November. It is your responsibility to stay informed of benefit changes and open enrollment dates.

### 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 in the month in which your coverage starts. Your health and flexible spending deductions will be taken out of 26 pay periods per year. Dental, vision, life insurance and gym discount deductions will be taken out 24 pay periods per year.

If you miss a paycheck due to work absence or unpaid time, you are responsible for contacting the Benefits Department at (865) 215-3800 to make payment arrangements.

### Health Coverage

Knox County offers a selection of health insurance plans with various types of coverage. Each plan is priced based on the number and type of dependents covered by the plan, including employee-only coverage with no dependents. The County pays a significant portion of your insurance premiums as a benefit of your employment, but you are responsible for the employee portion of the insurance premiums.

Temporary employees, seasonal employees, and interns are not eligible for health coverage.

### Dental and Vision Coverage

Knox County offers dental and vision insurance plans with various types of coverage. Each plan is priced based on the number of dependents covered by the plan, including employee-only coverage with no dependents.

Temporary employees, seasonal employees, and interns are not eligible for dental or vision coverage.

### Flexible Spending Accounts

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Knox County offers a benefit option that utilizes a debit-type card to access your plan 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. There are minimum and maximum deduction limits for this benefit. See the current year Benefits Guide for details.

You do not have to be enrolled in Knox County's health insurance plan in order to participate in a flexible spending account.

You may enroll during the annual open enrollment. Re-enrollment is required each year to continue participation.

### Life Insurance

Knox County provides basic life and accidental death and dismemberment (AD&D) insurance at no cost to you when you work at least 18.5 hours per week on a regular basis. For basic life, the County provides one and one-half (1½) times your salary, up to a maximum benefit of \$50,000. For AD&D, you are eligible to receive an additional benefit according to a schedule of losses

such as loss of life, limb or sight due to an accident. This benefit pays up to two times your annual salary, with a maximum of \$100,000.

You may purchase supplemental life insurance for you, your spouse or your child(ren). If you purchase supplemental life insurance, the premium will be deducted from your paycheck.

Rates for supplemental coverage are available in the current year's Benefits Guide which can be found by visiting [knoxcounty.org/benefits](http://knoxcounty.org/benefits).

### Discounted Gym Memberships

Knox County strives to promote and support the physical well-being of its employees and their families. The current year Benefits Guide contains information about discounted gym memberships available to you and qualified dependents. Age limits and dependent relationship to the employee may affect dependent eligibility.

### Health and Wellbeing

Knox County believes in supporting the health and wellbeing of our employees. We encourage employees to maintain active lifestyles, make a habit of healthy eating and take steps to manage stress. Simple activities such as regularly taking a walk during lunch, choosing water instead of soda and fostering work-life balance can help make a difference in your personal health.

As an employer, Knox County continues to work on creating a culture and environment where health and wellbeing is supported as the norm. Departments are encouraged to work with employees to create strategies specific to their worksite for supporting health and wellbeing. This may include, but is not limited to, allowing alternative schedules to accommodate physical activity, incorporating short physical activity breaks into long meetings, holding walking meetings, creating welcoming environments for employees to eat lunch, and helping employees reduce on-the-job stress.

### Employee Assistance Program (EAP)

Knox County strives to promote and support the emotional well-being of its employees and their families.

The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and members of their immediate family/household who are dealing with difficult issues. EAP services may not be appropriate for all needs or ages, and an EAP representative can provide you with a referral to other services upon request. The EAP also provides additional services, such as limited legal and financial counseling, at no cost to you.

Additional information about the EAP can be found in the current year Benefits Guide, at [www.knoxcounty.org/benefits](http://www.knoxcounty.org/benefits) or by contacting the Benefits Department.

### Workers' Compensation

You are protected under the State of Tennessee's Workers' Compensation Law for injuries and occupational diseases that result "out of and in the course of employment." This includes injuries that take place when you are performing tasks you were hired to perform at times and in places where you were hired to work.

If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor;
- Provide written notification of your injury within one working day of the injury;
- Complete a TN 1st Report of Injury. It is your responsibility to send or fax it to Knox County Law Director Workers' Comp Division, (865) 215-3390;
- Choose a physician from the panel of primary physicians provided to you by your supervisor. Workers' Comp will schedule your initial appointment for you;
- Keep all appointments with physicians as scheduled or notify Workers' Comp in order to have the appointment rescheduled for you;
- Workers' Comp Division must approve all physicians and appointments;
- Be aware that Knox County has a temporary duty (light duty) program for all employees;
- Notify Workers' Comp and your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty; and
- Give your supervisor a copy of Return to Work forms you receive from the physician.

If you require emergency medical treatment, you should use the emergency room at any local hospital. Only one visit to the emergency room will be covered by Workers' Compensation. Notification to Workers' Comp Division should be made immediately.

If there is a follow-up appointment required after the initial visit to the emergency room, you must choose from the panel of primary physicians. The Workers' Comp Division will schedule this appointment for you. You are not authorized to return to the emergency room for follow-up treatment (i.e., removal of stitches, change of injury dressings, etc.).

Knox County has contracted with local pharmacies to accept charges for medications for work-related injuries after the following:

- You have notified your supervisor and Workers' Comp Division of your injury;
- Your prescription has been approved for payment by Workers' Comp Division; and
- The pharmacy has contacted Workers' Comp Division for authorization.

Knox County will pay reasonable and necessary costs related to your on-the-job injury as long as the proper procedures are followed. If your authorized treating physician releases you to return

to work with specific temporary restrictions (i.e., light duty) and Knox County can provide a job within the recommended restrictions, you must return to work and attempt the light duty.

Your authorized physician determines what light duty work is appropriate. If clarification of light duty restrictions is needed, you should contact the Workers' Comp Division. Failure to report for light duty may result in termination of disability benefits. You may qualify for benefits if Knox County cannot provide a job within the restrictions given by the authorized physician.

Medical bills and temporary benefits will not be paid until the Workers' Comp Division has received the appropriate forms and the Division has approved your claim.

After your claim has been received in the Workers' Comp Division, it will be reviewed to determine whether it is approved. You will be notified if a problem arises in the process of making that decision.

The Workers' Comp Division Office has final authority to determine if a claim is accepted as a Workers' Comp injury or is rejected and should be applied to your medical insurance.

The goal is to process Workers' Compensation claims as quickly and as fairly as possible while providing you with the best medical care possible. The length of time required for approval will vary for each claim. If you have questions regarding a Workers' Compensation issue, please contact the Workers' Comp Division at (865) 215-4573 or (865) 215-3955.

#### Retirement and Pension Board

The Retirement and Pension Board is an independent nine-member board made up of the County Mayor, four County Commissioners, and four employee-elected representatives. This Board handles the administration of all the retirement plans offered to you. You may contact the Board at its administrative office located in Room 371 of the City County Building, by phone at (865) 215-2323, or website: [knoxcounty.org/retirement](http://knoxcounty.org/retirement).

#### Disability Benefit

There are two types of disability benefits: in-line of duty and not-in-line of duty.

**In-line of duty:** If you are an active participant in a Knox County retirement plan and become disabled as defined by the plan in-line of duty, you may be eligible to receive a disability benefit subject to all applicable requirements, provided that your disability is a result, directly or indirectly, of an act occurring, a thing done, or a risk taken which, as determined in the discretion of the Board, was required of you in the performance of your duty as an employee.

Not-in-line of duty: If you are an active participant in a Knox County retirement plan, have completed a minimum of five years of service, and become disabled as defined by the plan, you may be eligible to receive a disability benefit subject to all applicable requirements.

Contact the Retirement Board Office at (865) 215-2323 or go to the website [knoxcounty.org/retirement](http://knoxcounty.org/retirement).

### Credit Union

The Knox County Employees Credit Union is a state chartered, not-for-profit, financial institution founded in 1974. The credit union is open to all County employees and their immediate families. There is no fee to join the credit union, but a minimum balance of \$25.00 is required in a share (savings) account. Members are eligible for share accounts (savings), share draft (checking), certificates of deposit, and IRA accounts. All accounts are federally insured up to \$250,000.

In addition, the credit union offers competitive rates on loans to qualifying members. Visit [knoxcountynecu.com](http://knoxcountynecu.com) for a list of current rates, services offered and much more.

The credit union has two locations:

<b>Knox County Employees Credit Union</b>	<b>Central Street Branch</b>
City-County Building	Knox Central Building
400 Main St., Room 355	1000 N. Central Street
(865) 215-2364	(865) 215-5690
Monday – Friday	Monday, Thursday and Friday
8:00 a.m. – 3:30 p.m.	8:00 a.m. – 3:30 p.m.

# DIVISION III

## General Provisions

### Code of Ethics

It is the policy of Knox County Law Director to uphold, promote, and demand the highest standards of ethics from all employees within the Knox County Law Director's Office. Accordingly, all employees of the Knox County Law Director's Office shall 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.

### Ethical Conduct

You are required to maintain the highest ethical standards in the conduct of your official 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 points are made:

- Personal characteristics such as honesty, courtesy, dependability, sobriety, industry, 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.
- Suspected ethics violations may be reported to the Ethics Committee. No one should try to stop you from reporting violations. Retaliation against a person filing such a report is prohibited.

### Conflict of Interest

Employment with Knox County Law Director's Office 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.

### Knox County Hotline

Tennessee law requires that Knox County establish a confidential way for employees and the general public to report illegal, improper, wasteful or fraudulent activity in the County. If you observe any employee engaging in activity which you consider illegal, improper, wasteful or fraudulent in Knox County, please use the Knox County Internal Audit webpage at [knoxcounty.org/audit/hotline](http://knoxcounty.org/audit/hotline) to access the third-party vendor who will handle the report.

Reports can be made anonymously and confidentially. The Hotline operates 24/7.

### Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature, may attend political meetings, and 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 the Law Director. If the Law Director believes there may be a potential incompatibility between the outside employment and County employment due to either the number of work hours or nature of work or scheduling requirements, he/she shall submit appropriate recommendations to the employee. The final decision regarding outside employment will be made by the Knox County Law Director.

You shall at all times give first priority to the performance of your Knox County Law Director job. County work schedules will not be adjusted to accommodate non-County work schedules.

### Nepotism

No employee of Knox County shall advocate, recommend, supervise, manage or cause the employment, appointment, promotion, transfer, or advancement of his or her relative to an office or position of employment within the Knox County Government.

Violations occurring as a result of marriage, living arrangement, promotion, or reorganization shall be resolved by transfer to another department or resignation/termination to eliminate the violation.

For the purpose of this policy, "relative" means parent, step-parent, foster parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, step-brother, sister, sister-in-law, foster sister, step-sister, grandparent, son-in-law, daughter-in-law, grandchild, or other person who resides in the same household. A court-appointed legal guardian or an individual who has acted as a parent substitute meets this definition.

For the purpose of this policy, "department" means the Knox County Law Director's Office.

### 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.

### Reporting Illegal, Improper, Wasteful, or Fraudulent Activity

Any employee having direct or indirect knowledge of any suspected illegal, improper, wasteful, or fraudulent activity, or any violation of the Knox Law Director Handbook has an absolute, unqualified duty to immediately report such activities to his/her supervisor, the Knox County Law Director, or the Knox County Human Resources Director. Failure to do so may lead to disciplinary action up to and including termination from employment with Knox County.

### 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 Knox County by which you are employed; or
- conducts operations or activities that are regulated by the Knox County Law Director's Office or clients of Knox County Law Director to whom you serve; or
- has interests that may be substantially affected by the performance or nonperformance of your official duties.

### Exceptions

The prohibitions on accepting gifts, entertainment, and favors do not apply to:

- Meals: You may accept meals at luncheon, dinner, and business organization meetings as long as each meal does not exceed \$50, with the limit of two meals per day. Favors that are provided at the event may be accepted if they are of nominal value.
- Family members or friends of long standing: There is no prohibition if the circumstances make it clear that it is the relationship, rather than the business or the persons concerned, which is the motivating factor and where the value of the gift, entertainment, or favor is appropriate to the circumstance and consistent with the long-standing relationship. If such a gift, entertainment, or favor exceeds \$100 in value, you must disclose the nature and value of the gift, entertainment, or favor in a letter to the Law Director.
- Ordinary loans: There is no prohibition if the loan is from an established financial institution made in the course of business on usual and customary terms. However, there can be no guarantees or collateral provided by any person described in the first paragraph of this section on Gifts and Contributions.
- Unsolicited advertising material: You may keep and use gift items with advertising (calendars, pens, key chains, etc.) as long as you did not request the items and they are of nominal value.

**Note: Division I elements are at the discretion of the Elected Official through an opt out provision of the Knox County Code, Chapter 2, Article X. Sec. 2-751, *et seq.*, Personnel Plan. Division II and Division III apply to all employees of both Knox County and those of the Elected Officials.**

**IN RE:** Spread of Record the Personnel Plan for the Knox County Register Deeds Office was before the Board of Commissioners.

# KNOX COUNTY REGISTER OF DEEDS

EMPLOYEE HANDBOOK

2019

## KNOX COUNTY REGISTER OF DEEDS EMPLOYEE HANDBOOK

We are pleased to introduce the Knox County Register of Deeds employee handbook. This handbook outlines and summarizes basic personnel policies, employee benefits, employee responsibilities and employee rights.

Knox County and the Register of Deeds office are 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;
- 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, and

The foundation of this handbook is the Base Personnel Policies that were approved and put into effect by the Knox County Commission and the County Mayor. This handbook revokes and supersedes all prior handbooks, amendments, policies or communications related to the employee handbook.

This handbook was developed to provide general guidelines about our 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 and are not a guarantee of employment for any specific period of time or any specific type of work. These guidelines, except the policy of employment at-will, are subject to modification, amendment or revocation by Knox County at any time, without advance notice. It is the intention of Knox County 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 may be made periodically by the following process:

- Reviewed and Approved by the Register of Deeds;
- Communicated to all Register of Deeds employees; and
- Filed in the Knox County Clerk's Office.

It is your responsibility to ensure you have the most up-to-date version of the Handbook. All questions pertaining to information found in this Handbook should be referred to the Human Resources Department.

***Elected officials have the jurisdiction to create, maintain and administer separate personnel policies and procedures from the Knox County government. The Register of Deeds will provide the handbook and policies for all Register of Deeds employees.***

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### Equal Employment Opportunity Policy

Knox County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms or 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, sexual orientation, gender identity, disability, genetic information or veteran status is prohibited.

The Human Resources Director has been designated as the Equal Employment Opportunity (EEO) Officer for Knox County. The Director will serve as EEO Officer for all county departments.

It is the policy of this office and Knox County to establish a procedure for employees to follow to bring grievances of discrimination or harassment to the attention of management.

Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer. You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
2. The EEO Officer will investigate the complaint with your director or department head and any other person with knowledge of the situation.
3. You will be advised in writing of the results of the investigation and Knox County's decision regarding the complaint.
4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file.

### Retaliation Strictly Prohibited

Retaliation occurs when an employee is punished for engaging in legally protected activity as described in the Equal Employment Opportunity Policy. Retaliation may include any negative job action, such as demotion, discipline, firing, salary reduction or job or shift reassignment. Also, an employee is protected from retaliation for having made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under Title VII, Age Discrimination in Employment Act, Equal Pay Act, American with Disabilities Act, or the Genetic Information Nondiscrimination Act.

Knox County employees who exercise their rights under the Equal Employment Opportunity Policy, or assist others in exercising their rights, are protected from retaliation. We believe that retaliation against an employee is a serious violation of policy and a report/complaint of

retaliation will be investigated promptly. If retaliation is found to have occurred, disciplinary action will be taken and may include termination.

### Workplace Harassment / Abusive Conduct Prevention Policy

Knox County believes that you should be provided with a working environment free from harassment. It is the policy of Knox County that verbal or physical conduct by any employee that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment will not be tolerated.

If you believe you are being subjected to sexual, racial, religious, national origin, age, disability, or political harassment, or believe you are being discriminated against, you must bring this to the County's attention. The nature of harassment often makes it impossible to detect unless the person being harassed registers his or her discontent with the appropriate authorities. You have a responsibility to report or complain as soon as possible to the appropriate supervisor, to your director or to the Human Resources Director.

All complaints of harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. In all cases, you will be advised of the findings following the investigation.

Any employee, supervisor, or director who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

### Abusive Conduct Prevention Policy:

Knox County believes that all employees have the right to be treated with dignity and respect in the workplace. No employee shall engage in threatening, violent, intimidating or abusive conduct or behavior. Abusive conduct includes but is not limited to:

- Repeated verbal abuse such as derogatory remarks or insults;
- Nonverbal conduct that is threatening, intimidating or humiliating; or
- Sabotaging or undermining an employee's work performance.

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

### Abusive conduct does not include:

- Disciplinary procedures as provided in this handbook;
- Routine counseling or correction of work performance;
- Reasonable work assignments;
- Individual differences in styles of personal expression;
- Passionate expression with no intent to harm others;
- Differences of opinion on work related concerns; or
- The non-abusive exercise of managerial prerogative.

All employees are encouraged to report abusive conduct; however, the County recognizes that intentional false allegations can have a serious effect on innocent people. Employees who falsely accuse another employee under this policy will be subject to appropriate disciplinary action.

### Sexual Harassment:

Each director, supervisor, and employee has a responsibility to maintain the workplace free of any form of sexual harassment. Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is prohibited. Such conduct includes but is not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures, including nude photographs.

As with any form of harassment, you have the responsibility to report sexual harassment to an appropriate authority as soon as possible. You may report to either your supervisor, department director, or the Human Resources Director. Your complaint of sexual harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. You will be advised of the findings following the investigation.

Any employee, supervisor, or director who is found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

### Americans with Disabilities Act (ADA)

Knox County complies with the *Americans with Disabilities Act of 1990, Public Law 101-336 (ADA)* which prohibits discrimination on the basis of disability. It is Knox County policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Knox County is committed to providing reasonable accommodations to qualified individuals with disabilities so that they may perform the essential job duties of their positions unless it would impose an undue hardship on the employer. An alcoholic is a person with a disability under the ADA and may be entitled to consideration of accommodation, if s/he is qualified to perform the essential functions of a job. However, an employer may discipline, discharge or deny employment to an alcoholic whose use of alcohol adversely affects job performance or conduct to the extent that s/he is not "qualified". Persons addicted to drugs, but who are no longer using drugs illegally and are receiving treatment for drug addiction or who have been rehabilitated successfully, are protected by the ADA from discrimination on the basis of past drug addiction. Current illegal drug use is not protected under ADA.

Reasonable accommodation is any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

If you have a disability, you may request a reasonable accommodation at any time during the application process or during your period of employment. You, your health professional, or any other representative acting on your behalf may request an accommodation. This may be done verbally or by completing a reasonable accommodation request form. This form may be obtained from your supervisor or the Human Resources Department.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability and that the disability necessitates a reasonable accommodation. The ADA Coordinator and/or Human Resources Director shall initiate an interactive process in which the employee, health care provider and employer each share information about the nature of the disability and the limitations that may affect the employee's ability to perform the essential job duties. The purpose of the discussion is to determine what, if any, accommodations may be needed that are reasonable. If needed, an employee or applicant may follow Knox County's ADA grievance procedure which is available on Knox County's website.

A reasonable accommodation may also include the use of a service animal. Service animals are used for a variety of reasons, so each accommodation request and modification may be different. Service animals have been individually trained to do work or a task or tasks for the benefit of an individual with a disability. It is the individual training that distinguishes a service animal from other animals under ADA.

In general, the accommodation request may be granted if: 1) the employee's disability and the service animal's function are related; 2) the service animal will improve the employee's ability to perform their job; 3) the animal has had sufficient training to not be a disruptive presence in the workplace; and 4) the accommodation does not cause an undue hardship. The employee and the employer are required to discuss the details of how the service animal will be monitored and cared for during the workday prior to initiating the accommodation.

Each Knox County department should integrate service animal guidance into their Department-specific standard operating procedures. In doing so, this policy and procedure should be customized to fit each Department's situations and provide guidance as to when a service animal is an effective, reasonable accommodation or modification.

#### Veterans' Preference

Veterans' preference is observed for veterans who served full-time in the United States Armed Forces. Any person claiming preference under this section shall submit satisfactory proof of service and honorable discharge with the employment application. The preferences established by this section shall be applicable to recruitment, hiring for employment or advancement in employment classifications managed and maintained by the Human Resources Director. Candidates who have the minimum qualifications will be invited to interview.

### Background Checks for Job Applications

If you are selected for employment with Knox County, a background check will be conducted. The County follows the policy guidelines of the U.S. Equal Employment Opportunity Commission (EEOC) when conducting background checks and fully complies with the law under Title VII of the Civil Rights Act of 1964.

- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will only be job-related.
- Applicants must sign a written acknowledgment form granting the County permission to do a background check.
- Information obtained during a background check will be kept confidential.

#### Types of background checks:

- Criminal Background Checks—Criminal background checks will be conducted on all applicants once they are selected for employment.
- Vehicle Driving Records—Vehicle driving records are checked if your job duties require you to drive a vehicle on County business.
- Credit History Background Checks—A credit history background will only be conducted if your primary job duties will include handling money, finances or auditing.
- Verification of Education and Professional Credentials—Some County departments may verify educational or professional certification of all selected job applicants in that department.
- DOT Background Check—Commercial truck drivers who are selected for a County job driving a truck will have a DOT background check from the applicant's previous employers.

The Human Resources Director will be responsible for evaluating applicant background checks and complying with all laws and regulations pertaining to background checks.

### HIPAA and Protected Health Information

Knox County complies with the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*, including the *Privacy Rule* enacted in 2000 and as amended in 2002, which follows guidelines involving the protected health information (PHI) of employees, dependents and patients.

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. If you have questions, want

additional information or need to report a problem regarding your protected health information, please contact the Knox County Privacy Officer at (865) 215-4209 or email: [privacy@knoxcounty.org](mailto:privacy@knoxcounty.org).

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## Code of Ethics

It is the policy of Knox County 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.

## Ethical Conduct

You are required to maintain the highest ethical standards in the conduct of your official 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 points are made:

- Personal characteristics such as honesty, courtesy, dependability, sobriety, industry and use of sound judgment are required for all employees in all classes of work in the County;
- There shall be no activity which is in conflict with the interest of your official duties; and
- You cannot use your position with the County for private interest.

## Duty to Report

If you have direct or indirect knowledge of any suspected illegal, improper, wasteful or fraudulent activity involving an employee with Knox County, you must immediately report such activities to your supervisor, department director, Human Resources Director or the Knox County Hotline. Failure to report such activity may lead to disciplinary action up to and including termination.

## Conflict of Interest

Employment with Knox County 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. For further information, see Human Resources for a copy of the Code of Ethics Policy.

## Knox County Hotline

Tennessee law requires that Knox County establish a confidential way for employees and the general public to report illegal, improper, wasteful or fraudulent activity in the County. If you observe any employee engaging in activity which you consider illegal, improper, wasteful or fraudulent in Knox County, please use the Knox County Internal Audit webpage at [knoxcounty.org/audit/hotline](http://knoxcounty.org/audit/hotline) to access the third-party vendor who will handle the report.

Reports can be made anonymously and confidentially. The Hotline operates 24/7.

### Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature, may attend political meetings and 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:

- Engage in any political activity while on duty;
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- 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;
- Coerce or compel contributions for political or partisan purposes from another employee of the County; or
- Use any supplies or equipment of the County for political or partisan purposes.

### Secondary Employment

An employee shall not engage in any employment outside their primary employment with Knox County which adversely affects their work performance as an employee of the County, creates a conflict of interest or creates the appearance of a potential 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. This must be submitted annually and if there are changes in your secondary employment. Your supervisor will send a copy of these statements to the Human Resources Department for placement in your personnel file. If your supervisor believes there may be a potential incompatibility between the outside employment and County employment due to either the number of work hours, nature of work or scheduling requirements, 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 director.

You shall at all times give first priority to the performance of your Knox County job. County work schedules will not be adjusted to accommodate non-County work schedules.

### Nepotism

You are not permitted to directly supervise a relative. Direct or immediate supervision includes, but is not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision or the evaluation process of another employee.

Violations occurring as a result of marriage, living arrangement, promotion or reorganization shall be resolved by transfer to another department or resignation/termination to eliminate the violation.

For the purpose of this policy, "relative" means parent, stepparent, foster parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, stepbrother, sister, sister-in-law, foster sister,



stepsister, grandparent, son-in-law, daughter-in-law, grandchild, or another person who resides in the same household. A court-appointed legal guardian or an individual who has acted as a parent substitute is also included within this definition.

For the purpose of this policy, "department" means the major departments of Knox County as created by the County Mayor and approved by resolution of the Knox County Commission.

### 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 termination.

### 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 Knox County by which you are employed;
- Conducts operations or activities that are regulated by the department of Knox County by which you are employed; or
- Has interests that may be substantially affected by the performance or nonperformance of your official duties.

### *Exceptions*

The prohibitions on accepting gifts, entertainment and favors do not apply to:

- Meals and entertainment: Food, beverage and entertainment provided as part of a meal or other event if the value of such items does not exceed \$50 per occasion, with the limit of two meals per day.
- Family members or friends of long standing: There is no prohibition if the circumstances make it clear that it is the relationship, rather than the business or the persons concerned, which is the motivating factor and where the value of the gift, entertainment or favor is appropriate to the circumstance and consistent with the long-standing relationship. If such a gift, entertainment, or favor exceeds \$100 in value, you must disclose the nature and value of the gift, entertainment or favor in a letter to the County Mayor.
- Ordinary loans: There is no prohibition if the loan is from an established financial institution made in the course of business on usual and customary terms. However, there can be no guarantees or collateral provided by any person described in the first paragraph of this section on Gifts and Contributions.
- Unsolicited advertising material: You may keep and use gift items with advertising (calendars, pens, key chains, etc.) as long as you did not request the items and they are of nominal value.

### Employment At-Will

Knox County 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 Knox County.

### Temporary and Seasonal Employees

You are considered a temporary employee when hired for a stated or specific term of employment of less than one year.

### Part-Time Employees

You are a part-time employee if hired to work less than 30 hours per week on a regular basis.

### Full-Time Employees

You are a full-time employee if hired to work a minimum of 30 hours per week on a regular basis.

### Pay Periods

You are paid on a bi-weekly basis. Payroll is processed every other Friday. Some pay dates may occur earlier due to holidays.

### Exempt and Non-exempt Employees

If you are a non-exempt employee, you are covered by the overtime provisions of the Fair Labor Standards Act. You will receive time-and-a-half in compensatory time for any time actually worked beyond 40 hours in one week. (Time off such as holidays, annual leave, or sick leave does not count as time worked.)

If you are an exempt employee, you are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those in bona fide executive, administrative and professional positions. Exempt employees do not receive compensatory time regardless of time worked.

Classifying a position as "exempt" is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example, is not sufficient data to classify a job as exempt from overtime status. The Responsibility for classifying Knox County positions as exempt or non-exempt lies with the Human Resources Department.

Overtime Compensation/Compensatory Time

In accordance with the Fair Labor Standards Act, Knox County grants non-exempt employees compensatory time off instead of payment for time worked in excess of 40 hours in a work week. Compensatory time will be granted at time-and-a-half for all time worked in excess of 40 hours.

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

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.

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## GENERAL PERSONNEL POLICIES

You are an important member of the Knox County Register of Deeds team. We are committed to providing the highest level of service to the community. In order to accomplish this, your prompt and regular attendance is required.

Hours: Our office hours are 8:00 am to 4:30 pm, Monday thru Friday. All employees will clock in and out for each shift and for lunch. Employees are required to be here by 8:00 am. Clocking in past 8:07, which is considered tardy, more than one day per week will result in accrued leave time be docked by ½ day (4 hours).

Employees who will be late (past 8:07) must contact the office manager via telephone to inform the office. A message should also be left on the main phone line.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to contact your supervisor prior to your shift and the office manager.

### Inclement Weather Policy

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing of county offices. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave. If you have no compensatory time or annual leave, then the time is charged as leave without pay.

Official Closings Due to Inclement Weather: The County Mayor will decide if Knox County offices will be closed on normal workdays during inclement weather. The official outlet for closing information is the County's website, [www.knoxcounty.org](http://www.knoxcounty.org). Closing information will be posted on the County website and on social media before it is distributed anywhere else. Closing information will also be given to Knoxville media outlets for publication, if they so choose. The Register of Deeds office will notify each employee of any closings.

If you are not required to work during an inclement weather closing, you will receive administrative pay for your regularly scheduled working hours during the period of closing.

If you are not scheduled to work during an inclement weather closing, you will not be paid for the closing.

If you are on annual, sick, or any other leave with pay during the declared times of closing, you will receive administrative leave with pay and will not have to charge that time to leave.

### Corrective Action and Progressive Discipline Procedure

The Register of Deeds is the hiring authority and in matters of poor performance or inappropriate conduct, has the right to suspend employees for a period of time not to exceed ten (10) working days in any three-month period. You may not take annual leave, sick leave, or compensatory leave ("comp time") while on suspension.

The Register also has the right to terminate employment. Knox County's procedures for corrective action and discipline may be integrated with this office.

In cases where an employee displays inappropriate conduct or poor performance – and the activity does not call for automatic dismissal or suspension, the Register of Deeds *may* choose to follow a progressive discipline system which consists of corrective action, documentation, adverse action and dismissal. The three steps of progressive discipline include verbal, written documentation and adverse action (suspension, demotion or dismissal).

### Dismissals / Terminations

All Knox County employees are employees at will. Any employee may be dismissed for no cause.

The following are guidelines for dismissals:

- Insubordination (refusal to follow supervisor's instructions);
- Endangering your own health or safety or the health or safety of other employees or citizens;
- Making fraudulent statements on employee applications or job records
- Absence from work without authorization or notification;
- Theft, vandalism, or willful destruction of County or employee property;
- Any violation of the County Alcohol and Drug Policy; or
- Any other infraction when dismissal is determined to be in the best interest of the County;
- Misconduct;
- Willful neglect of duties;
- Failure to perform job duties;
- Repeated tardiness or absence;
- Violation of departmental rules;
- Email abuse and Internet abuse.

Any employee who receives three (3) documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason.

Knox County is under no obligation to follow these steps in sequence or even to follow them at all. Knox County reserves the right to terminate anyone's employment immediately without warning. Either you or Knox County may terminate your employment at will, without cause or prior notice, at any time.

### Resignations

If you want to resign your position, you should notify the Register in writing no less than ten (10) calendar days before your expected termination date. Failure to provide such a notice will be recorded in your personnel file and may constitute grounds for “no-rehire.”

After you give notice, the Register can release you from the job in less than ten (10) calendar days provided that all state and federal legal requirements are met.

### Demotion

A demotion is an assignment to a job at a lesser basic pay rate. There are two kinds of demotions: (1) demotions for cause and (2) demotions due to a reduction in workforce.

*Demotion for Cause:* A demotion may be made for cause including, but not limited to, violations of rules, failure to perform job duties adequately, misconduct, or neglect of duty.

*Demotion Due to Reduction in Force:* If a demotion is based on a reduction in force, you will be given consideration, based on seniority and work performance record, for future openings in higher job classifications.

### Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If you are discharged because of a reduction, you are considered terminated unless you are offered and accept another position.

The Register will determine when a reduction in force is warranted and which employee(s) will be released. The decision about individual employees is made with consideration of job knowledge, skills, and work performance. If all factors are equal, seniority will govern. If you lose your job through a reduction in force, you may apply for other posted positions, now or in the future.

### Safety

The Register of Deeds is concerned for your health and safety in the performance of your job. You must observe all safety rules.

Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor and the Knox County Risk Management Department. You will also have to complete a written form and send it to Risk Management within forty-eight (48) hours. If you are injured and unable to report immediately, then you should report the incident as soon as possible. Your supervisor will also have to file a report.

The Knox County Risk Management Department also sponsors a Safety Committee with membership representing all areas of Knox County. This group meets monthly and advises both management and employees on matters of safety and health.

For additional information about any safety concern, please consult the “Safety Policies and Procedures” manual or the Knox County Risk Management Department.

### Garnishments and Levies

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

### Alcohol and Drugs – Drug Free Workplace Policy

We are committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment. The County regards its personnel as individuals as well as employees and believes that alcoholism and drug addiction are illnesses and should be treated as such.

Further we believe that if you develop alcoholism or other drug addictions, you can be helped to recover and should be offered appropriate assistance. It is in the best interests of you and the Department and County that when alcoholism or drug addiction is present, it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Knox County Register of Deeds office and its employees share a commitment to create and maintain a drug-free workplace.

The full Drug and Alcohol policy is available from the Human Resources Department. Please call 215-2321 if you would like a copy.

This section offers a summary of that policy.

**Pre-Employment Testing:** All applicants considered for employment in safety-sensitive positions are required to submit to a urinalysis test for the detection of the illegal use of drugs. These positions are: lifeguard, laborer, light-equipment operator, heavy-equipment operator, equipment operator, mechanic, medical examiner, medical legal death investigator, autopsy technician, and all positions requiring a certified driver’s license (CDL).

**Employees on Duty or on County Property:** You must not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor may you be under the influence of such drugs. Furthermore, you must not be under any degree of intoxication or odor from alcohol, or possess open alcoholic beverage containers while on duty, or on County property, or in attendance at County-approved functions.

**Use of Prescription Drugs:** You must not use or take prescription drugs above the level recommended by your prescribing physician and must not use prescribed drugs for purposes other than those for which they are intended.

**Employees Convicted of a Criminal Drug Law:** If you are convicted of any criminal drug law (including alcohol, prescription drugs, or over-the-counter drugs), you must notify your supervisor and the Register no later than five (5) days after the conviction. Within thirty (30) days after receiving notice of a conviction, the Register will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program. Your failure to report the conviction within the time prescribed will lead to disciplinary action up to and including discharge.

**Reasonable Suspicion of Drug or Alcohol Use:** Whenever a supervisor or Register of Deeds reasonably suspects that your work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that you have otherwise violated the Knox County Government Drug-Free Workplace Substance Abuse Policy, you may be required to submit a breath and/or urine sample for drug and alcohol testing.

When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that an employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor must notify the Knox County Register of Deeds.

**Refusal to Submit to Required Testing:** If you are required to submit to drug/alcohol testing based upon reasonable suspicion and refuse, you may be charged with insubordination and necessary procedures may be taken to terminate your employment.

### Tobacco Use

Tobacco products, including electronic/vapor cigarettes, may only be used outside buildings in a specific area designated by the building manager. Ask your supervisor where this area is located at your facility. Additionally, tobacco products, including electronic/vapor cigarettes, may not be used in any vehicle owned or leased by the County.

### Computers, Smartphones, Tablets and Other Tech Equipment

Computers, smartphones, tablets and other tech and related equipment and software are County property and are provided for the use of County employees for conducting County business. These items include, but are not limited to, smart phones and other tech equipment, hardware, software, and computer files and documents.

Electronic signatures on email must state only general information about the employee (i.e., name and contact info). Your supervisor may instruct to change text, icons, backgrounds, fonts or other information to be consistent with professional email communication.

The County has the right to monitor any and all of its electronic devices. This includes but is not limited to:

- Monitoring your internet usage;
- Reviewing your internet browser history;



- Reviewing any downloaded or uploaded material;
- Reviewing emails sent or received by you; and/or
- Monitoring the content of stored files on your county computer, smart phones, tablets or other tech and related equipment.

Passwords: All passwords used to gain access to any device owned by the County must be provided to the department director or the Information Technology department upon request. The use of undisclosed passwords is prohibited.

We will not request or require an employee to disclose a password that allows access to the employees' personal accounts.

Prohibited Uses:

- Sending, displaying, circulating, or storing inappropriate, illegal or sexually explicit material is prohibited.
- No software or hardware may be installed or downloaded on County computers without the written permission of the Director of Information Technology.
- Playing computer games on County computers is prohibited.

The email system may not be used to solicit or to conduct personal business ventures.

Employees must comply with all software licenses, copyrights and all other local, state and federal laws governing intellectual property and online activity.

Employees who violate this policy shall be subject to legal and/or criminal prosecution. Computers, smartphones, tablets and other tech equipment that have been used to violate this policy may be disconnected from the network until such violations are corrected. Employees must immediately notify their immediate supervisor or department director upon learning of any violations of this policy.

The Knox County Register of Deeds understands the important and integral part smartphones and other electronic communication devices play in our everyday lives. However, the use of such devices during work hours must not interfere with an employee's job duties or performance. If an employee's use of such devices becomes disruptive or interferes with another employee executing their job duties, they may be asked to not bring the device into the workplace.

Please be respectful to those around you to minimize disruptions. This means silencing your device during work, in meetings or when engaged with constituents. Be mindful of those around you when speaking on the phone. It is best not to discuss personal matters in earshot of the general public.

## Social Media

The Knox County Register of Deeds recognizes that online social media has become an integral part of how people communicate, express themselves and interact with others, both on and off the job. This policy outlines our expectations regarding employees' responsibilities. As an employee you are expected to represent the Register of Deeds office responsibly, whether on the job or in the community. By following these guidelines, employees can avoid the pitfalls of online activity that could negatively affect their employment. Because of the rapid evolving industry regarding social networking, all employees should expect periodic updates, edits and amendments to this policy. Any failure to mention a specific program or platform does not suggest or imply exclusion from this policy.

### ***Digital Social Networking Policy***

- Employees should understand that they are fully responsible for anything they write, publish, post or view online. Discipline or legal action can result from any employee that violates the County policy, Code of Ethics or creates a hostile work environment.
- Employees' digital social activity (Facebook, Twitter, Instagram) should not insult, defame or attack coworkers, managers or members of the public as this would not align with our Code of Ethics.
- Avoid identifying, discussing or posting pictures of others unless documented permission has been obtained.
- Except where permitted by applicable State or Federal law, do not reveal confidential information about fellow employees, personnel issues or any other information that has not been approved for release.
- Some employees may have job responsibilities or job descriptions that specifically call for or prohibit digital activity. Any employee that has questions regarding how this policy applies to their respective job functions should contact his or her direct supervisor. For those employees authorized to participate in digital activity while on the job, we ask that they focus that activity on material directly relevant to their job.

### ***Guidelines***

No policy can specifically address all the ways employees might communicate, publish, interact or behave on social media applications. Any employee who is unclear on how this policy applies or does not apply is encouraged to contact his or her direct supervisor. When in doubt, ask! Some key points to remember:

- Think Before You Post – remember, anything you post can't necessarily be taken back. Consider the effect your statements may have on yourself or others.
- Be Polite and Respectful – keep a level head if discussing controversial issues and follow the golden rule.
- Be Smart and Use Common Sense – if something you wish to write causes you to think twice, it may be best not to post it.

Holidays

This office observes the holidays listed below.

- New Year’s Day
- Martin Luther King Jr Day
- Presidents Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Holiday (a 2-day holiday with 12/25 and one other day to be announced annually)

If a holiday falls on a Saturday or Sunday, the Register will determine the day to be taken.

If you wish to observe a religious holiday, contact your supervisor to make arrangements. Annual leave will be used for time off taken for religious holidays. If you have no accrued annual leave, you must use any available compensatory time or take leave without pay.

Sick Leave Accrual Effective 1/1/2019

The accrual and expenditure of sick leave for ALL employees in the Knox County Register of Deeds will coincide with the Knox County Employee Handbook as noted below.

If you work 18.5 hours or more per week on a regular basis, you are eligible for paid sick leave for authorized absences as defined in this sick leave section.

The amount of sick leave you earn is based on the number of paid hours per pay period. The number of paid hours is multiplied by the accrual factor of .0462 to determine the total sick leave earned.

Examples of sick leave accrual are:

No of Paid Hours per Pay Period	Accrual Factor	Hours of Earned Sick Leave Pay per Pay Period	Hours of Earned Sick Leave Per Year
37	.0462	1.71	44.5
64	.0462	2.96	77.0
75	.0462	3.47	90.2
80	.0462	3.70	96.2

You may not use any hours of sick leave before they are earned. There is no “cap” or maximum of sick leave you can accrue. Sick leave hours are to be taken in ½ day or full day increments

You may not convert unused sick leave into cash, personal holidays or annual leave. In addition, unused days of accumulated sick leave are not paid when employment terminates, except as provided upon your retirement. See Sick Leave Retirement Payout Eligibility.

#### Sick Leave Retirement Payout Eligibility

Retiring Knox County full time (40hrs / 37.5hrs) employees with sick leave maintained by the County’s payroll system shall be eligible to receive a payment for unused accumulated sick leave at a rate of \$100.00 per eight or seven and one-half hours (8hrs / 7.5hrs) of accumulated sick leave up to a maximum of ten thousand dollars (\$10,000) in accordance with the following:

- The employee shall retire from the County;
- Retirement eligibility shall be based on the policies of the County Retirement and Pension Board; and
- Employee shall provide a 60-day notice.

If less than 60 days’ notice is given, unused accumulated sick leave shall be paid at a rate of \$60.00 per eight or seven and one-half hours (8hrs / 7.5hrs) of accumulated sick leave up to a maximum of six thousand dollars (\$6,000).

#### Sick Leave Notification and Approval

To be eligible for sick leave with pay, you must give your supervisor as much advance notice of an absence as possible. Notification must be no later than the scheduled start time of your workday. Your supervisor may specify the method(s) of communication allowed for this type of notification, such as phone call, text message or email. If your supervisor is not available, you must communicate directly with the manager, department director or to the person designated by your supervisor.

#### Sick Leave for Employee Illness or Injury

You may use paid sick leave for authorized absences due to your own illness, injury or medical appointments. If you are absent for less than three consecutive working days, your supervisor may or may not require that you provide a healthcare provider’s statement. In order to minimize disruptions during the work day, it is recommended employees try to schedule appointments for early morning or late afternoon.

To be eligible for sick leave with pay during a continuous period of more than three working days, you must provide a healthcare provider’s statement and expected date of return to work, or some written statement of the facts concerning the illness or injury that is acceptable to your supervisor.

If you are out on sick leave for more than three consecutive working days and qualify for protection under the Family and Medical Leave Act (FMLA), your supervisor is responsible for notifying you and ensuring that all FMLA guidelines are followed (see FMLA section for more information). Contact Human Resources with any questions.

### Sick Leave for Family Illness or Injury

With proper documentation, you may be permitted to use no more than 20 working days of accrued sick leave in any calendar year to attend to or provide care for certain family members who are ill or injured. If applicable, this leave runs concurrent to FMLA.

Those family members include:

- Spouse
- Parent
- Son or daughter
- Brother or sister
- Grandparent
- Grandchild
- Step-relatives of the above categories
- In-laws of the above categories
- Any person residing in your household

This list is broader than the list of relatives covered in FMLA.

If you are out on sick leave for more than three consecutive working days due to family illness that qualifies for protection under the Family and Medical Leave Act (FMLA), your supervisor is responsible for notifying you and ensuring that all FMLA guidelines are followed (see the FMLA section for more information). Contact Human Resources with any questions.

In all cases of absence for more than three consecutive days because of family illness (whether FMLA or not), you must provide a healthcare provider's statement certifying that you are needed to provide care for the family member.

### Sick Leave Donation Between Employees

The intent of allowing employees to donate sick leave is to assist employees who because of a long-term personal injury or illness have exhausted their leave benefits and would otherwise be subject to a severe loss of income during a continued absence from work.

The donor must meet the following conditions in order to donate sick leave:

- The donor must have a remaining balance of 300 hours after the donation;
- The donor can only donate a maximum of one hundred and sixty hours (160) per calendar year, with a maximum of eighty hours (80) donated to a single recipient.
- Complete the transfer form and acknowledge their willingness to donate sick leave to the recipient. Please see the Human Resources Department for this form.

The recipient must meet the following conditions in order to receive sick leave:

- The recipient must have exhausted all their accumulated sick, annual, and compensatory time, and have a diagnosed long-term injury or illness, the treatment of which requires

the recipient to be absent from work more than their accumulated leave time would allow. Absences for normal pregnancy, routine or elective surgery, common illness and injury are excluded. Employees are not eligible for donations to cover caring for family members or other persons;

- The recipient must not receive any other form of compensation including Social Security Disability Benefits or other disability-related income replacement such as AFLAC;
- A recipient may make their need for leave donations known to other employees. Such requests should be informal, brief and without pressure;
- A recipient may not offer an incentive to anyone in exchange for donated sick leave;
- Directors, managers and supervisors may not donate leave to employees they supervise;
- Directors, managers and supervisors may not receive a donation from employees they supervise;
- A recipient is limited to a maximum of 240 hours of donated sick leave within a 12-month period;
- Donations are not retroactive and will be applied to the pay period following the approval of the donation;
- Donations are applied to the recipient's balance on an as needed basis; and
- Retiring or resigning employees will not be eligible to donate sick leave.

The Payroll Director will transfer the donation from the donor's account to the recipient, subject to the following conditions:

- After receiving a completed form including the signatures of the donor, recipient, Senior Department Director, Compliance Coordinator and Human Resources Manager or Director;
- Donated hours are paid at the recipient's rate of pay, not the donor; and
- Once leave has been transferred to the account of the recipient, it may not be returned to the donor.

### Leave of Absence

If you exhaust all your annual and sick leave and still need time off for personal or health reasons, you may apply for a leave of absence for a period of up to three months if you are a full-time employee. The written request for leave must be given to your supervisor and your department director at least 30 days prior to the start of the requested leave unless the leave is an emergency.

Regardless of the reason for the leave, it is essential that the employee contact the following departments to ensure benefits are properly administered:

- Human Resources – FMLA Administrator
- Benefits Department
- Retirement and Pension Board
- Payroll Department

Your supervisor (or department director) may or may not approve your request for a leave of absence. The decision is at his/her discretion, unless the leave qualifies under the Family Medical Leave Act or the Tennessee Maternity and Adoption Care Leave Act. Some of the matters considered in approving the request are your length of service, employment record and the reason for the absence.

While you might originally request a leave of absence for a period of three months, it is possible that extensions may be granted. However, the total leave and extensions for any one cause cannot exceed one year.

You do not accrue sick and annual leave while you are on an approved leave of absence.

You must notify your supervisor of the anticipated date of your return to work prior to that date. Your supervisor is responsible for immediately notifying the Benefits Department, the Retirement and Pension Board, the FMLA Administrator, and the Payroll Department.

When you return from a leave of absence, you will be placed in your previous position or a similar position, if available. If the same or similar position is not available, you will receive preference for employment in any available position for which you are qualified.

If you are unable to return to work, you are responsible for requesting an extension (in advance) from your supervisor or department director. If you fail to return to work at the conclusion of your leave of absence, you will be terminated from employment.

There may be changes in your employee benefits during a leave of absence. Please contact the Benefits Department to determine what changes you may experience.

### Family Medical Leave Act (FMLA)

Knox 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 in the preceding 12 months, you are eligible to take up to 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 child;
- Your own serious health condition that prevents you from performing the essential functions of your job; or
- The serious health conditions of a child, parent, or spouse if you are needed to help provide care.

Certification: If you request leave for your own serious health condition, or to care for the serious condition of a child, parent or spouse, you must provide Knox County with certification from a treating healthcare provider. Healthcare Provider Certification Forms are available from the Human Resources Department.

Measuring 12 Month Periods: Knox 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, 2019 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, 2020.*

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; or
- 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 must work with your supervisor to schedule the leave, so it does not unduly disrupt the department’s operations, subject to the approval of your healthcare provider.

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



Serious Health Condition: "Serious health condition" means an illness, injury, impairment, 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;
- 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;
- Any period of incapacity due to pregnancy, or for prenatal care;
- Any period of incapacity (or resulting treatment) due to a chronic serious health condition, (e.g., asthma, diabetes, epilepsy, etc.);
- 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.).

Health Insurance Premiums: During FMLA leave, the County will continue to pay its portion of health insurance premiums, and you must continue to pay your portion of the premium. Your contribution of health insurance premiums should be paid continually according to your pay periods (e.g., weekly, bi-weekly, monthly).

If you do not return to work at the end of FMLA leave, you will be required to reimburse the County for payment of health 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 benefit contributions while out on FMLA.

Accrued Leave: You are required to use your leave balances during FMLA leave. Accrued leave and FMLA leave are used at the same time. You do not take your accrued leave first and then take FMLA.

An employee must use paid annual and/or sick leave during a family medical leave of absence in accordance with the County's policies regarding annual and sick time. Once available leave is used, the remainder of FMLA leave will be unpaid.

During FMLA leave, you will not accrue employment benefits, such as annual leave 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: If you return to work from FMLA leave before or on the business day following the expiration of the 12 weeks, you are entitled to return to your job or an equivalent position without loss of benefits or pay.

Applications: You are encouraged to discuss the FMLA process with the FMLA Coordinator when applying for FMLA leave. Applications must be submitted in writing and should be submitted at least 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.

When you are on 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 family leave or to return the employee to active status.

Extensions: Family and medical leave is available only for up to 12 weeks under the FMLA or Tennessee Leave Law, unless you contact your supervisor and obtain special approval for an extended leave of absence without pay due to special circumstances. Your supervisor will consult with the Human Resources Department about the approval.

Any extensions must be requested, whenever possible, two weeks in advance of your scheduled return date. Knox County reserves the right to grant or deny such extensions in whole or part in accordance with state and federal law.

### Maternity/Paternity Leave

Maternity/paternity leave is granted to employees for a maximum of 16 weeks, with the first 12 weeks of leave falling under the Family Medical Leave Act (FMLA) and the remaining four weeks as maternity leave under the Tennessee Maternity and Adoption Care Leave Law. You must be employed full-time for at least 12 months to receive maternity/paternity leave. Notify the supervisor at least 12 weeks prior to your anticipated date of departure for this leave period.

You are required to use your accrued leave (annual, sick, comp) during maternity/paternity leave but may retain 16 hours of sick leave for use with follow up appointments or newborn illness following your return. Accrued leave and maternity/paternity leave are used at the same time. You do not take your accrued leave first and then take maternity/paternity leave.

The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and/or bonding with the infant. If the County finds that you pursued other employment opportunities or worked part-time or full-time for another employer during the period of maternity/paternity leave, then the County does not have to reinstate you at the end of your leave period.

### Bereavement Leave

In case of death of a member of the employee's immediate family or household, special leave with pay up to three working days may be permitted. Leave exceeding this must be charged to sick leave, annual leave, or leave without pay. For the purpose of this policy, immediate family is defined as wife, husband, mother, father, son, daughter, sister, brother, grandfather, grandmother, grandson, granddaughter and also included are in-law relationships as appropriate as based on the above listing, excluding grandparents. Leave for death of other relatives shall be charged to annual leave, sick leave or leave without pay.

### Mandatory Court Appearance Leave

A County employee called for jury duty in a state or federal court shall receive leave with pay for such duty during the required absence without charge to accumulated annual leave or sick leave. A County employee subpoenaed as a witness in a case in a state or federal court in connection with his/her official duty shall receive regular compensation for said court appearance. All witness fees and travel allowances received by the employee must be submitted to the County upon receipt. A County employee subpoenaed as a witness in a state or federal court in a case which is unrelated to official duties shall not receive leave with pay during his/her absence. This shall be charged to accumulated annual leave or leave without pay. Witness fees or travel expenses received may be retained by the employee.

### Military Leave

If you are a member of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, or the commissioned corps of the Public Health Service, you are eligible for military leave for active duty training, inactive duty training, full-time National Guard duty, or absence to determine your fitness to serve in the Armed Forces.

There is no waiting period to be eligible for military leave. This applies to probationary and non-probationary employees.

As a result of your membership in any of the named military reserve organizations, you are allowed to receive up to 30 working days per calendar year of paid military leave when you are absent from work because of performance of duty or training in the military reserve. You will receive your regular salary during this leave period.

You must provide copies of military orders when requesting such leave. If you are requesting more than 10 days off, you must make the request in writing no less than two weeks in advance.

### 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 hours.

If your shift begins three or more hours after the opening of the polls or ends three 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 noon of the day before the election. The supervisor may select the hours during which you may be absent for voting.

Annual Leave Accrual

The accrual and expenditure of annual leave for employees in the Knox County Register of Deeds office hired 9/1/2008 and after will mirror that of the Knox County Employee Handbook annual leave policy. See Table A

**Employees hired prior to 9/1/2008 will remain on the policy referenced as Table B.**

Annual Leave Policy for Employees hired after 9/01/2008

TABLE A –Annual Leave for Employees hired on 9/01/08 and after

You may take accrued annual leave anytime during the calendar year with prior approval. Leave may be taken in ½ day or full day increments only. No annual leave can be taken before it is earned.

You accrue leave based on the number of paid hours in a pay period. This number may be greater or lesser than your scheduled hours; and

Your accrual rate increases each year as shown on the table below. The accrual factor increase takes effect the first pay period following your employment anniversary date.

Years of Service	Accrual Factor	Maximum Accrued Hours Per Year
Less than 1	.0462	96
1	.0500	104
2	.0538	112
3	.0577	120
4	.0615	128
5	.0654	136
6	.0692	144
7	.0731	152
8	.0769	160
9-20	.0808	168
Over 20	.0923	192

You may take annual leave in the year you earned it, or you may carry it over for use in later years. However, there is a limit to the amount of annual leave you may accrue. Those limits are:

Years of Service	Max Accrued Hours
1-8	288
9-20	312
Over 20	336

Any hours earned in excess of the maximum will be transferred to your sick leave account as of June 30 each year.

If you are involved in military training, you will continue to earn leave while being paid.

Authorized days off for annual leave will not be figured as work hours for overtime.

Termination of employment entitles you to payment for any unused annual leave that has accrued. Payment is based on the pay rate at the time of termination. Vacation checks are computed on the regular payroll day. No checks are issued in advance.

Certain amounts paid for unused accrued annual leave when you terminate or retire are treated as compensation for Knox County's Retirement System purposes. These amounts are subject to 6% mandatory employee contribution, 457 b) deferred compensation plan and MERP employee contributions if applicable. These amounts are also counted for purposes of computing the county match contributions to the Asset Accumulation Plan and MERP, and for closed DB benefit purposes.

For Retirement System purposes, the maximum amount of your payment for unused accrued annual leave that can be counted is:

For termination or retirement, your maximum amount listed on the table as of the immediately preceding June 30.

Regardless of the Retirement System limits, annual leave accrued above the maximum limit will be paid to you, without withholding for Retirement System employee contributions.

Annual Leave Policy for Employees hired prior to 9/01/2008

**Table B**

Annual leave is granted with pay to eligible employees in accordance with the following provisions:

Annual leave days are based on the following accrual table:

Years of Service	Days Per Year
0-1	0
1-2	5
2-5	10
5-8	15
8-15	20
15+	25

Annual leave may only be taken after it is earned. Leave may be taken in ½ day or full day increments only. It may be accumulated up to 30 days.

Annual leave earned in excess of the maximum allowable accumulation will be transferred to the employee's sick leave account annually at the beginning of the calendar year.

If you are involved in military training, you will continue to earn leave while being paid.

Authorized days off for annual leave will not be figured as work hours for overtime.

Termination of employment entitles you to payment for any unused annual leave that has accrued. Payment is based on the pay rate at the time of termination. Vacation checks are computed on the regular payroll day. No checks are issued in advance.

Certain amounts paid for unused accrued annual leave when you terminate or retire are treated as compensation for Knox County's Retirement System purposes. These amounts are subject to 6% mandatory employee contribution, 457 b) deferred compensation plan and MERP employee contributions if applicable. These amounts are also counted for purposes of computing the county match contributions to the Asset Accumulation Plan and MERP, and for closed DB benefit purposes.

For Retirement System purposes, the maximum amount of your payment for unused accrued annual leave that can be counted is:

For termination or retirement, your maximum amount listed on the table as of the immediately preceding June 30.

Regardless of the Retirement System limits, annual leave accrued above the maximum limit will be paid to you, without withholding for Retirement System employee contributions.

**Remainder of this page intentionally left blank.**



## EMPLOYEE BENEFITS

### Plan Documents

Copies of the plan documents and important legal notices for benefits administered by the Benefits Department are available at [knoxcounty.org/benefits](http://knoxcounty.org/benefits) or by contacting the Benefits Department (free paper copies available upon request). Should any questions or conflicts arise, the plan documents will be the final authority in determining your benefits. Knox County reserves the right to modify or discontinue a benefit at any time.

### Other Benefit Communications

The Benefits Department issues an updated copy of the Benefits Guide each year. This document is intended to be an overview of the benefits administered by the Benefits Department. It contains information about insurance premiums, how to enroll in benefits and simplified information about coverage. It is not a contract or an official interpretation of the benefit plans.

Additional information about benefits can be found at [knoxcounty.org/benefits](http://knoxcounty.org/benefits) and the Employee Self Service link found on that webpage. It is your responsibility to check your professional email account, if one has been issued to you, and to keep your primary email address and home address up-to-date in the Employee Self Service.

### Insurance Identification Cards

Insurance identification cards must be used only by you and the legal dependents you have enrolled in a benefit. Typically, insurance cards will be mailed to the home address listed in your Employee Self Service account. You can update your contact information by visiting the Employee Self Service link at [knoxcounty.org/benefits](http://knoxcounty.org/benefits). Some benefits may not issue cards. See the current year Benefits Guide for more information.

### Benefits Eligibility

This section applies to health, dental, vision, flexible spending and life insurance coverage.

#### Employee Eligibility

You are eligible for benefits when you work a minimum of 30 hours per week. These benefits include medical coverage, dental coverage, vision coverage, and flexible benefit options. If your hours drop below 30 hours per week on a regular basis you will lose eligibility for health insurance and you and all eligible covered dependents will be offered COBRA. New employees have 30 days from their date of hire to enroll in benefits.

#### Dependent Eligibility

You are responsible for only listing dependents that are eligible for coverage as defined by the plan documents. If a covered dependent becomes ineligible based on the plan documents, it is your responsibility to notify the Benefits Department immediately. Making a misrepresentation of fact or committing fraud against any benefit can have serious ramifications, up to and

including termination of coverage and/or employment. Misrepresentation and fraud include, but are not limited to, providing incorrect or misleading information or permitting the improper use of insurance cards.

#### Eligibility Start Date

Benefits Department staff will determine the effective date of coverage. Typically, it is the first day of the calendar month following 30 days of continuous employment. If an employee starts work on the first working day of the month (defined as the first workday that is not Saturday, Sunday or an official Knox County employee holiday), he or she is eligible for coverage on the first day of the following month. For example: If you were hired on Jan. 18, your coverage would go into effect March 1. If you were hired on February 1, your coverage would also go into effect March 1. In both instances, this means your deductions would not start until March 1.

#### Change in Eligibility Status/Qualifying Events

In most instances, you have 30 days after an eligibility changing event ("qualifying event") to notify the Benefits Department and make changes to your elections. Qualifying events include: dependent status change, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit eligibility. Employees are encouraged to use the Employee Self Service portal to report qualifying events.

If you or your dependent loses Medicaid or (Child Health Insurance Program) CHIP eligibility, you have 60 days after the qualifying event to notify the Benefits Department and make changes to your elections.

Some benefits may not require a qualifying event prior to a change. If a qualifying event is required, you will need to provide timely proof of the qualifying event and/or dependent eligibility.

#### Eligibility End Date

Generally, benefits end the last day of the month in which you actively work. In cases of death or divorce, benefits end on the date of the event. If you do not receive paychecks to cover the entire month (and have premiums deducted), you may be required to submit payment to cover your portion of benefit costs.

#### Continuation of Coverage (COBRA)

If you lose coverage due to a 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 limited period of time.

For a full explanation of COBRA terms and eligibility, contact the Benefits Department or refer to the "General COBRA Notice."

### Annual Enrollment

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's enrollment, claims experience and other relevant factors. Announcements concerning changes for the upcoming plan year are made during annual enrollment each fall. You are required to review the Benefits Guide, your notices, home mailings and department memos for information about the benefits for the upcoming year.

The Benefits Department conducts help sessions at various locations to accommodate those who need assistance and information regarding benefit changes. Typically, the enrollment period is from mid-October until mid-November. It is your responsibility to stay informed of benefit changes and open enrollment dates.

### 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 in the month in which your coverage starts. Your health and flexible spending deductions will be taken out of 26 pay periods per year. Dental, vision, life insurance and gym discount deductions will be taken out 24 pay periods per year.

If you miss a paycheck due to work absence or unpaid time, you are responsible for contacting the Benefits Department at (865) 215-3800 to make payment arrangements.

### Health Coverage

Knox County offers a selection of health insurance plans with various types of coverage. Each plan is priced based on the number and type of dependents covered by the plan, including employee-only coverage with no dependents. The County pays a significant portion of your insurance premiums as a benefit of your employment, but you are responsible for the employee portion of the insurance premiums.

Temporary employees, seasonal employees, and interns are not eligible for health coverage.

### Dental and Vision Coverage

Knox County offers dental and vision insurance plans with various types of coverage. Each plan is priced based on the number of dependents covered by the plan, including employee-only coverage with no dependents.

Temporary employees, seasonal employees, and interns are not eligible for dental or vision coverage.

### Flexible Spending Accounts

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Knox County offers a benefit option that utilizes a debit-type card to access your plan 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. There are minimum and maximum deduction limits for this benefit. See the current year Benefits Guide for details.

You do not have to be enrolled in Knox County's health insurance plan in order to participate in a flexible spending account.

You may enroll during the annual open enrollment. Re-enrollment is required each year to continue participation.

### Life Insurance

Knox County provides basic life and accidental death and dismemberment (AD&D) insurance at no cost to you when you work at least 18.5 hours per week on a regular basis. For basic life, the County provides one and one-half (1½) times your salary, up to a maximum benefit of \$50,000. For AD&D, you are eligible to receive an additional benefit according to a schedule of losses such as loss of life, limb or sight due to an accident. This benefit pays up to two times your annual salary, with a maximum of \$100,000.

You may purchase supplemental life insurance for you, your spouse or your child(ren). If you purchase supplemental life insurance, the premium will be deducted from your paycheck.

Rates for supplemental coverage are available in the current year's Benefits Guide which can be found by visiting [knoxcounty.org/benefits](http://knoxcounty.org/benefits).

### Discounted Gym Memberships

Knox County strives to promote and support the physical well-being of its employees and their families. The current year Benefits Guide contains information about discounted gym memberships available to you and qualified dependents. Age limits and dependent relationship to the employee may affect dependent eligibility.

### Health and Wellbeing

Knox County believes in supporting the health and wellbeing of our employees. We encourage employees to maintain active lifestyles, make a habit of healthy eating and take steps to manage stress. Simple activities such as regularly taking a walk during lunch, choosing water instead of soda and fostering work-life balance can help make a difference in your personal health.

As an employer, Knox County continues to work on creating a culture and environment where

health and wellbeing is supported as the norm. Departments are encouraged to work with employees to create strategies specific to their worksite for supporting health and wellbeing. This may include, but is not limited to, allowing alternative schedules to accommodate physical activity, incorporating short physical activity breaks into long meetings, holding walking meetings, creating welcoming environments for employees to eat lunch, and helping employees reduce on-the-job stress.

### Employee Assistance Program (EAP)

Knox County strives to promote and support the emotional well-being of its employees and their families.

The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and members of their immediate family/household who are dealing with difficult issues. EAP services may not be appropriate for all needs or ages, and an EAP representative can provide you with a referral to other services upon request. The EAP also provides additional services, such as limited legal and financial counseling, at no cost to you.

Additional information about the EAP can be found in the current year Benefits Guide, at [www.knoxcounty.org/benefits](http://www.knoxcounty.org/benefits) or by contacting the Benefits Department.

### Nursing Mothers

In accordance with the 2010 Patient Protection and Affordable Care Act, a nursing mother can take up to two paid breaks (15 minutes each) per day to express breast milk for her nursing child for up to one year after the child's birth. The supervisor should work with the employee to schedule break time that reasonably accommodates both the mother's needs and her work responsibilities. The supervisor is responsible to help the mother identify a place to express milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

### Workers' Compensation

You are protected under the State of Tennessee's Workers' Compensation Law for injuries and occupational diseases that result "out of and in the course of employment." This includes injuries that take place when you are performing tasks you were hired to perform at times and in places where you were hired to work.

If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor;
- Provide written notification of your injury within one working day of the injury;
- Complete a TN 1st Report of Injury. It is your responsibility to send or fax it to Knox County Law Director Workers' Comp Division, (865) 215-3390;
- Choose a physician from the panel of primary physicians provided to you by your

- supervisor. Workers' Comp will schedule your initial appointment for you;
- Keep all appointments with physicians as scheduled or notify Workers' Comp in order to have the appointment rescheduled for you;
  - Workers' Comp Division must approve all physicians and appointments;
  - Be aware that Knox County has a temporary duty (light duty) program for all employees;
  - Notify Workers' Comp and your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty; and
  - Give your supervisor a copy of Return to Work forms you receive from the physician.

If you require emergency medical treatment, you should use the emergency room at any local hospital. Only one visit to the emergency room will be covered by Workers' Compensation. Notification to Workers' Comp Division should be made immediately.

If there is a follow-up appointment required after the initial visit to the emergency room, you must choose from the panel of primary physicians. The Workers' Comp Division will schedule this appointment for you. You are not authorized to return to the emergency room for follow-up treatment (i.e., removal of stitches, change of injury dressings, etc.).

Knox County has contracted with local pharmacies to accept charges for medications for work-related injuries after the following:

- You have notified your supervisor and Workers' Comp Division of your injury;
- Your prescription has been approved for payment by Workers' Comp Division; and
- The pharmacy has contacted Workers' Comp Division for authorization.

Knox County will pay reasonable and necessary costs related to your on-the-job injury as long as the proper procedures are followed. If your authorized treating physician releases you to return to work with specific temporary restrictions (i.e., light duty) and Knox County can provide a job within the recommended restrictions, you must return to work and attempt the light duty.

Your authorized physician determines what light duty work is appropriate. If clarification of light duty restrictions is needed, you should contact the Workers' Comp Division. Failure to report for light duty may result in termination of disability benefits. You may qualify for benefits if Knox County cannot provide a job within the restrictions given by the authorized physician.

Medical bills and temporary benefits will not be paid until the Workers' Comp Division has received the appropriate forms and the Division has approved your claim.

After your claim has been received in the Workers' Comp Division, it will be reviewed to determine whether it is approved. You will be notified if a problem arises in the process of making that decision.

The Workers' Comp Division Office has final authority to determine if a claim is accepted as a Workers' Comp injury or is rejected and should be applied to your medical insurance.

The goal is to process Workers' Compensation claims as quickly and as fairly as possible while

providing you with the best medical care possible. The length of time required for approval will vary for each claim. If you have questions regarding a Workers' Compensation issue, please contact the Workers' Comp Division at (865) 215-4573 or (865) 215-3955.

### Retirement and Pension Board

The Retirement and Pension Board is an independent nine-member board made up of the County Mayor, four County Commissioners, and four employee-elected representatives. This Board handles the administration of all the retirement plans offered to you. You may contact the Board at its administrative office located in Room 371 of the City County Building, by phone at (865) 215-2323, or website: [knoxcounty.org/retirement](http://knoxcounty.org/retirement).

### Disability Benefit

There are two types of disability benefits: in-line of duty and not-in-line of duty.

In-line of duty: If you are an active participant in a Knox County retirement plan and become disabled as defined by the plan in-line of duty, you may be eligible to receive a disability benefit subject to all applicable requirements, provided that your disability is a result, directly or indirectly, of an act occurring, a thing done, or a risk taken which, as determined in the discretion of the Board, was required of you in the performance of your duty as an employee.

Not-in-line of duty: If you are an active participant in a Knox County retirement plan, have completed a minimum of five years of service, and become disabled as defined by the plan, you may be eligible to receive a disability benefit subject to all applicable requirements.

Contact the Retirement Board Office at (865) 215-2323 or go to the website [knoxcounty.org/retirement](http://knoxcounty.org/retirement).

### Credit Union

The Knox County Employees Credit Union is a state chartered, not-for-profit, financial institution founded in 1974. The credit union is open to all County employees and their immediate families. There is no fee to join the credit union, but a minimum balance of \$25.00 is required in a share (savings) account. Members are eligible for share accounts (savings), share draft (checking), certificates of deposit, and IRA accounts. All accounts are federally insured up to \$250,000.

In addition, the credit union offers competitive rates on loans to qualifying members. Visit [knoxcountvecu.com](http://knoxcountvecu.com) for a list of current rates, services offered and much more.

The credit union has two locations:

**Knox County Employees Credit Union**

City-County Building  
400 Main St., Room 355  
(865) 215-2364  
Monday – Friday  
8:00 a.m. – 3:30 p.m.

**Central Street Branch**

Knox Central Building  
1000 N. Central Street  
(865) 215-5690  
Monday, Thursday and Friday  
8:00 a.m. – 3:30 p.m.



\* \* \* \* \*

**IN RE:** Spread of Record Travel for Commissioners Evelyn Gill, Hugh Nystrom, John Schoonmaker, Charles Busler and Carson Dailey was before the Board of Commissioners.



KNOX COUNTY/KNOX COUNTY SCHOOLS  
Travel Expense Reimbursement/Summary



T74106

Trip/Check Req #

10/23/2019 2:52 PM

Traveler's Name Evelyn Gill  
Address 2504 Linden Avenue  
Address \_\_\_\_\_  
City/St/zip Knoxville, TN 37914  
Vendor # 113056

Exceptions Approval		
	Date	Initials
Rental Car Authorized	___/___/___	_____
Higher Lodging Authorized	___/___/___	_____
Exception Approved	___/___/___	_____
Type of Exp.	_____	

I am authorizing an expense not normally allowed by policy Executive level signature \_\_\_\_\_  
I am aware I am being reimbursed less than total cost of trip/allowed amount \_\_\_\_\_ Traveler Initials \_\_\_\_\_

Department/School Knox County Commission  
Destination Gatlinburg, TN  
Time/Date Out 5/21/2019 7:30 a.m.  
Time/Date Return 5/23/2019 2:30 p.m.

Charge To:	Org Code	Obj Code
	1010910	535500

amounts if split

Purpose of travel TCSA Spring Legislative Conference

Trip Expenses	Vendor (if prepaid)	Total Expense	Prepaid By	Prepaid Amt	Reimb. Owed
Registration	TCSA	125.00	County Check	125.00	0.00
Airline/Bus/Train					
Lodging	Park Vista	236.00	CC	236.00	0.00
Meals		108.90		0.00	108.90
Other Transport	Mileage	46.62		0.00	46.62
Other	Tips	10.00		0.00	10.00

Total Single Trip Cost 526.52 <sup>DD</sup> 361.00 <sup>DD</sup> 165.52

Expenses paid for other travellers See Detail Page 2  Total Reimb. Due

LOCAL TRAVEL ONLY REIMB. See Detail Page 2  Total Local Reimb.

Note Instructions Page 3  
Date 5-30-19 Requestor Evelyn Gill by Maricella Stiles  
Date 5-30-19 Authorized Maricella Stiles



**KNOX COUNTY/KNOX COUNTY SCHOOLS  
Travel Expense Reimbursement/Summary**



**T74107**

Trip/Check Req #

Traveler's Name Hugh Nystrom  
 Address 613 Scotswood Circle  
 Address \_\_\_\_\_  
 City/St/zip Knoxville, TN 37919  
 Vendor # 115403

Exceptions Approval		
	Date	Initials
Rental Car Authorized	___/___/___	_____
Higher Lodging Authorized	___/___/___	_____
Exception Approved	___/___/___	_____
Type of Exp.	_____	

I am authorizing an expense not normally allowed by policy Executive level signature \_\_\_\_\_ MAY30 2:52P  
 I am aware I am being reimbursed less than total cost of trip/allowed amount Traveler Initials \_\_\_\_\_

Department/School Knox County Commission  
 Destination Gatlinburg TN  
 Time/Date Out 5/21/2019  
 Time/Date Return 5/21/2019

Charge To:	Org Code	Obj Code
	1010910	535500

amounts if split

Purpose of travel TCSA Spring Legislative Conference

Trip Expenses	Vendor (if prepaid)	Total Expense	Prepaid By	Prepaid Amt	Reimb. Owed
Registration	TCSA	125.00	County Check	125.00	0.00
Airline/Bus/Train					
Lodging					
Meals					
Other Transport	Mileage	53.46		0.00	57.98 53.46
Other					

Total Single Trip Cost	182.98 <sup>MP</sup>	125.00	57.98
	<del>178.46</del>		53.46

Expenses paid for other travellers See Detail Page 2  Total Reimb. Due   
 OR  
**LOCAL TRAVEL ONLY REIMB.** See Detail Page 2 Total Local Reimb.

Note Instructions Page 3  
 Date 5-30-19 Requestor Hugh Nystrom by Wruicilla Hites  
 Date 5-30-19 Authorized Wruicilla Hites



KNOX COUNTY/KNOX COUNTY SCHOOLS  
Travel Expense Reimbursement/Summary



T74102

Trip/Check Req #

Traveler's Name John Schoonmaker  
Address 10044 Tan Rara Drive  
Address \_\_\_\_\_  
City/St/zip Knoxville, TN 37922  
Vendor # 110960

Exceptions Approval		
	Date	Initials
Rental Car Authorized	___/___/___	_____
Higher Lodging Authorized	___/___/___	_____
Exception Approved	___/___/___	_____
Type of Exp.	_____	

I am authorizing an expense not normally allowed by policy Executive level signature \_\_\_\_\_  
I am aware I am being reimbursed less than total cost of trip/allowed amount \_\_\_\_\_ Traveler Initials \_\_\_\_\_

Department/School Knox County Commission  
Destination Gatlinburg, TN (Sevier Co)  
Time/Date Out 5/21/2019 7:00 a.m.  
Time/Date Return 5/23/2019 12:30 p.m.

Charge To:	Org Code	Obj Code
	1010910	535500

amounts if split

Purpose of travel TCSA Spring Legislative Conference

Trip Expenses	Vendor (if prepaid)	Total Expense	Prepaid By	Prepaid Amt	Reimb. Owed
Registration	TCSA	125.00	County Check	125.00	0.00
Airline/Bus/Train					
Lodging	Park Vista	236.00	CC	236.00	0.00
Meals		127.60		0.00	127.60
Other Transport	Mileage	64.66		0.00	64.66
Other	Tips	6.00		0.00	6.00

Total Single Trip Cost 539.26 361.00 198.26

Expenses paid for other travellers See Detail Page 2  Total Reimb. Due

LOCAL TRAVEL ONLY REIMB. See Detail Page 2  Total Local Reimb.

Date 5-30-19 Requestor John Schoonmaker by Duicella

Note Instructions Page 3 Date 5-30-19 Authorized Duicella



KNOX COUNTY/KNOX COUNTY SCHOOLS  
Travel Expense Reimbursement/Summary



T74104

Trip/Check Req #

Traveler's Name Charles Busler  
Address 2213 Steven Drive  
Address \_\_\_\_\_  
City/St/zip Knoxville, TN 37938  
Vendor # 110959

Exceptions Approval		
	Date	Initials
Rental Car Authorized	___/___/___	_____
Higher Lodging Authorized	___/___/___	_____
Exception Approved	___/___/___	_____
Type of Exp.	_____	

I am authorizing an expense not normally allowed by policy... Executive level signature \_\_\_\_\_ MAY 30 2019  
I am aware I am being reimbursed less than total cost of trip/allowed amount \_\_\_\_\_ Traveler Initials \_\_\_\_\_

Department/School Knox County Commission  
Destination Gatlinburg, TN  
Time/Date Out 5/21/2019 7:00 a.m.  
Time/Date Return 5/23/2019 10:30 a.m.

Charge To:	Org Code	Obj Code
	1010910	535500

amounts if split

Purpose of travel TCSA Spring Legislative Conference

Trip Expenses	Vendor (if prepaid)	Total Expense	Prepaid By	Prepaid Amt	Reimb. Owed
Registration	TCSA	125.00	County Check	125.00	0.00
Airline/Bus/Train					
Lodging	Park Vista	236.00	cc	236.00	0.00
Meals		127.60		0.00	127.60
Other Transport	Mileage	57.76		0.00	57.76
Other	Tips	10.00		0.00	10.00

Total Single Trip Cost 556.36 361.00 195.36

Expenses paid for other travellers See Detail Page 2

Total Reimb. Due

OR

LOCAL TRAVEL ONLY REIMB. See Detail Page 2

Total Local Reimb.

Note Instructions  
Page 3

Date 5-30-19 Requestor Charles Busler by Duicilla Stills  
Date 5-30-19 Authorized Duicilla Stills



KNOX COUNTY/KNOX COUNTY SCHOOLS  
Travel Expense Reimbursement/Summary



T74103

Trip/Check Req #

Traveler's Name Carson Dailey  
Address 7508 Government Farm Road  
Address \_\_\_\_\_  
City/St/zip Knoxville, TN 37920  
Vendor # 113055

Exceptions Approval	
	Date Initials
Rental Car Authorized	___/___/___
Higher Lodging Authorized	___/___/___
Exception Approved	___/___/___
Type of Exp.	_____

I am authorizing an expense not normally allowed by policy... Executive level signature \_\_\_\_\_ M01Y30 2:53PM  
I am aware I am being reimbursed less than total cost of trip/allowed amount Traveler Initials \_\_\_\_\_

Department/School Knox County Commission  
Destination Gatlinburg, TN  
Time/Date Out 5/21/2019 7:00 a.m.  
Time/Date Return 5/23/2019 1:00 p.m.

Charge To:	Org Code	Obj Code
	1010910	535500

amounts if split

Purpose of travel TCSA Spring Legislative Conference

Trip Expenses	Vendor (if prepaid)	Total Expense	Prepaid By	Prepaid Amt	Reimb. Owed
Registration	TCSA	125.00	County Check	125.00	0.00
Airline/Bus/Train					
Lodging	Park Vista	236.00	CC	236.00	0.00
Meals		127.60		0	127.60
Other Transport	Mileage	44.46		0.00	44.46
Other	Tips	5.00		0	5.00

Total Single Trip Cost 538.06 <sup>WD</sup> 361.00 <sup>WD</sup> 172.06

Expenses paid for other travellers See Detail Page 2

Total Reimb. Due

OR

LOCAL TRAVEL ONLY REIMB.

See Detail Page 2

Total Local Reimb.

Note Instructions  
Page 3

Date 5-30-19 Requestor Carson Dailey by Duicilla Stills

Date 5-30-19 Authorized Duicilla Stills

\*\*\*\*\*

**IN RE:** Spread of Record the Employee Handbook for the Criminal Court Clerk's Office was before the Board of Commissioners.



**Criminal, General Sessions – Criminal Division and  
Fourth Circuit Court Clerk's Office  
Employee Handbook**

**A GUIDE TO PERSONNEL POLICIES  
AND  
EMPLOYEE BENEFITS**

**Mike Hammond  
COURT CLERK**

RECEIVED  
June 26, 2019  
BY: *Sandra D. Dyer*



---

**THIS HANDBOOK WAS PREPARED BY:**

**COURT CLERK'S OFFICE HUMAN RESOURCES  
ADMINISTRATOR**

CITY-COUNTY BUILDING, SUITE 149  
400 MAIN STREET  
KNOXVILLE, TN 37902

**FOR ADDITIONAL INFORMATION:**

**COURT CLERK'S OFFICE HUMAN RESOURCES**

EMAIL	TELEPHONE	WEBSITE
amber.babb@knoxcounty.org	(865) 215-3389	<a href="http://www.knoxcounty.org/criminalcourt">www.knoxcounty.org/criminalcourt</a>

**KNOX COUNTY BENEFITS**

EMAIL	TELEPHONE	WEBSITE
benefits@knoxcounty.org	(865) 215-3800	<a href="http://www.knoxcounty.org/benefits">www.knoxcounty.org/benefits</a>

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## **Introduction**

We are pleased to introduce the Deputy Court Clerk employee handbook. This handbook outlines and summarizes basic personnel policies, employee benefits, employee responsibilities and employee rights. This handbook is intended to be useful for all Deputy Court Clerks.

The Court Clerk 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;
- Fill vacancies or new positions, when possible and when determined by the Court Clerk to be in the best interest of the office, by transfer or promotion from within the Clerk's Office;
- Discuss willingly and frankly any problems, complaints or questions on Court Clerk's Office personnel policies;
- Keep employees informed of any changes that may affect them or their families, and
- Promote and encourage healthy lifestyles for our employees and their families.

The foundation of this handbook is the Base Personnel Policies that were approved by the Knox County Commission. This handbook revokes and supersedes all prior handbooks, amendments, policies or communications related to the employee handbook.

This handbook was developed to provide general guidelines about Court Clerk's Office 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 and are not a guarantee of employment for any specific period of time or any specific type of work. These guidelines, except the policy of employment at-will, are subject to modification, amendment or revocation by the Court Clerk at any time, without advance notice. It is the intention of the Court Clerk 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 may be made periodically by the following process:

- Approved by the Court Clerk;
- Reviewed by the Law Department;
- Approved by the County Commission (if required);
- Communicated to all Deputy Court Clerks; and
- Filed in the Knox County Clerk's Office.

It is your responsibility to ensure you have the most up-to-date version of the Handbook. All questions pertaining to information found in this Handbook should be referred to the Human Resources Administrator.

**Introduction**

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***Policies for Employees of Elected Officials***

Elected officials have the jurisdiction to create, maintain and administer separate personnel policies and procedures. In these cases, the elected officials will provide the handbook and policies for their employees. A copy of these documents is on file in the Knox County Clerk's Office. T.C.A. § 5-23-103(a) outlines the initial procedure for elected officials to adopt base personnel policies and procedures separate from a county's base personnel policies.

**This section left blank intentionally.**

## State and Federal Policies

### ***Equal Employment Opportunity Policy***

The Court Clerk 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, sexual orientation, gender identity, disability, genetic information or veteran status is prohibited.

The Criminal Court Clerk's Human Resources Administrator has been designated as the Equal Employment Opportunity (EEO) Officer for the Criminal, General Sessions – Criminal Division and Fourth Circuit Court Clerk's Offices. The EEO Officer has overall responsibility for the implementation and monitoring of the Court Clerk's Equal Employment Policy, as well as authority over the internal procedures employees use to settle EEO and harassment claims.

### ***Retaliation Strictly Prohibited***

Retaliation occurs when an employee is punished for engaging in legally protected activity as described in the Equal Employment Opportunity Policy. Retaliation may include any negative job action, such as demotion, discipline, firing, salary reduction or job or shift reassignment. Also, an employee is protected from retaliation for having made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under Title VII, Age Discrimination in Employment Act, Equal Pay Act, American with Disabilities Act, or the Genetic Information Nondiscrimination Act.

Deputy Court Clerks who exercise their rights under the Equal Employment Opportunity Policy, or assist others in exercising their rights, are protected from retaliation.

The Court Clerk believes that retaliation against an employee is a serious violation of policy and a report/complaint of retaliation will be investigated promptly. If retaliation is found to have occurred, disciplinary action will be taken and may include termination.

### ***Equal Employment Opportunity Grievance Procedures***



## **State and Federal Policies**

---

It is the policy of the Court Clerk to establish a procedure for employees to follow in order to bring grievances of discrimination, harassment or retaliation to the attention of management. Title I of the ADA prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment.

### Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (who is the Court Clerk's Human Resources Administrator). You will be asked to state in writing the nature and detail of the complaint. **See Appendix A for Complaint Form.** Supervisors who receive a complaint not in writing must report the complaint immediately to the Court Clerk's Human Resources Administrator. Any employee filing a complaint will not be subject to retaliation. Retaliation against an employee for reporting/complaining about an employment practice is strictly prohibited.
2. The EEO Officer will investigate the complaint with your supervisor and any other person with knowledge of the situation.
3. You will be advised of the results of the investigation and the Court Clerk's Office decision regarding the complaint.
4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file.

## ***Workplace Harassment / Abusive Conduct Prevention Policy***

The Court Clerk believes that you should be provided with a working environment free from harassment. It is the policy of Knox County that verbal or physical conduct by any employee that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment will not be tolerated.

If you believe you are being subjected to sexual, racial, religious, national origin, age, disability, or political harassment, or believe you are being discriminated against, you must bring this to the Court Clerk's Office attention. The nature of harassment often makes it impossible to detect unless the person being harassed registers his or her discontent with the appropriate authorities. You have a responsibility to report or complain as soon as possible to the appropriate supervisor, to the Court Clerk or to the Court Clerk's Human Resources Administrator.

All complaints of harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. In all cases, you will be advised of the findings following the investigation.

Any employee or supervisor who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

Abusive Conduct Prevention Policy:

The Court Clerk believes that all employees have the right to be treated with dignity and respect in the workplace. No employee shall engage in threatening, violent, intimidating or abusive conduct or behavior. Abusive conduct includes but is not limited to:

- Repeated verbal abuse such as derogatory remarks or insults;
- Nonverbal conduct that is threatening, intimidating or humiliating; or
- Sabotaging or undermining an employee's work performance.

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

Abusive conduct does not include:

- Disciplinary procedures as provided in this handbook;
- Routine counseling or correction of work performance;
- Reasonable work assignments;
- Individual differences in styles of personal expression;
- Passionate expression with no intent to harm others;
- Differences of opinion on work related concerns; or
- The non-abusive exercise of managerial prerogative.

All employees are encouraged to report abusive conduct; however, the Court Clerk recognizes that intentional false allegations can have a serious effect on innocent people. Employees who falsely accuse another employee under this policy will be subject to appropriate disciplinary action.



***If you believe you are the victim of harassment or abusive behavior you must report or complain as soon as possible to your supervisor, to your director or to the Human Resources Administrator. You may decide to which of these three persons the report will be made.***

Sexual Harassment:

Each supervisor and employee has a responsibility to maintain the workplace free of any form of sexual harassment. Sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is prohibited. Such conduct includes but is not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures, including nude photographs.

As with any form of harassment, you have the responsibility to report sexual harassment to an appropriate authority as soon as possible. You may report to either your supervisor, the Court Clerk, or

## State and Federal Policies

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the Court Clerk's Human Resources Administrator. Your complaint of sexual harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. You will be advised of the findings following the investigation.

Any employee or supervisor who is found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination.

## Americans with Disabilities Act (ADA)



*If you have a disability and need an accommodation to perform your job duties or to receive any regular benefit or condition of employment, you should make the request to your supervisor verbally, in a written memo or by using a special form. Any other person may assist in making this request.*

The Court Clerk complies with the *Americans with Disabilities Act of 1990, Public Law 101-336 (ADA)* which prohibits discrimination on the basis of disability. It is the Court Clerk's Office policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Court Clerk is committed to providing reasonable accommodations to qualified individuals with disabilities so that they may perform the essential job duties of their positions unless it would impose an undue hardship on the employer. An alcoholic is a person with a disability under the ADA and may be entitled to consideration of accommodation, if s/he is qualified to perform the essential functions of a job. However, an employer may discipline, discharge or deny employment to an alcoholic whose use of alcohol adversely affects job performance or conduct to the extent that s/he is not "qualified". Persons addicted to drugs, but who are no longer using drugs illegally and are receiving treatment for drug addiction or who have been rehabilitated successfully, are protected by the ADA from discrimination on the basis of past drug addiction. Current illegal drug use is not protected under ADA.

Reasonable accommodation is any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace.

If you have a disability, you may request a reasonable accommodation at any time during the application process or during your period of employment. You, your health professional, or any other representative acting on your behalf may request an accommodation. This may be done verbally or by completing a reasonable accommodation request form. This form may be obtained from your supervisor or the Court Clerk's Human Resources Administrator or in **Appendix B**.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability and that the disability necessitates a reasonable accommodation. The ADA Coordinator and/or the Court Clerk's Human Resources Administrator shall initiate an interactive process in which the employee, health care provider and employer each share information about the nature of the disability and the limitations that may affect the employee's ability to perform the essential job duties. The purpose of the discussion is to determine what, if any,

accommodations may be needed that are reasonable. If needed, an employee or applicant may follow the Court Clerk's Office ADA grievance procedure which is available in **Appendix C** on Court Clerk's website.

A reasonable accommodation may also include the use of a service animal. Service animals are used for a variety of reasons, so each accommodation request and modification may be different. Service animals have been individually trained to do work or a task or tasks for the benefit of an individual with a disability. It is the individual training that distinguishes a service animal from other animals under ADA.

In general, the accommodation request may be granted if: 1) the employee's disability and the service animal's function are related; 2) the service animal will improve the employee's ability to perform their job; 3) the animal has had sufficient training to not be a disruptive presence in the workplace; and 4) the accommodation does not cause an undue hardship. The employee and the employer are required to discuss the details of how the service animal will be monitored and cared for during the workday prior to initiating the accommodation.

Each of the Court Clerk's Offices should integrate service animal guidance into their Office-specific standard operating procedures. In doing so, this policy and procedure should be customized to fit each Department's situations and provide guidance as to when a service animal is an effective, reasonable accommodation or modification.

#### ***Title VI of the Civil Rights Act of 1964***

The Court Clerk 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) 215-4427.

#### ***Veterans' Preference***

Veterans' preference is observed for veterans who served full-time in the United States Armed Forces. Any person claiming preference under this section shall submit satisfactory proof of service and honorable discharge with the employment application. The preferences established by this section shall be applicable to recruitment, hiring for employment or advancement in employment classifications managed and maintained by the Human Resources Director. Candidates who have the minimum qualifications will be invited to interview.

#### ***Background Checks for Job Applications***

If you are selected for employment with the Court Clerk, a background check will be conducted. The Court Clerk follows the policy guidelines of the U.S. Equal Employment Opportunity Commission (EEOC) when conducting background checks and fully complies with the law under Title VII of the Civil Rights Act of 1964.

## State and Federal Policies

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- A background check will only be conducted on an applicant who has received a conditional offer of employment.
- Information sought in a background check will only be job-related.
- Applicants must sign a written acknowledgment form granting the Court Clerk permission to do a background check.
- Information obtained during a background check will be kept confidential.

### Types of background checks:

- Criminal Background Checks—Criminal background checks will be conducted on all applicants once they are selected for employment.
- Vehicle Driving Records—Vehicle driving records are checked if your job duties require you to drive a vehicle on County business.
- Credit History Background Checks—A credit history background will only be conducted if your primary job duties will include handling money, finances or auditing.
- Verification of Education and Professional Credentials—Some County departments may verify educational or professional certification of all selected job applicants in that department.
- DOT Background Check—Commercial truck drivers who are selected for a County job driving a truck will have a DOT background check from the applicant's previous employers.

The Court Clerk's Human Resources Administrator will be responsible for evaluating applicant background checks and complying with all laws and regulations pertaining to background checks.

## **HIPAA and Protected Health Information**

The Court Clerk complies with the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*, including the *Privacy Rule* enacted in 2000 and as amended in 2002, which follows guidelines involving the protected health information (PHI) of employees, dependents and patients.

The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization.

The Rule also gives patients' rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections. If you have questions, want additional information or need to report a problem regarding your protected health information, please contact the Court Clerk's Privacy Officer at (865) 215-3389 or email: [amber.babb@knoxcounty.org](mailto:amber.babb@knoxcounty.org).

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## Code of Ethics

It is the policy of the Court Clerk to uphold, promote and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all Deputy Court Clerks 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 Court Clerk's Office position or powers for improper personal gain.

### **Ethical Conduct**

You are required to maintain the highest ethical standards in the conduct of your official duties. This also applies to non-work situations when you identify yourself as a Court Clerk's Office employee (i.e., wearing a County identification badge, distributing a Court Clerk's Office business card, wearing apparel with the Court Clerk's Office logo). In order to fulfill this requirement, the following points are made:

- Personal characteristics such as honesty, courtesy, dependability, sobriety, industry and use of sound judgment are required for all employees in all classes of work in the Court Clerk's Office;
- There shall be no activity which is in conflict with the interest of your official duties; and
- You cannot use your position with the Court Clerk's Office for private interest.
- If the Court Clerk designates an official event as an alcohol approved social function, then no more than two alcoholic beverages may be consumed by the Deputy Clerk or the Clerk during the event.

### **Duty to Report**

If you have direct or indirect knowledge of any suspected illegal, improper, wasteful or fraudulent activity involving an employee with the Court Clerk's Office, you must immediately report such activities to your supervisor, the Court Clerk's Human Resources Administrator or the Knox County Hotline. Failure to report such activity may lead to disciplinary action up to and including termination.

### **Conflict of Interest**

Employment with The Court Clerk's Office is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to Court Clerk's Office activities that interferes or conflicts with the full discharge of your duties. For further information, see the Court Clerk's Human Resources Administrator for a copy of the Code of Ethics Policy.

### **Knox County Hotline**

Tennessee law requires that Knox County establish a confidential way for employees and the general public to report illegal, improper, wasteful or fraudulent activity in the County. If you observe any employee engaging in activity which you consider illegal, improper, wasteful or fraudulent in Knox County, please use the Knox County Internal Audit webpage at [knoxcounty.org/audit/hotline](http://knoxcounty.org/audit/hotline) to access the third-party vendor who will handle the report.

Reports can be made anonymously and confidentially. The Hotline operates 24/7.

### **Political Activity**

You may join or affiliate with civic organizations of a partisan or a political nature, may attend political meetings and 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:

- Engage in any political activity while on duty;
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- 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;
- Coerce or compel contributions for political or partisan purposes from another employee of the County; or
- Use any supplies or equipment of the County for political or partisan purposes.

### **Secondary Employment**

An employee shall not engage in any employment outside their primary employment with the Court Clerk's Office which adversely affects their work performance as an employee of the Court Clerk, creates a conflict of interest or creates the appearance of a potential 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. This must be submitted annually and if there are changes in your secondary employment. Your supervisor will send a copy of these statements to the Court Clerk's Human Resources Administrator for placement in your personnel file. If your supervisor believes there may be a potential incompatibility between the outside employment and Court Clerk's Office employment due to either the number of work hours, nature of work or scheduling requirements, he/she shall submit appropriate recommendations to the Court Clerk's Human Resources Administrator. The final decision will be made by the Court Clerk.

You shall at all times give first priority to the performance of your Court Clerk's Office job. Court Clerk's Office work schedules will not be adjusted to accommodate non-Court Clerk's Office work schedules.



*If you work another job, you must notify your supervisor in writing and state the employer, type of work, job duties, and hours worked per week. This job cannot conflict with your primary job at the Court Clerk's Office.*

### ***Nepotism***

Relatives of current employees will not qualify for new employment. You are not permitted to directly supervise a relative. Direct or immediate supervision includes, but is not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision or the evaluation process of another employee.

Violations occurring as a result of marriage, living arrangement, promotion or reorganization shall be resolved by transfer to another department or resignation/termination to eliminate the violation.

For the purpose of this policy, "relative" means parent, stepparent, foster parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, stepbrother, sister, sister-in-law, foster sister, stepsister, grandparent, son-in-law, daughter-in-law, grandchild, or another person who resides in the same household. A court-appointed legal guardian or an individual who has acted as a parent substitute is also included within this definition.

For the purpose of this policy, "department" means the three individual offices of the Fourth Circuit, General Sessions – Criminal Division and the Criminal Court Clerk.

### ***Court Clerk's Office Equipment***

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

### ***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 Criminal, General Sessions – Criminal Division or the Fourth Circuit Court Clerk's Offices;
- Conducts operations or activities that are regulated by the Criminal, General Sessions – Criminal Division or the Fourth Circuit Court Clerk's Offices; or
- Has interests that may be substantially affected by the performance or nonperformance of your official duties.

#### **Exceptions**

The prohibitions on accepting gifts, entertainment and favors do not apply to:

- Meals and entertainment: Food, beverage and entertainment provided as part of a meal or other event if the value of such items does not exceed \$50 per occasion, with the limit of two meals per day.
- Family members or friends of long standing: There is no prohibition if the circumstances make it



## Code of Ethics

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clear that it is the relationship, rather than the business or the persons concerned, which is the motivating factor and where the value of the gift, entertainment or favor is appropriate to the circumstance and consistent with the long-standing relationship. If such a gift, entertainment, or favor exceeds \$100 in value, you must disclose the nature and value of the gift, entertainment or favor in a letter to the Court Clerk.

- Ordinary loans: There is no prohibition if the loan is from an established financial institution made in the course of business on usual and customary terms. However, there can be no guarantees or collateral provided by any person described in the first paragraph of this section on Gifts and Contributions.

- **Unsolicited advertising material:** You may keep and use gift items with advertising (calendars, pens, key chains, etc.) as long as you did not request the items and they are of nominal value.

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## Classification and Compensation

### ***Employment At-Will***

The Court Clerk is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the Court Clerk may terminate your employment at-will, without cause or prior notice, at any time. None of the Court Clerk'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 the Court Clerk.

### **New Employees**

The initial evaluation will be conducted upon completion of your first 90 days of employment. Your supervisor may evaluate your performance more often if necessary.

### ***Temporary and Seasonal Employees***

You are considered a temporary employee when hired for a stated or specific term of employment of less than one year.

### ***Part-Time Employees***

You are a part-time employee if hired to work less than 30 hours per week on a regular basis.

### ***Full-Time Employees***

You are a full-time employee if hired to work a minimum of 30 hours per week on a regular basis.

### ***Job Classification***

All job classifications are based on an analysis of the duties and responsibilities of each position and include minimum requirements of education, training, experience, skills, knowledge and abilities necessary for the job. The Human Resources Administrator keeps job descriptions on file. When you begin a new position, you should receive a copy of your job description.

### ***Compensation Plan***

It is the intent of the Court Clerk to provide equal compensation for work of equivalent responsibility, pay according to work performance and/or outstanding service and establish pay rates which are comparable with those of regional governmental employers. Each position is rated according to experience, knowledge, training, duty complexity, leadership, effect of errors, communication, problem solving, physical demands, potential work hazards, stewardship/responsibility and education.

Employees are generally hired at the lowest level of the position's pay range but may receive a higher salary depending on experience and skill level.

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### **Pay Periods**

You are paid on a bi-weekly basis. Payroll is processed every other Friday. Some pay dates may occur earlier due to holidays.

### **Exempt and Non-exempt Employees**

If you are a non-exempt employee, you are covered by the overtime provisions of the Fair Labor Standards Act. You will receive time-and-a-half in compensatory time for any time actually worked beyond 40 hours in one week. (Time off such as holidays, annual leave, or sick leave does not count as time worked.)

If you are an exempt employee, you are not covered by the overtime provisions of the Fair Labor Standards Act. There are several categories of exempt employees, including those in bona fide executive, administrative and professional positions. Exempt employees do not receive compensatory time regardless of time worked.

Classifying a position as "exempt" is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example, is not sufficient data to classify a job as exempt from overtime status. The Responsibility for classifying Court Clerk's Office positions as exempt or non-exempt lies with the Criminal Court Clerk.

### **Overtime Compensation/Compensatory Time**

In accordance with the Fair Labor Standards Act, the Court Clerk may grant non-exempt employees compensatory time off instead of payment for time worked in excess of 40 hours in a work week. Compensatory time will be granted at time-and-a-half for all time worked in excess of 40 hours.

You may use accrued compensatory time within a reasonable period after making the request if your absence does not unduly disrupt the operations of the department.



*If you wish to use "comp time," you should request leave using the procedure in place in your department. Be aware that work and staffing may impact approval, but your supervisor should make a reasonable effort to honor your request.*

Compensatory time is cumulative to a maximum of 240 hours (160 hours of actual overtime worked) for all eligible Court Clerk's Office employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours, except under the following circumstances:

- If your additional work hours were for a public safety activity, an emergency response activity, or a seasonal activity, you may accrue no more than 480 hours of compensatory time (320 hours of actual overtime worked).
- All accrued compensatory time must be used by June 30 of each year.

## Classification and Compensation

### 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.



*If you need to make a one-time adjustment to your work schedule, you may ask your immediate supervisor, in advance, for permission to reduce or eliminate your lunch period on the day in question. This may not be used on an on-going basis.*

### Working Before/After Regular Hours

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

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## General Personnel Policies

### Attendance

You are an important member of the Court Clerk's Office team. We are committed to providing the highest level of services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required. You may obtain a copy of the Court Clerk's Attendance Policy from the Court Clerk's Human Resources Administrator.



***You must contact your supervisor (or next-level manager or designee) directly to give notification of absence or tardiness.***

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to contact your supervisor prior to your shift. Your supervisor may specify the method(s) of communication allowed for this type of notification, such as phone call, text message or email. If your supervisor is unavailable, you are required to contact the next-level manager or the person designated by your supervisor.

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

### Personal Appearance

Dress, grooming and personal cleanliness standards have lasting impressions on all employees and members of the public. During business hours, it is expected that everyone has a clean and neat appearance and is dressed according to the requirements of their position.

### 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 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.

You will be responsible for completing a time sheet or utilizing an electronic timekeeping system with your beginning and ending work times, including lunch. This is necessary for payroll calculation of your earnings. Non-exempt employees are required to complete an accurate time sheet or accurately utilize an electronic timekeeping system of beginning and ending work times, including lunch. Exempt employees may be required to complete accurate timesheets. Anyone who willfully falsifies a time record will be subject to immediate dismissal.



*You will be subject to immediate dismissal if you willfully falsify your time record. The same consequence applies if you falsify, or interfere with, the time record of any other employee.*

### ***Canvassing or Solicitation***

Non-employees are not permitted to solicit, whether verbally or by distribution of written material to Court Clerk's Office employees or the general public, for commercial purposes during work hours in work areas.

Solicitations by Court Clerk's Office employees made to other Court Clerk's Office 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.



***If you wish to schedule activities in Court Clerk's offices or solicit other employees for charitable purposes, first:***

- ***Submit a request in writing to the Criminal Court Clerk***
- ***Receive approval***

Employees or outside charitable organizations who wish to solicit Court Clerk's Office employees for charitable purposes or to schedule activities in Court Clerk's offices, must submit a written request and must be approved by the Criminal Court Clerk.

### ***Inclement Weather***

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing of Court Clerk's offices. Absence due to inclement weather requires you to make a personal judgment pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or annual leave. If you have no compensatory time or annual leave, then the time is charged as leave without pay.

Official Closings Due to Inclement Weather: The Court Clerk will decide if Court Clerk's offices will be closed on normal workdays during inclement weather. The official outlet for closing information is the Court Clerk's Inclement Weather Voice Message Phone Number (865) 215-3415. Closing information will be posted on the County website and on social media before it is distributed anywhere else. Closing information will also be given to Knoxville media outlets for publication, if they so choose. The Court Clerk will separately determine closing times for departments that work evenings and/or weekends (i.e., Deputy Clerk's working in the Magistrates' Office).

The Court Clerk will also contact your supervisor to inform him/her of the closing and each department will have a notification process. If you have any question about an official closing, you should contact your immediate supervisor.

The Court Clerk (or designated Supervisor) will also determine whether certain "critical emergency service personnel" must report to work during inclement weather. Such personnel may include Deputy



## General Personnel Policies

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Court Clerks assigned to:

- The Magistrates' Office
- Courtrooms
- Front Counters

If other employees are needed to assist with services, they will be contacted by a supervisor.

If you are not required to work during an inclement weather closing, you will receive administrative pay for your regularly scheduled working hours during the period of closing.

If you are among the critical emergency service personnel who must work, you will receive wages plus compensatory time for the hours actually worked.

If you are not scheduled to work during an inclement weather closing, you will not be paid for the closing.

If you are on annual, sick, or any other leave with pay during the declared times of closing, you will receive administrative leave with pay and will not have to charge that time to leave.

## Central Personnel Files

The central personnel files are public records and are maintained in the Criminal Court Clerk's Office. To review a file, contact the Court Clerk's Human Resources Administrator at (865) 215-3389. A sign-out sheet will be in each file showing who reviewed the file and the date. An employee of the Criminal Court Clerk's Office will remain in the room while the file is being reviewed.

It is important that you maintain up-to-date personal information via the Employee Self Service portal or promptly report any changes to the Court Clerk's Human Resources Administrator. Other records, such as educational accomplishments, should also be updated as they are factors in consideration for future promotional opportunity. Be sure that your profile and the Court Clerk's Human Resources Administrator always has your correct:

- Address and contact numbers such as telephone, mobile phone, and email address;
- Marital status;
- Any increase or decrease in number of dependents; and
- Any change affecting Social Security records.



***If you experience a change in educational status, identifying information, or family status, you should report these changes to the Human Resources Administrator at (865) 215-3389 or use the Employee Self Service portal.***

Tennessee law (TCA Sections 10-7-502 through 10-7-507) 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 Court Clerk's Office employees will not be open for inspection by members of the public:

- Home address;
- Home telephone and personal cellular numbers;
- Bank account information;
- Social security numbers;
- Driver license information;
- Personal, non-employer issued email address;
- Emergency contact information; and
- Same information about an employee's immediate family members.

### ***Performance Appraisals***

The performance appraisal is a systematic method of appraising and strengthening your performance. Your supervisor makes a rated evaluation based on factors such as job knowledge, job duties, leadership, promotion of accuracy, safety, communication, problem solving, stewardship and responsibility. He or she reviews your job description for any necessary changes and gives you feedback about your performance. Together you may develop goals to improve your job skills and enhance your performance.

### ***Promotions, Transfers and Reassignments***

Knox County ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities including all employment practices.

Promotions: The Court Clerk's Office 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. When possible, the Court Clerk will promote from within and will first consider employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in the best interest of the Court Clerk's Office.

Selected job openings may be posted on the central job posting bulletin board outside the Human Resources Department, on various bulletin boards throughout the County system, and on the Knox County website [knoxcounty.org/hr](http://knoxcounty.org/hr). Other local agencies, including the University of Tennessee, may also receive notice of postings. Selected openings may be advertised in the local newspaper or through other job listing outlets.

Transfers and Reassignments: It is the policy of the Court Clerk that he 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. The six-month requirement may be waived in situations where a transfer or reassignment is within the best interest of the Court Clerk's Office.

## General Personnel Policies

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### **Corrective Action and Progressive Discipline Procedure**

In cases where an employee displays inappropriate conduct or poor performance – and the activity does not call for automatic dismissal – the Court Clerk may or may not follow a progressive discipline process. This is a system that consists of corrective action, documentation, adverse action and dismissal. The three steps of progressive discipline include:

1. Verbal – The first step is usually a verbal warning from the supervisor to identify the problem and to state the corrective action needed. The supervisor documents this step (including dates, times, and details of incidents of improper conduct or poor performance) and the date the warning was given. The supervisor sends this documentation to the Court Clerk's Human Resources Administrator who will review it and place it in the employee's personnel file. The employee may submit a separate written statement for the file, if desired. If there have been no other disciplinary actions taken after one year, the employee can make a written request that the verbal warning be removed from the personnel file.
2. Written – The second step in the process is a written warning with specific examples cited. The supervisor prepares a letter or memo that states a specific time frame in which the employee must improve and gives the exact consequences of failure to improve. Prior to issuing the letter, the supervisor must review it with the Court Clerk. A copy of the letter is forwarded to the Court Clerk's Human Resources Administrator for review and placement in the employee's personnel file. The employee has the option of submitting a written statement that will also be placed in the file.
3. Adverse Action – If repeated attempts at corrective action fail to produce satisfactory results, the employee will be subject to some form of adverse action. The term adverse action means an action involving either suspension, demotion or dismissal. Before the action becomes effective, the supervisor must obtain the approval from the Court Clerk.

Any employee who receives three documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason. The Court Clerk is under no obligation to follow these steps in sequence or even to follow them at all.

The Court Clerk reserves the right to terminate anyone's employment immediately without warning. Either you or the Court Clerk may terminate your employment at will, without cause or prior notice, at any time.

### **Suspensions**

The Court Clerk may suspend you for cause and without pay for a period of time not to exceed 10 working days in any three-month period. You may not take annual leave, sick leave, or compensatory leave ("comp time") while on suspension. The progressive discipline process may be followed prior to suspension, unless the situation warrants automatic suspension.

### **Demotions**

A demotion is an assignment to a job at a lesser basic pay rate. There are two kinds of demotions: (1) demotions for cause and (2) demotions due to a reduction in workforce.

Demotion for Cause: A demotion may be made for cause including, but not limited to, violations of rules, failure to perform job duties adequately, misconduct or neglect of duty. The progressive discipline process may be followed prior to demotion.

Demotion Due to Reduction in Force: If a demotion is based on a reduction in force, you will be given consideration, based on seniority and work performance record, for future openings in higher job classifications. No progressive discipline process is necessary for a demotion based on reduction in force.

### **Dismissals/Terminations**

Immediate dismissals may be made for cause including, but not limited to, your action or behavior that constitutes:

- Insubordination (refusal to follow supervisor's instructions);
- Endangering your own health or safety or the health or safety of other employees or citizens;
- Making fraudulent statements on employee applications or job records;
- Absence from work without authorization or notification;
- Theft, vandalism, or willful destruction of Court Clerk's Office or employee property;
- Any violation of the County Alcohol and Drug Policy;
- Falsifying a time and attendance record;
- Improper or unsafe operation of a Court Clerk's Office vehicle as specified in the Fleet Safety Program; and
- Any other infraction when dismissal is determined to be in the best interest of the Court Clerk's Office.

Dismissals that follow the progressive discipline process are permitted for reasons that include but are not limited to:

- Misconduct;
- Willful neglect of duties;
- Failure to perform job duties;
- Repeated tardiness or absence;
- Violation of departmental rules;
- Email abuse; and
- Internet abuse.

Any employee who receives three documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason.

The Court Clerk is under no obligation to follow these steps in sequence or even to follow them at all. The Court Clerk reserves the right to terminate anyone's employment immediately without warning.

## General Personnel Policies

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### Resignations

If you want to resign your position, you should notify your immediate supervisor or the Court Clerk in writing no less than 10 working days before your expected termination date. Failure to provide such a notice will be recorded in your personnel file and may constitute grounds for "no-rehire."

After you give notice, the Court Clerk can release you from the job in less than 10 working days provided that all state and federal legal requirements are met.



***To resign your job, give a written notice to either your immediate supervisor or the Court Clerk. You should do this at least 10 working days before your last day of work.***

### Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If you are discharged because of a reduction, you are considered terminated unless you are offered and accept another position.

The Court Clerk will determine when a reduction in force is warranted and which employee(s) will be released. The decision about individual employees is made with consideration of job knowledge, skills, and work performance. If all factors are equal, seniority will govern. If you lose your job through a reduction in force, you may apply for other posted positions, now or in the future.

### Safety

The Court Clerk is concerned for your health and safety in the performance of your job. You must observe all safety rules. Any workplace accidents, incidents or injuries must be reported immediately to your direct supervisor and the Risk Management Department. You will also have to complete a written report and send it to Risk Management within 48 hours. If you are injured and unable to report immediately, then you should report the incident as soon as possible. Your supervisor will also have to



***You must report workplace accidents, incidents, or injuries to your direct supervisor as soon as possible. You will also have to complete a report and return it to the Risk Management Department.***

file a report.

The Risk Management Department also sponsors a Safety Committee with membership representing all areas of Knox County. This group meets monthly and advises both management and employees on matters of safety and health. For additional information about any safety concern, please contact the Risk Management Department at (865) 215-3750.

### **Garnishments and Levies**

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



*If your wages are garnished, be sure that all correspondence to your employer are sent to:*

*Knox County Payroll Department  
Room 635 City-County Building  
400 Main Street  
Knoxville, TN 37902*

### **Alcohol and Drugs – Drug Free Workplace Policy**

The Court Clerk is committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment.

The Court Clerk regards its personnel as individuals as well as employees and believes that alcoholism and drug addictions are illnesses and should be treated as such.

The Court Clerk further believes that if you develop alcoholism or other drug addictions you can be helped to recover and should be offered appropriate assistance. It is in the best interest of you and the Court Clerk's Office that when alcoholism or drug addiction is present it should be diagnosed and treated at the earliest possible date. Confidential treatment of the diagnosis and recovery process for alcoholism or drug addiction is essential.

Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. The Court Clerk and his employees share a commitment to create and maintain a drug-free workplace.

The full Drug and Alcohol policy is available from the Court Clerk's Human Resources Administrator. Please call (865) 215-3389 if you would like a copy. This section offers a brief summary of that policy.

Pre-Employment Testing: All applicants considered for employment in safety-sensitive positions are required to submit to a urinalysis test for the detection of the illegal use of drugs.

Employees on Duty or on Court Clerk's Office or Knox County Property: You must not manufacture, distribute, dispense, possess, or use illegal drugs or drug paraphernalia, nor may you be under the influence of such drugs. Furthermore, you must not be under any degree of intoxication or odor from

## **General Personnel Policies**

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alcohol, or possess open alcoholic beverage containers while on duty, or on Court Clerk's Office or Knox County property or in attendance at Court Clerk approved functions. If the Court Clerk designates an event as an alcohol approved social function, then no more than two alcoholic beverages may be consumed by the Deputy Court Clerk or the Court Clerk during the event.

Use of Prescription Drugs: You must not use or take prescription drugs above the level recommended by your prescribing physician and must not use prescribed drugs for purposes other than those for which they are intended.

If you are authorized to drive a Court Clerk's Office vehicle or if you use your own vehicle for county purposes, you must notify your supervisor or the Court Clerk of any illness, physical condition or use of medication that may impair or affect your ability to safely drive a vehicle. Failure to notify your supervisor that you are taking medication that may affect driving may lead to disciplinary action up to and including termination (See *Fleet Safety Program* §10(A), 2016).

Employees Convicted of a Criminal Drug Law: If you are convicted of any criminal drug law offenses (including alcohol, prescription drugs, or over-the-counter drugs), you must notify your supervisor or the Court Clerk no later than five days after the conviction. Within 30 days after receiving notice of a conviction, the Court Clerk will take appropriate disciplinary action and/or refer the employee to an appropriate substance abuse rehabilitation program. Your failure to report the conviction within the time prescribed will lead to disciplinary action up to and including termination.



***A consequence of violating The Court Clerk's Alcohol and Drug Policy may include automatic dismissal, meaning that the usual progressive discipline process is bypassed.***

Reasonable Suspicion of Drug or Alcohol Use: Whenever the Court Clerk, the Court Clerk's Human Resource Administrator and/or someone authorized in his/her absence reasonably suspects that your work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that you have otherwise violated the Court Clerk's County Drug-Free Workplace Substance Abuse Policy, you may be required to submit a breath and/or urine sample for drug and alcohol testing.

When a supervisor observes or is notified of behaviors or events that lead the supervisor to believe that an employee is in violation of the Drug-Free Workplace Substance Abuse Policy, the supervisor must notify the Court Clerk's Human Resources Administrator or the Court Clerk.

Refusal to Submit to Required Testing: If you are required to submit to drug/alcohol testing based upon reasonable suspicion and refuse, you may be charged with insubordination and necessary procedures may be taken to terminate your employment.

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## **Tobacco Use**

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Tobacco products, including electronic/vapor cigarettes, may only be used outside buildings in a specific area designated by the building manager. Ask your supervisor where this area is located at your facility. Additionally, tobacco products, including electronic/vapor cigarettes, may not be used in any vehicle owned or leased by the Court Clerk.

### **Computers, Smartphones, Tablets and Other Tech Equipment**

Computers, smartphones, tablets and other tech and related equipment and software are Court Clerk's Office property and are provided for the use of Court Clerk's Office employees for conducting Court Clerk's Office business. These items include, but are not limited to, smart phones and other tech equipment, hardware, software, and computer files and documents.

Electronic signatures on email must state only general information about the employee (i.e., name and contact info). Your supervisor may instruct to change text, icons, backgrounds, fonts or other information to be consistent with professional email communication.

The Knox County Fleet Safety Program prohibits employees while operating vehicles on county business from using electronic communication devices, with the exception of hands-free devices.

The Court Clerk has the right to monitor any and all of its electronic devices. This includes but is not limited to:

- Monitoring your internet usage;
- Reviewing your internet browser history;
- Reviewing any downloaded or uploaded material;
- Reviewing emails sent or received by you; and/or
- Monitoring the content of stored files on your county computer, smart phones, tablets or other tech and related equipment.

Passwords: All passwords used to gain access to any device owned by the County must be provided to the Court Clerk or the Information Technology department upon request. The use of undisclosed passwords is prohibited.

The Court Clerk and Knox County will not request or require an employee to disclose a password that allows access to the employees' personal accounts.

#### Prohibited Uses:

- Sending, displaying, circulating, or storing inappropriate, illegal or sexually explicit material is prohibited.
- No software or hardware may be installed or downloaded on Court Clerk computers without the written permission of the Court Clerk.
- Playing computer games on Court Clerk computers is prohibited.

The email system may not be used to solicit or to conduct personal business ventures. Employees must comply with all software licenses, copyrights and all other local, state and federal laws



## **General Personnel Policies**

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governing intellectual property and online activity.

Employees who violate this policy shall be subject to legal and/or criminal prosecution. Computers, smartphones, tablets and other tech equipment that have been used to violate this policy may be disconnected from the network until such violations are corrected. Employees must immediately notify their immediate supervisor or the Court Clerk upon learning of any violations of this policy.

## **Electronic Communication Device Usage and Etiquette**

The Court Clerk understands the important and integral part smartphones and other electronic communication devices play in our everyday lives. However, the use of such devices during work hours must not interfere with an employee's job duties or performance. If an employee's use of such devices becomes disruptive or interferes with another employee executing their job duties, they may be asked to not bring the device into the workplace.

Please be respectful to those around you to minimize disruptions. This means silencing your device during work, in meetings or when engaged with constituents. Be mindful of those around you when speaking on the phone. It is best not to discuss personal matters in earshot of the general public.

## **Social Media**

### **Policy Purpose**

The Court Clerk recognizes that online social media has become an integral part of how people communicate, express themselves and interact with others, both on and off the job. This policy outlines our expectations regarding employees' responsibilities. As an employee of the Court Clerk, employees are expected to represent the Court Clerk's Office responsibly, whether on the job or in the community. By following these guidelines, employees can avoid the pitfalls of online activity that could negatively affect their employment. Because of the rapid evolving industry regarding social networking, all employees should expect periodic updates, edits and amendments to this policy. Any failure to mention a specific program or platform does not suggest or imply exclusion from this policy.

### **Digital Social Networking Policy**

- A. Employees should understand that they are fully responsible for anything they write, publish, post or view online. Discipline or legal action can result from any employee that violates the County policy, Code of Ethics or creates a hostile work environment.
- B. Employees' digital social activity (Facebook, Twitter, Instagram) should not insult, defame or attack coworkers, managers or members of the public as this would not align with our Code of Ethics.
- C. Avoid identifying, discussing or posting pictures of others unless documented permission has been obtained.
- D. Except where permitted by applicable State or Federal law, do not reveal confidential information about fellow employees, personnel issues or any other information that has not been approved for release.

- E. Some employees may have job responsibilities or job descriptions that specifically call for or prohibit digital activity. Any employee that has questions regarding how this policy applies to their respective job functions should contact his or her direct supervisor. For those employees authorized to participate in digital activity while on the job, we ask that they focus that activity on material directly relevant to their job.

**Guidelines**

No policy can specifically address all the ways employees might communicate, publish, interact or behave on social media applications. Any employee who is unclear on how this policy applies or does not apply is encouraged to contact his or her direct supervisor. Your direct supervisor or the Court Clerk's Human Resources Administrator can also help clarify. When in doubt, ask!

Some key points to remember:

- **Think Before You Post** – remember, anything you post can't necessarily be taken back. Consider the effect your statements may have on yourself or others.
- **Be Polite and Respectful** – keep a level head if discussing controversial issues and follow the golden rule.
- **Be Smart and Use Common Sense** – if something you wish to write causes you to think twice, it may be best not to post it.

**This section left blank intentionally.**

## Leave Policies

### Annual Leave

If you work 18.5 hours or more per week on a regular basis (including during probation), you are eligible for annual leave. The following guidelines apply:

- You may take annual leave anytime during the calendar year (with prior approval) Jan. 1 through Dec. 31;
- If you are involved in military training, you will continue to earn leave while being paid;
- You accrue leave based on the number of paid hours in a pay period. This number may be greater or lesser than your scheduled hours; and
- Your accrual rate increases each year as shown in the table below. The accrual factor increase takes effect the first pay period following your employment anniversary date.

Annual Leave  
Accrual Factor Table

Years of Service	Accrual Factor	Maximum Accrued Hours per Year*
Less than 1	.0462	96
1	.0500	104
2	.0538	112
3	.0577	120
4	.0615	128
5	.0654	136
6	.0692	144
7	.0731	152
8	.0769	160
9-20	.0808	168
Over 20	.0923	192

\*Based on a 40-hour work week.



To calculate your earned hours of annual leave:

- From the Accrual Factor Table, find the line for the number of years you have been employed;
- Multiply the Accrual Factor number on that line by the number of hours in your bi-weekly pay period (64, 75, 80, etc.);
- That answer tells you how many hours of annual leave you earn per bi-weekly pay period;
- To determine how many days of annual leave you earn per year, multiply that number by 26 (number of pay periods per year), then divide the resulting number by the number of scheduled hours in your workday (7.5, 8.0, 10.0, etc.).

**Example** If you have been employed two years and work 37.5 hours per week (or 75 hours per pay period):

$$.0538 \times 75 = 4.035 \text{ hours of leave earned per pay period}$$

$$4.035 \times 26 = 104.91 \text{ hours of leave earned per year}$$

$$104.91 \div 7.5 = 13.988 \text{ days of annual leave earned per year}$$

The Payroll Dept. rounds fractions to the nearest quarter hour (15 minutes).

- The minimum amount of annual leave you can take is 15 minutes, and leave can only be taken in 15-minute increments.
- You may not take annual leave before you have earned it.
- The number of accrued leave hours to be used for one day of leave is equal to the number of scheduled paid hours of work for that day of leave. For example, if you work four 10-hour days per work week, you must use 10 hours of annual leave to have the entire day off. If you work 7.5 hours per day, then 7.5 is the number of hours of annual leave you must use to equal one day.
- You may take annual leave in the year you earned it, or you may carry it over for use in later years. However, there is a limit to the amount of annual leave you may accrue. Those limits are:

Years of Service	Maximum Accrued Hours
1 - 8	288
9 - 20	312
Over 20	344

## **Leave Policies**

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- If you earn annual leave in excess of the maximum amount listed on the table, the excess will be transferred to your sick leave account as of June 30, 2017 (and annually thereafter).
- Authorized time off for annual leave will not be considered as working time for calculating weekly overtime.
- When you terminate employment, you are entitled to payment for any unused annual leave that has accrued. Payment is based on the rate of compensation received at the time of termination. Annual leave payment is computed on the regular payroll day and are available at the normal time and place. No payment is issued in advance.
- Certain amounts paid for unused accrued annual leave when you terminate or retire are treated as compensation for Knox County Retirement System purposes. These amounts are subject to mandatory employee contribution to the asset accumulation plan, 457(b) deferred compensation plan and the Closed Defined Benefits Plan (DB) employee contributions, if applicable. These amounts are also counted for purposes of computing the County match contributions to the Asset Accumulation Plan, 457(b), and for Closed DB benefit purposes.

For Retirement System purposes, the maximum amount of your payment for unused accrued annual leave that can be counted is:

- For termination or retirement after July 1, 2017, your maximum amount listed on the table as of the immediately preceding June 30.
- Regardless of the Retirement System limits, annual leave accrued above the maximum limit will be paid to you, without withholding for Retirement System employee contributions.

## **Annual Leave Scheduling**

You may take your annual leave at any time of the year as long as you have accumulated the time and the needs of the department are met.

You must submit your annual leave request to your supervisor and receive approval prior to taking the leave.

Your supervisor may have a special form or a procedure for requesting use of annual leave.

## **Sick Leave Accrual**

If you work 18.5 hours or more per week on a regular basis, you are eligible for paid sick leave for authorized absences as defined in this sick leave section.

The amount of sick leave you earn is based on the number of paid hours per pay period. The number of paid hours is multiplied by the accrual factor of 0.0462 to determine the total sick leave earned. Examples of sick leave accrual are:

No. of Paid Hours Per Pay Period	Accrual Factor	Hours of Earned Sick Leave Per Pay Period	Hours of Earned Sick Leave Per Year
37	.0462	1.71	44.5
64	.0462	2.96	77.0
75	.0462	3.47	90.2
80	.0462	3.70	96.2

You may not use any hours of sick leave in advance of earning them. There is no “cap” or maximum for the amount of sick leave you can accrue. You may not convert unused sick leave into cash, personal holidays, or annual leave. In addition, unused days of accumulated sick leave are not paid when employment terminates, except as provided upon your retirement. See Sick Leave Retirement Payout Eligibility.

***Sick Leave Retirement Payout Eligibility***

Retiring Court Clerk’s Office full time (40hrs / 37.5hrs) employees with sick leave maintained by Knox County’s payroll system shall be eligible to receive a payment for unused accumulated sick leave at a rate of \$100.00 per eight or seven and one-half hours (8hrs / 7.5hrs) of accumulated sick leave up to a maximum of ten thousand dollars (\$10,000) in accordance with the following:

- The employee shall retire from the Court Clerk’s Office;
- Retirement eligibility shall be based on the policies of the County Retirement and Pension Board; and
- Employee shall provide a 60-day notice.

If less than 60 days’ notice is given, unused accumulated sick leave shall be paid at a rate of \$60.00 per eight or seven and one-half hours (8hrs / 7.5hrs) of accumulated sick leave up to a maximum of six thousand dollars (\$6,000).

***Sick Leave Notification and Approval***

To be eligible for sick leave with pay, you must give your supervisor as much advance notice of an absence as possible. Notification must be no later than the scheduled start time of your workday. Your supervisor may specify the method(s) of communication allowed for this type of notification, such as phone call, text message or email. If your supervisor is not available, you must communicate directly with the Court Clerk’s Human Resources Administrator, the Court Clerk or to the person designated by your supervisor.

***Sick Leave for Employee Illness or Injury***

You may use paid sick leave for authorized absences due to your own illness, injury or medical appointments. If you are absent for less than three consecutive working days, your supervisor may or may not require that you provide a healthcare provider’s statement. In order to minimize disruptions during the work day, it is recommended employees try to schedule appointments for early morning or late afternoon.

## Leave Policies

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To be eligible for sick leave with pay during a continuous period of more than three working days, you must provide a healthcare provider's statement and expected date of return to work, or some written statement of the facts concerning the illness or injury that is acceptable to your supervisor.

If you are out on sick leave for more than three consecutive working days and qualify for protection under the Family and Medical Leave Act (FMLA), your supervisor is responsible for notifying you and ensuring that all FMLA guidelines are followed (see FMLA section for more information). Contact the Court Clerk's Human Resources Administrator with any questions.

### ***Sick Leave for Family Illness or Injury***

With proper documentation, you may be permitted to use no more than 20 working days of accrued sick leave in any calendar year to attend to or provide care for certain family members who are ill or injured. If applicable, this leave runs concurrent to FMLA.

Those family members include:

- Spouse
- Parent
- Son or daughter
- Brother or sister
- Grandparent
- Grandchild
- Step-relatives of the above categories
- In-laws of the above categories
- Any person residing in your household

This list is broader than the list of relatives covered in FMLA.

If you are out on sick leave for more than three consecutive working days due to family illness that qualifies for protection under the Family and Medical Leave Act (FMLA), your supervisor is responsible for notifying you and ensuring that all FMLA guidelines are followed (see the FMLA section for more information). Contact the Court Clerk's Human Resources Administrator with any questions.

In all cases of absence for more than three consecutive days because of family illness (whether FMLA or not), you must provide a healthcare provider's statement certifying that you are needed to provide care for the family member.



***You must provide your supervisor with a statement from a health care provider if you are absent for more than three consecutive days due to the illness or injury of a family member listed in this section.***

The Court Clerk's Human Resources Administrator, in consultation with the Court Clerk, may authorize exceptions beyond the 20-working day limit, including the exhaustion of all sick leave in the event of catastrophic illness in your family or household.

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### ***Sick Leave for Medical Appointment***

You may use your accrued sick leave for medical appointments such as doctor, dental, or optical appointments (sick visits, preventive care, assessments or treatments prescribed by your healthcare provider). This includes medical appointments for your family members as described in the previous section on "Sick Leave for Family Illness."

### ***Sick Leave Accounting***

Sick leave may be taken in 15-minute increments. You may not consider authorized days off for sick leave as time worked for calculating weekly overtime compensation.



#### ***Sick Leave Summary***

***You may use your accrued Sick Leave for:***

- ***Your own illness or injury***
- ***Family illness or injury (specified family members only)***
- ***Medical appointments for self or family***
- ***Death of persons not in your immediate family***

### ***Sick Leave Donation Between Employees***

The intent of allowing employees to donate sick leave is to assist employees who because of a long-term personal injury or illness have exhausted their leave benefits and would otherwise be subject to a severe loss of income during a continued absence from work.

The donor must meet the following conditions in order to donate sick leave:

- The donor must have a remaining balance of 300 hours after the donation;
- The donor can only donate a maximum of one hundred and sixty hours (160) per calendar year, with a maximum of eighty hours (80) donated to a single recipient.
- Complete the transfer form and acknowledge their willingness to donate sick leave to the recipient. Please see the Court Clerk's Human Resources Administrator for this form.

The recipient must meet the following conditions in order to receive sick leave:

- The recipient must have exhausted all their accumulated sick, annual, and compensatory time, and have a diagnosed long-term injury or illness, the treatment of which requires the recipient to be absent from work more than their accumulated leave time would allow. Absences for normal pregnancy, routine or elective surgery, common illness and injury are excluded. Employees are not eligible for donations to cover caring for family members or other persons;



## Leave Policies

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- The recipient must not receive any other form of compensation including Social Security Disability Benefits or other disability-related income replacement such as AFLAC;
- A recipient may make their need for leave donations known to other employees. Such requests should be informal, brief and without pressure;
- A recipient may not offer an incentive to anyone in exchange for donated sick leave;
- Supervisors may not donate leave to employees they supervise;
- Supervisors may not receive a donation from employees they supervise;
- A recipient is limited to a maximum of 240 hours of donated sick leave within a 12-month period;
- Donations are not retroactive and will be applied to the pay period following the approval of the donation;
- Donations are applied to the recipient's balance on an as needed basis; and
- Retiring or resigning employees will not be eligible to donate sick leave.

The Payroll Director will transfer the donation from the donor's account to the recipient, subject to the following conditions:

- After receiving a completed form including the signatures of the donor, recipient, the Court Clerk, Compliance Coordinator and Human Resources Manager or Director;
- Donated hours are paid at the recipient's rate of pay, not the donor; and
- Once leave has been transferred to the account of the recipient, it may not be returned to the donor.

## ***Bereavement Leave/Funeral Leave***

Death of an immediate family member: You are entitled to a period of bereavement up to three days (3) at regular pay (not including overtime) with no deduction from your leave balances due to the death of any of the following family members:

- Spouse
- Parent
- Son or daughter
- Brother or sister
- Grandparent
- Grandchild
- Step-relatives of the above categories
- In-laws of the above categories
- Any person residing in your household

In addition, you may use up to two additional days of leave, totaling five days of leave. These two additional days will be deducted from your sick leave balance. If no sick leave remains, you must use compensatory time or take annual leave. If no annual leave remains, you must take unpaid leave. Your supervisor will make the final decision on the number of approved days for bereavement leave based on factors such as required travel and level of involvement in funeral arrangements. Other factors may also be considered. Bereavement leave may only be taken within ten business days from the death.

Any bereavement period that is expected to go over the five-day limit requires approval from your supervisor and you must use your annual time.

**Death of any other person:** You may use up to three days of accrued leave for the bereavement of other persons not listed above. This leave will be deducted from your sick leave balance. If no sick leave remains, you must use compensatory time or take annual leave. If no annual leave remains, you must take unpaid leave. Bereavement leave may only be taken within ten business days from the death.

As stated above, your supervisor will make the final decision on the number of days approved for this leave. Your supervisor must approve any bereavement period that is expected to exceed the three-day limit and you must use annual leave for those additional days.



***If you want to attend the funeral or observe a period of bereavement for the death of any person not listed in the immediate family section, you must use time from your annual leave balance.***

## Holidays

The Court Clerk's Office observes the holidays listed below. You are eligible to be paid for these holidays if you work at least 18.5 hours per week on a regular basis.

The Court Clerk will announce any additional holidays. Offices may be closed without further notice on the following days:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Holiday (A two-day holiday: Dec. 25 and one other day to be announced annually by the County Mayor.)

If a holiday falls on a Saturday or Sunday, the Court Clerk will determine the day to be taken. If you are eligible for holidays, you will receive pay for each holiday – whether or not you are scheduled to work on

**Leave Policies**

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those dates. The amount of pay is prorated to the number of hours you work each week, not the hours in a day. This means you will receive the same amount of pay for each holiday. The chart listed below indicates the amount of holiday credit received based on the number of hours in your work week.

If the holiday falls on a day when you are scheduled to work fewer hours than the holiday credit hours you receive, you will take the remaining hours another day.

***Example:** The chart says you will receive five hours of holiday credit, but on the day of the holiday you are only supposed to work three hours. You are still "owed" two hours and you need to take them on another day within the same pay period.*

If the holiday falls on a day when you are scheduled to work more hours than the holiday credit you will receive, you need to "make up" those hours.

***Example:** The chart says you will receive five hours of holiday credit, but on the day of the holiday you are supposed to work six hours. For that day you are paid for five hours, but you missed six hours of work. You will need to work the hour you missed. You may either work an additional hour on another day in the same pay period, or you may choose to use annual leave for that hour.*

**Paid Holiday Credit  
Based on Hours in the Regularly-Scheduled Work Week**

Hours per Week	Holiday Credit
40	8.00
39	7.75
38	7.50
37	7.50
36	7.25
35	7.00
34	6.75
33	6.50
32	6.50
31	6.25
30	6.00
29	5.75
28	5.50
27	5.50
26	5.25
25	5.00
24	4.75
23	4.50
22	4.50
21	4.25
20	4.00
19	3.75
18.5	3.75

You will need to arrange any schedule changes with your supervisor and receive advance approval.

If you wish to observe a religious holiday, contact your supervisor to make arrangements. Annual leave will be used for time off taken for religious holidays. If you have no accrued annual leave, you must use available compensatory time, sick leave, or leave without pay, in that order.

### **Leave of Absence**

If you exhaust all your annual and sick leave and still need time off for personal or health reasons, you may apply for a leave of absence for a period of up to three months if you are a full-time employee. The written request for leave must be given to your supervisor and the Court Clerk at least 30 days prior to the start of the requested leave unless the leave is an emergency.



***To request a leave of absence, submit a written request to your supervisor and the Court Clerk at least 30 days in advance, unless the leave is an emergency. State the reason for the leave, date you want it to begin, and date you expect to return to work.***

Regardless of the reason for the leave, it is essential that the employee contact the following departments to ensure benefits are properly administered:

- Knox County Human Resources – FMLA Administrator
- Knox County Benefits Department
- Retirement and Pension Board
- Knox County Payroll Department

The Court Clerk may or may not approve your request for a leave of absence. The decision is at his discretion, unless the leave qualifies under the Family Medical Leave Act or the Tennessee Maternity and Adoption Care Leave Act. Some of the matters considered in approving the request are your length of service, employment record and the reason for the absence.

While you might originally request a leave of absence for a period of three months, it is possible that extensions may be granted. However, the total leave and extensions for any one cause cannot exceed one year.

You do not accrue sick and annual leave while you are on an approved leave of absence.

You must notify your supervisor of the anticipated date of your return to work prior to that date. Your supervisor is responsible for immediately notifying the Benefits Department, the Retirement and Pension Board, the FMLA Administrator, and the Payroll Department.

When you return from a leave of absence, you will be placed in your previous position or a similar position, if available. If the same or similar position is not available, you will receive preference for employment in any available position for which you are qualified.

If you are unable to return to work, you are responsible for requesting an extension (in advance) from

## Leave Policies

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the Court Clerk. If you fail to return to work at the conclusion of your leave of absence, you will be terminated from employment.

There may be changes in your employee benefits during a leave of absence. Please contact the Benefits Department to determine what changes you may experience.

### **Family Medical Leave Act (FMLA)**

The Court Clerk 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 in the preceding 12 months, you are eligible to take up to 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 child;
- Your own serious health condition that prevents you from performing the essential functions of your job; or
- The serious health conditions of a child, parent, or spouse if you are needed to help provide care.

**Certification:** If you request leave for your own serious health condition, or to care for the serious condition of a child, parent or spouse, you must provide the Court Clerk with certification from a treating healthcare provider. Healthcare Provider Certification Forms are available from the Court Clerk's Human Resources Administrator.



***You must provide certification from your treating healthcare provider when you request leave for your own serious health condition, and you may need a modified statement if your request is to care for another family member.***

**Measuring 12 Month Periods:** The Court Clerk 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, 2019 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, 2020.*

**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; or
- 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 Court Clerk.

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 must work with your supervisor to schedule the leave, so it does not unduly disrupt the office's operations, subject to the approval of your healthcare provider.



***If you need to be off occasionally for medical reasons, you must work with your supervisor to arrange a schedule that does not unduly disrupt the office's work – but, it has to also have the approval of your healthcare provider.***

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

Serious Health Condition: "Serious health condition" means an illness, injury, impairment, 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;
- 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;
- Any period of incapacity due to pregnancy, or for prenatal care;
- Any period of incapacity (or resulting treatment) due to a chronic serious health condition, (e.g., asthma, diabetes, epilepsy, etc.);
- 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.).

Health Insurance Premiums: During FMLA leave, the Court Clerk's Office will continue to pay its portion of health insurance premiums, and you must continue to pay your portion of the premium. Your contribution of health insurance premiums should be paid continually according to your pay periods (e.g., weekly, bi-weekly, monthly).



***While on FMLA leave, you must continue to pay your own portion of your health insurance premiums.***

If you do not return to work at the end of FMLA leave, you will be required to reimburse the County for payment of health 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.

## Leave Policies

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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 benefit contributions while out on FMLA.

Accrued Leave: You are required to use your leave balances during FMLA leave. Accrued leave and FMLA leave are used at the same time. You do not take your accrued leave first and then take FMLA.



*When your circumstance qualifies for FMLA, you may not first use your accrued leave and then start FMLA leave. These two types of leave run concurrently – You are required to use them at the same time.*

An employee must use paid annual and/or sick leave during a family medical leave of absence in accordance with the Court Clerk's Office policies regarding annual and sick time. Once available leave is used, the remainder of FMLA leave will be unpaid.

During FMLA leave, you will not accrue employment benefits, such as annual leave 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: If you return to work from FMLA leave before or on the business day following the expiration of the 12 weeks, you are entitled to return to your job or an equivalent position without loss of benefits or pay.

Applications: You are encouraged to discuss the FMLA process with the FMLA Coordinator when applying for FMLA leave. Applications must be submitted in writing and should be submitted at least 30 days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the Court Clerk's Office with an appropriate medical certification when you request FMLA.

When you are on leave, you must periodically report (if possible) to your supervisor or the Court Clerk on your status and indicate when you intend to return to work. Appropriate forms must be submitted to the Court Clerk's Human Resources Administrator to initiate family leave or to return the employee to active status.

Extensions: Family and medical leave is available only for up to 12 weeks under the FMLA or Tennessee Leave Law, unless you contact your supervisor and obtain special approval for an extended leave of absence without pay due to special circumstances. Your supervisor will consult with the Court Clerk about the approval.

Any extensions must be requested, whenever possible, two weeks in advance of your scheduled return date. The Court Clerk reserves the right to grant or deny such extensions in whole or part in accordance with state and federal law.

**Maternity/Paternity Leave**

Maternity/paternity leave is granted to employees for a maximum of 16 weeks, with the first 12 weeks of leave falling under the Family Medical Leave Act (FMLA) and the remaining four weeks as maternity leave under the Tennessee Maternity and Adoption Care Leave Law. You must be employed full-time for at least 12 months to receive maternity/paternity leave.

You are required to use your accrued leave (annual, sick, comp) during maternity/paternity leave but may retain 16 hours of sick leave for use with follow up appointments or newborn illness following your return. Accrued leave and maternity/paternity leave are used at the same time. You do not take your accrued leave first and then take maternity/paternity leave.

The purpose of this leave is to provide time off for pregnancy, childbirth, nursing, and/or bonding with the infant. If the Court Clerk finds that you pursued other employment opportunities or worked part-time or full-time for another employer during the period of maternity/paternity leave, then the Court Clerk does not have to reinstate you at the end of your leave period.



***Notify your supervisor at least 12 weeks in advance of your anticipated date of departure for maternity/paternity leave.***

**Military Leave**

If you are a member of the United States Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, or the commissioned corps of the Public Health Service, you are eligible for military leave for active duty training, inactive duty training, full-time National Guard duty, or absence to determine your fitness to serve in the Armed Forces.

There is no waiting period to be eligible for military leave. This applies to probationary and non-probationary employees.

As a result of your membership in any of the named military reserve organizations, you are allowed to receive up to 30 working days per calendar year of paid military leave when you are absent from work because of performance of duty or training in the military reserve. You will receive your regular salary during this leave period.

You must provide copies of military orders when requesting such leave. If you are requesting more than 10 days off, you must make the request in writing no less than two weeks in advance.



***You must give at least two weeks written notice when you need leave for military duty that lasts more than 10 working days.***



## Leave Policies

### ***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.

Only witness duty pertaining to job-related business will be excused with regular pay. If the witness duty is not job-related, employees must use annual or comp leave, or they may use unpaid time.

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

If you complete your jury or witness duty during regular work hours, you are expected to return to work immediately.



***Notify your supervisor if you must appear for jury or witness duty. Witness duty must be job-related in order to receive your regular pay.***

### ***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 hours.

If your shift begins three or more hours after the opening of the polls or ends three 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 noon of the day before the election. The supervisor may select the hours during which you may be absent for voting.



***To receive time off for voting, arrange the leave with your supervisor before noon of the prior day. Your supervisor will advise you of the time you may leave for voting.***

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## Employee Benefits

### ***Plan Documents***

Copies of the plan documents and important legal notices for benefits administered by the Benefits Department are available at [knoxcounty.org/benefits](http://knoxcounty.org/benefits) or by contacting the Benefits Department (free paper copies available upon request). Should any questions or conflicts arise, the plan documents will be the final authority in determining your benefits. The Court Clerk and Knox County reserves the right to modify or discontinue a benefit at any time.

### ***Other Benefit Communications***

The Benefits Department issues an updated copy of the Benefits Guide each year. This document is intended to be an overview of the benefits administered by the Benefits Department. It contains information about insurance premiums, how to enroll in benefits and simplified information about coverage. It is not a contract or an official interpretation of the benefit plans.

Additional information about benefits can be found at [knoxcounty.org/benefits](http://knoxcounty.org/benefits) and the Employee Self Service link found on that webpage. It is your responsibility to check your professional email account, if one has been issued to you, and to keep your primary email address and home address up-to-date in the Employee Self Service.

### ***Insurance Identification Cards***

Insurance identification cards must be used only by you and the legal dependents you have enrolled in a benefit. Typically, insurance cards will be mailed to the home address listed in your Employee Self Service account. You can update your contact information by visiting the Employee Self Service link at [knoxcounty.org/benefits](http://knoxcounty.org/benefits). Some benefits may not issue cards. See the current year Benefits Guide for more information.

### ***Benefits Eligibility***

This section applies to health, dental, vision, flexible spending and life insurance coverage.

#### **Employee Eligibility**

You are eligible for benefits when you work a minimum of 30 hours per week. These benefits include medical coverage, dental coverage, vision coverage, and flexible benefit options. If your hours drop below 30 hours per week on a regular basis you will lose eligibility for health insurance and you and all eligible covered dependents will be offered COBRA. New employees have 30 days from their date of hire to enroll in benefits.

#### **Dependent Eligibility**

You are responsible for only listing dependents that are eligible for coverage as defined by the plan documents. If a covered dependent becomes ineligible based on the plan documents, it is your responsibility to notify the Benefits Department immediately. Making a misrepresentation of fact or

## Employee Benefits

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committing fraud against any benefit can have serious ramifications, up to and including termination of coverage and/or employment. Misrepresentation and fraud include, but are not limited to, providing incorrect or misleading information or permitting the improper use of insurance cards.

### Eligibility Start Date

Benefits Department staff will determine the effective date of coverage. Typically, it is the first day of the calendar month following 30 days of continuous employment. If an employee starts work on the first working day of the month (defined as the first workday that is not Saturday, Sunday or an official Knox County employee holiday), he or she is eligible for coverage on the first day of the following month. For example: If you were hired on Jan. 18, your coverage would go into effect March 1. If you were hired on February 1, your coverage would also go into effect March 1. In both instances, this means your deductions would not start until March 1.

### Change in Eligibility Status/Qualifying Events

In most instances, you have 30 days after an eligibility changing event (“qualifying event”) to notify the Benefits Department and make changes to your elections. Qualifying events include: dependent status change, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit eligibility. Employees are encouraged to use the Employee Self Service portal to report qualifying events.

If you or your dependent loses Medicaid or (Child Health Insurance Program) CHIP eligibility, you have 60 days after the qualifying event to notify the Benefits Department and make changes to your elections.

Some benefits may not require a qualifying event prior to a change. If a qualifying event is required, you will need to provide timely proof of the qualifying event and/or dependent eligibility.



*In most cases, you must notify the Benefits Department within 30 days of the qualifying event/change in your eligibility status. Documentation related to the qualifying event may be required to make benefit changes.*

### Eligibility End Date

Generally, benefits end the last day of the month in which you actively work. In cases of death or divorce, benefits end on the date of the event. If you do not receive paychecks to cover the entire month (and have premiums deducted), you may be required to submit payment to cover your portion of benefit costs.

### Continuation of Coverage (COBRA)

If you lose coverage due to a 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 limited period of time.

For a full explanation of COBRA terms and eligibility, contact the Benefits Department or refer to the “General COBRA Notice.”

### **Annual Enrollment**

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's enrollment, claims experience and other relevant factors. Announcements concerning changes for the upcoming plan year are made during annual enrollment each fall. You are required to review the Benefits Guide, your notices, home mailings and department memos for information about the benefits for the upcoming year.

The Benefits Department conducts help sessions at various locations to accommodate those who need assistance and information regarding benefit changes. Typically, the enrollment period is from mid-October until mid-November. It is your responsibility to stay informed of benefit changes and open enrollment dates.



*You are required to review the Benefits Guide, your notices, home mailings, and department memos for information about benefits for the upcoming year. Failure to do so may result in no coverage for the following year and/or enrollment in the lowest tier health insurance plan with employee only coverage.*

### **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 in the month in which your coverage starts. Your health and flexible spending deductions will be taken out of 26 pay periods per year. Dental, vision, life insurance and gym discount deductions will be taken out 24 pay periods per year.



*You are responsible for reviewing your paycheck to ensure the appropriate benefit deductions have been taken. Contact the Benefits Department to make payment arrangements for insurance premiums and other deductions if you miss a paycheck because of absence.*

If you miss a paycheck due to work absence or unpaid time, you are responsible for contacting the Benefits Department at (865) 215-3800 to make payment arrangements.

### **Health Coverage**

Knox County offers a selection of health insurance plans with various types of coverage. Each plan is priced based on the number and type of dependents covered by the plan, including employee-only coverage with no dependents. The Court Clerk's Office pays a significant portion of your insurance premiums as a benefit of your employment, but you are responsible for the employee portion of the insurance premiums.

Temporary employees, seasonal employees, and interns are not eligible for health coverage.

## **Employee Benefits**

### ***Dental and Vision Coverage***

Knox County offers dental and vision insurance plans with various types of coverage. Each plan is priced based on the number of dependents covered by the plan, including employee-only coverage with no dependents.

Temporary employees, seasonal employees, and interns are not eligible for dental or vision coverage.

### ***Flexible Spending Accounts***

Flexible spending accounts allow an employee's medical out-of-pocket expenses and dependent care expenses to be paid with "before tax" dollars. Knox County offers a benefit option that utilizes a debit-type card to access your plan 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. There are minimum and maximum deduction limits for this benefit. See the current year Benefits Guide for details.

You do not have to be enrolled in Knox County's health insurance plan in order to participate in a flexible spending account.

You may enroll during the annual open enrollment. Re-enrollment is required each year to continue participation.

### ***Life Insurance***

Knox County provides basic life and accidental death and dismemberment (AD&D) insurance at no cost to you when you work at least 18.5 hours per week on a regular basis. For basic life, the County provides one and one-half (1½) times your salary, up to a maximum benefit of \$50,000. For AD&D, you are eligible to receive an additional benefit according to a schedule of losses such as loss of life, limb or sight due to an accident. This benefit pays up to two times your annual salary, with a maximum of \$100,000.

You may purchase supplemental life insurance for you, your spouse or your child(ren). If you purchase supplemental life insurance, the premium will be deducted from your paycheck.

Rates for supplemental coverage are available in the current year's Benefits Guide which can be found by visiting [knoxcounty.org/benefits](http://knoxcounty.org/benefits).

### ***Discounted Gym Memberships***

The Court Clerk strives to promote and support the physical well-being of his employees and their families. The current year Benefits Guide contains information about discounted gym memberships available to you and qualified dependents. Age limits and dependent relationship to the employee may affect dependent eligibility.

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### ***Health and Wellbeing***

The Court Clerk believes in supporting the health and wellbeing of his employees. We encourage employees to maintain active lifestyles, make a habit of healthy eating and take steps to manage stress. Simple activities such as regularly taking a walk during lunch, choosing water instead of soda and fostering work-life balance can help make a difference in your personal health.

As an employer, the Court Clerk continues to work on creating a culture and environment where health and wellbeing is supported as the norm. Departments are encouraged to work with employees to create strategies specific to their worksite for supporting health and wellbeing. This may include, but is not limited to, allowing alternative schedules to accommodate physical activity, incorporating short physical activity breaks into long meetings, holding walking meetings, creating welcoming environments for employees to eat lunch, and helping employees reduce on-the-job stress.

### ***Employee Assistance Program (EAP)***

The Court Clerk strives to promote and support the emotional well-being of its employees and their families.

The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and members of their immediate family/household who are dealing with difficult issues. EAP services may not be appropriate for all needs or ages, and an EAP representative can provide you with a referral to other services upon request. The EAP also provides additional services, such as limited legal and financial counseling, at no cost to you.

Additional information about the EAP can be found in the current year Benefits Guide, at [www.knoxcounty.org/benefits](http://www.knoxcounty.org/benefits) or by contacting the Benefits Department.

### ***Nursing Mothers***

In accordance with the 2010 Patient Protection and Affordable Care Act, a nursing mother can take up to two paid breaks (15 minutes each) per day to express breast milk for her nursing child for up to one year after the child's birth. The supervisor should work with the employee to schedule break time that reasonably accommodates both the mother's needs and her work responsibilities. The supervisor is responsible to help the mother identify a place to express milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

### ***Workers' Compensation***

You are protected under the State of Tennessee's Workers' Compensation Law for injuries and occupational diseases that result "out of and in the course of employment." This includes injuries that take place when you are performing tasks you were hired to perform at times and in places where you were hired to work.

## Employee Benefits

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If you experience an on-the-job injury or illness you are required to:

- Report the incident to your supervisor;
- Provide written notification of your injury within one working day of the injury;
- Complete a TN 1st Report of Injury. It is your responsibility to send or fax it to Knox County Law Director Workers' Comp Division, (865) 215-3390;
- Choose a physician from the panel of primary physicians provided to you by your supervisor. Workers' Comp will schedule your initial appointment for you;
- Keep all appointments with physicians as scheduled or notify Workers' Comp in order to have the appointment rescheduled for you;
- Workers' Comp Division must approve all physicians and appointments;
- Be aware that Knox County has a temporary duty (light duty) program for all employees;
- Notify Workers' Comp and your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty; and
- Give your supervisor a copy of Return to Work forms you receive from the physician.



***Workers' Comp Division must approve all physicians and appointments related to Workers' Compensation.***

If you require emergency medical treatment, you should use the emergency room at any local hospital. Only one visit to the emergency room will be covered by Workers' Compensation. Notification to Workers' Comp Division should be made immediately.

If there is a follow-up appointment required after the initial visit to the emergency room, you must choose from the panel of primary physicians. The Workers' Comp Division will schedule this appointment for you. You are not authorized to return to the emergency room for follow-up treatment (i.e., removal of stitches, change of injury dressings, etc.).



***Only one visit to the emergency room will be covered by Workers' Compensation. All follow-up appointments must be handled by a physician chosen from the panel of primary physicians and scheduled by Workers' Comp Division.***

Knox County has contracted with local pharmacies to accept charges for medications for work-related injuries after the following:

- You have notified your supervisor and Workers' Comp Division of your injury;
- Your prescription has been approved for payment by Workers' Comp Division; and
- The pharmacy has contacted Workers' Comp Division for authorization.

Knox County will pay reasonable and necessary costs related to your on-the-job injury as long as the proper procedures are followed. If your authorized treating physician releases you to return to work with specific temporary restrictions (i.e., light duty) and Knox County can provide a job within the recommended restrictions, you must return to work and attempt the light duty.

## Employee Benefits

Your authorized physician determines what light duty work is appropriate. If clarification of light duty restrictions is needed, you should contact the Workers' Comp Division. Failure to report for light duty may result in termination of disability benefits. You may qualify for benefits if Knox County cannot provide a job within the restrictions given by the authorized physician.

Medical bills and temporary benefits will not be paid until the Workers' Comp Division has received the appropriate forms and the Division has approved your claim.

After your claim has been received in the Workers' Comp Division, it will be reviewed to determine whether it is approved. You will be notified if a problem arises in the process of making that decision.

The Workers' Comp Division Office has final authority to determine if a claim is accepted as a Workers' Comp injury or is rejected and should be applied to your medical insurance.



***You must return to work and attempt light duty if authorized by your treating physician. Failure to report for light duty may result in termination of disability benefits.***

The goal is to process Workers' Compensation claims as quickly and as fairly as possible while providing you with the best medical care possible. The length of time required for approval will vary for each claim. If you have questions regarding a Workers' Compensation issue, please contact the Workers' Comp Division at (865) 215-4573 or (865) 215-3955.

## Retirement and Pension Board

The Retirement and Pension Board is an independent nine-member board made up of the County Mayor, four County Commissioners, and four employee-elected representatives. This Board handles the administration of all the retirement plans offered to you. You may contact the Board at its administrative office located in Room 371 of the City County Building, by phone at (865) 215-2323, or website: [knoxcounty.org/retirement](http://knoxcounty.org/retirement).

## Disability Benefit

There are two types of disability benefits: in-line of duty and not-in-line of duty.

**In-line of duty:** If you are an active participant in a Knox County retirement plan and become disabled as defined by the plan in-line of duty, you may be eligible to receive a disability benefit subject to all applicable requirements, provided that your disability is a result, directly or indirectly, of an act occurring, a thing done, or a risk taken which, as determined in the discretion of the Board, was required of you in the performance of your duty as an employee.

**Not-in-line of duty:** If you are an active participant in a Knox County retirement plan, have completed a minimum of five years of service, and become disabled as defined by the plan, you may be eligible to receive a disability benefit subject to all applicable requirements.

Contact the Retirement Board Office at (865) 215-2323 or go to the website [knoxcounty.org/retirement](http://knoxcounty.org/retirement).



**Employee Benefits**

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**Credit Union**

The Knox County Employees Credit Union is a state chartered, not-for-profit, financial institution founded in 1974. The credit union is open to all County employees and their immediate families. There is no fee to join the credit union, but a minimum balance of \$25.00 is required in a share (savings) account. Members are eligible for share accounts (savings), share draft (checking), certificates of deposit, and IRA accounts. All accounts are federally insured up to \$250,000.

In addition, the credit union offers competitive rates on loans to qualifying members. Visit [knoxcountyequ.com](http://knoxcountyequ.com) for a list of current rates, services offered and much more.

The credit union has two locations:

**Knox County Employees Credit Union**

City-County Building  
400 Main St., Room 355

(865) 215-2364  
Monday – Friday  
8:00 a.m. – 3:30 p.m.

**Central Street Branch**

Knox Central Building  
1000 N. Central Street

(865) 215-5690  
Monday, Thursday and Friday  
8:00 a.m. – 3:30 p.m.

# Appendix

## Appendix A

### COURT CLERK'S OFFICE HUMAN RESOURCES COMPLAINT FORM

The Court Clerk ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities including all employment practices.

Date of Filing: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Alleged Incident: \_\_\_\_\_



Indicate below the person(s) who you believe discriminated against you:

Name(s): \_\_\_\_\_  
Work Location: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

Please provide a detailed description of the alleged incidence of discrimination. If there are any witnesses, please provide their contact information. Attach additional pages as necessary.

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Appendix B**

**AMERICANS WITH DISABILITIES ACT (TITLE I) REASONABLE ACCOMMODATION REQUEST FORM**

**A. QUESTIONS TO CLARIFY ACCOMMODATION REQUESTED**

What specific accommodation are you requesting?

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If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? \_\_\_\_\_

Is your accommodation time sensitive?      Yes      No      If yes, please explain: \_\_\_\_\_

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**B. QUESTIONS TO DOCUMENT THE REASON FOR THE ACCOMMODATION REQUEST**

What, if any, job function are you having difficulty performing?

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What, if any, employment benefit are you having difficulty accessing?

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What limitation is interfering with your ability to perform your job or access an employment benefit?

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Have you had any accommodations in the past for this same limitation?      Yes      No

If yes, what were they and how effective were they?

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If you are requesting a specific accommodation, how will that accommodation assist you?

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**C. OTHER**

Please provide any additional information that might be useful in processing your accommodation request:

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Signature

Date

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**COURT CLERK'S OFFICE  
GRIEVANCE PROCEDURE UNDER  
THE AMERICANS WITH DISABILITIES ACT – TITLE I**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provisions of employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 business days after the alleged violation to:

Cindy Pionke, Strategic Facilities Engineer, ADA/504 Coordinator  
City County Building, Human Resources, Suite 360  
400 Main Street  
Knoxville, TN 37902  
Office: 865-215-3641  
TTY: 865-215-2497  
[cindy.pionke@knoxcounty.org](mailto:cindy.pionke@knoxcounty.org)

Within 15 business days after receipt of the complaint, the ADA/504 Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 business days of the meeting, the ADA/504 Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Court Clerk's Office and Knox County and offer options for substantive resolution of the complaint.

If the response by the ADA/504 Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision, in writing, within 15 business days after receipt of the response to the Criminal Court Clerk.

Mike Hammond, Criminal Court Clerk  
City County Building, Suite 149  
400 Main Street  
Knoxville, TN 37902  
Office: 865-215-3455  
Relay: 1-800-848-0298  
[mike.hammond@knoxcounty.org](mailto:mike.hammond@knoxcounty.org)

Within 15 business days after receipt of the appeal, the Criminal Court Clerk's Office will meet the complainant to discuss the complaint and possible resolutions. Within 15 business days after the meeting, the Criminal Court Clerk's Office will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA/504 Coordinator, appeals to the Criminal Court Clerk's Office, and responses from these two offices will be retained by Knox County and the Criminal Court Clerk for at least three years.

*Please note, the use of these procedures does not prohibit anyone from filing a complaint or an appeal with the Department of Justice, and the Tennessee Commission on Human Rights.*

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**IN RE: EDUCATION CONSENT CALENDAR:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A UTILITY EASEMENT FOR THE KNOXVILLE UTILITIES BOARD (KUB) TO OBTAIN TWO (2) PERMANENT UTILITY EASEMENTS ON PROPERTY LOCATED AT GREEN MAGNET ACADEMY: R-19-6-201:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Utility Easement for the Knoxville Utilities Board (KUB) to obtain two (2) permanent utility easements on property located at Green Magnet Academy was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-201 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Utility Easement for the Knoxville Utilities Board (KUB) to obtain two (2) permanent utility easements on property located at Green Magnet Academy. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Car ringer, Smith, Nystrom, Shoemaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Basler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A PERMANENT ACCESS & UTILITY EASEMENT AGREEMENT FOR THE WEST KNOX UTILITY DISTRICT OF KNOX COUNTY, TENNESSEE TO OBTAIN A PERMANENT UTILITY AND ACCESS EASEMENT AND A TEMPORARY CONSTRUCTION EASEMENT ON PROPERTY LOCATED AT HARDIN VALLEY ELEMENTARY SCHOOL AND HARDIN VALLEY MIDDLE SCHOOL: R-19-6-202:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Permanent Access & Utility Easement Agreement for the West Knox Utility District of Knox County, Tennessee to obtain a permanent utility and access easement and a temporary construction easement on property located at Hardin Valley Elementary School and Hardin Valley Middle School was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-202 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Permanent Access & Utility Easement Agreement for the West Knox Utility District of Knox County, Tennessee to obtain a permanent utility and access easement and a temporary construction easement on property located at Hardin Valley Elementary

School and Hardin Valley Middle School. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AGREEMENT WITH MBI COMPANIES INC. FOR THE PROVISION OF DESIGN/CONSTRUCTION DOCUMENTS FOR ROOF UPGRADES TO AUSTIN-EAST MAGNET HIGH SCHOOL AT A COST OF \$30,000.00 PLUS REIMBURSABLE EXPENSES:R-19-6-203:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with MBI Companies Inc. for the provision of design/construction documents for roof upgrades to Austin-East Magnet High School at a cost of \$30,000.00 plus reimbursable expenses was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-203 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with MBI Companies Inc. for the provision of design/construction documents for roof upgrades to Austin-East Magnet High School at a cost of \$30,000.00 plus reimbursable expenses. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

**IN RE : CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AGREEMENT FOR CONSULTING SERVICES WITH CORWIN PRESS, INC. FOR THE PROVISION OF VISIBLE LEARNING PROFESSIONAL DEVELOPMENT MATERIALS AND TRAINING AT A COST OF \$28,790.95: R-19-6-204:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Agreement for Consulting Services with Corwin Press, Inc. for the provision of Visible Learning professional development materials and training at a cost of \$28,790.95 was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-204 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Agreement for Consulting Services with Corwin Press, Inc. for the provision of



Visible Learning professional development materials and training at a cost of \$28,790.95. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AGREEMENT WITH FRANKLIN COVEY CLIENT SALES, INC. FOR THE PROVISION OF TWO (2) DAYS OF "LEADER IN ME" PROFESSIONAL DEVELOPMENT TRAINING AND A ONE (1) YEAR MEMBERSHIP FOR EAST KNOX COUNTY ELEMENTARY SCHOOL AT A COST OF \$23,174.20:R-19-6-205:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with Franklin Covey Client Sales, Inc. for the provision of two (2) days of "Leader in Me" professional development training and a one (1) year membership for East Knox County Elementary School at a cost of \$23,174.20 was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-205 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with Franklin Covey Client Sales, Inc. for the provision of two (2) days of "Leader in Me" professional development training and a one (1) year membership for East Knox County Elementary School at a cost of \$23,174.20. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AGREEMENT WITH AVCO TECHNOLOGIES, INC. FOR THE PURCHASE AND INSTALLATION OF EQUIPMENT IN THE WEST HIGH SCHOOL LECTURE HALL AT AN ESTIMATED COST OF \$16,782.00: R-19-6-206:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with AVCO Technologies, Inc. for the purchase and installation of equipment in the West High School Lecture Hall at an estimated cost of \$16,782.00 was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-206 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with AVCO Technologies, Inc. for the purchase and installation of

equipment in the West High School Lecture Hall at an estimated cost of \$16,782.00. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF THE 2019-2020 VOLUNTARY PRE-K GRANT AWARD FROM THE TENNESSEE DEPARTMENT OF EDUCATION IN THE AMOUNT OF \$2,058,363.52 WITH REQUIRED IN-KIND AND MATCHING FUNDS IN THE AMOUNT OF \$686,000.00: R-19-6-207:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the 2019-2020 Voluntary Pre-K Grant award from the Tennessee Department of Education in the amount of \$2,058,363.52 with required in-kind and matching funds in the amount of \$686,000.00 was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-207 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the 2019-2020 Voluntary Pre-K Grant award from the Tennessee Department of Education in the amount of \$2,058,363.52 with required in-kind and matching funds in the amount of \$686,000.00. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF THE 2019-2020 CARL D. PERKINS CAREER AND TECHNICAL EDUCATION GRANT AWARD FROM THE TENNESSEE DEPARTMENT OF EDUCATION IN THE AMOUNT OF \$1,050,182.15 FOR THE KNOX COUNTY SCHOOLS CAREER AND TECHNICAL EDUCATION PROGRAM: R-19-6-208:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the 2019-2020 Carl D. Perkins Career and Technical Education Grant award from the Tennessee Department of Education in the amount of \$1,050,182.15 for the Knox County Schools Career and Technical Education Program was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-208 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the

acceptance of the 2019-2020 Carl D. Perkins Career and Technical Education Grant award from the Tennessee Department of Education in the amount of \$1,050,182.15 for the Knox County Schools Career and Technical Education Program. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF THE 2019-2020 INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) DISCRETIONARY GRANT IN THE AMOUNT OF \$100,902.00 DESIGNATED TO IMPROVING POSTSECONDARY OUTCOMES BY PROVIDING REAL-LIFE WORK EXPERIENCE AND INDEPENDENT-LIVING SKILLS TO HELP YOUNG PEOPLE WITH SIGNIFICANT DISABILITIES MAKE SUCCESSFUL TRANSITIONS TO PRODUCTIVE ADULT LIFE:R-19-6-209:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the 2019-2020 Individuals with Disabilities Education Act (IDEA) Discretionary Grant in the amount of \$100,902.00 designated to improving postsecondary outcomes by providing real-life work experience and independent-living skills to help young people with significant disabilities make successful transitions to productive adult life was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-209 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the 2019-2020 Individuals with Disabilities Education Act (IDEA) Discretionary Grant in the amount of \$100,902.00 designated to improving postsecondary outcomes by providing real-life work experience and independent-living skills to help young people with significant disabilities make successful transitions to productive adult life. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE TENNESSEE DEPARTMENT OF EDUCATION FOR THE ACCEPTANCE OF AN AWARD IN THE AMOUNT OF \$185,000.00 WITH REQUIRED MATCHING FUNDS IN THE AMOUNT**

**OF \$15,000.00 FOR DEVELOPING AND MAINTAINING THE  
COORDINATED SCHOOL HEALTH INITIATIVE FOR FISCAL YEAR 2019-  
2020:R-19-6-210:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with the Tennessee Department of Education for the acceptance of an award in the amount of \$185,000.00 with required matching funds in the amount of \$15,000.00 for developing and maintaining the Coordinated School Health Initiative for Fiscal Year 2019-2020 was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-210 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with the Tennessee Department of Education for the acceptance of an award in the amount of \$185,000.00 with required matching funds in the amount of \$15,000.00 for developing and maintaining the Coordinated School Health Initiative for Fiscal Year 2019-2020. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION  
OF KNOX COUNTY, TENNESSEE, APPROVING A MEMORANDUM OF  
UNDERSTANDING BETWEEN THE KNOX COUNTY HEALTH  
DEPARTMENT AND THE KNOX COUNTY BOARD OF EDUCATION IN  
THE AMOUNT OF \$496,461.00 TO PROVIDE SCHOOL-BASED NURSING  
SERVICES AS PART OF THE "IN SCHOOL HEALTH PROGRAM" FOR  
THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020:R-19-6-211:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding between the Knox County Health Department and the Knox County Board of Education in the amount of \$496,461.00 to provide school-based nursing services as part of the "In School Health Program" for the period of July 1, 2019 through June 30, 2020 was before the Board of Commissioners

Commissioner Beeler moved to approve R-19-6-211 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding between the Knox County Health Department and the Knox County Board of Education in the amount of \$496,461.00 to provide school-based nursing services as part of the "In School Health Program" for the period of July 1, 2019 through June 30, 2020. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom,

Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE ROBOTICS EDUCATION & COMPETITION FOUNDATION (REC FOUNDATION) FOR THE ACCEPTANCE OF A GRANT AWARD IN THE AMOUNT OF \$27,650.00 DESIGNATED FOR ROBOTICS TRAINING AND EQUIPMENT AND AUTHORIZING THE ACCEPTANCE OF A DONATION IN THE AMOUNT OF \$22,150.00 FROM TENNESSEE VALLEY ROBOTICS TO SUPPORT THE REC FOUNDATION GRANT: R-19-6-212:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with the Robotics Education & Competition Foundation (REC Foundation) for the acceptance of a grant award in the amount of \$27,650.00 designated for robotics training and equipment and authorizing the acceptance of a donation in the amount of \$22,150.00 from Tennessee Valley Robotics to support the REC Foundation Grant was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-212 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with the Robotics Education & Competition Foundation (REC Foundation) for the acceptance of a grant award in the amount of \$27,650.00 designated for robotics training and equipment and authorizing the acceptance of a donation in the amount of \$22,150.00 from Tennessee Valley Robotics to support the REC Foundation Grant. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A MEMORANDUM OF UNDERSTANDING WITH GREAT SCHOOLS PARTNERSHIP FOR THE RECEIPT OF FUNDS UP TO \$14,000.00 DESIGNATED FOR 2019-2020 SHAKESPEARE IN SHADES PROGRAMMING AT VINE MIDDLE SCHOOL: R-19-6-213:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with Great Schools Partnership for the receipt of funds up to \$14,000.00 designated for 2019-2020

Shakespeare in Shades programming at Vine Middle School was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-213 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with Great Schools Partnership for the receipt of funds up to \$14,000.00 designated for 2019-2020 Shakespeare in Shades programming at Vine Middle School. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS AND DONATIONS FOR THE KNOX COUNTY SCHOOLS AS SHOWN ON THE ATTACHED LIST AND IN THE TOTAL AMOUNT OF \$34,397.29:R-19-6-214:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of grant funds and donations for the Knox County Schools as shown on the attached list and in the total amount of \$34,397.29 was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-214 Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of grant funds and donations for the Knox County Schools as shown on the attached list and in the total amount of \$34,397.29. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH ASSOCIATED FIRE SERVICES, LLC FOR THE PROVISION OF FIRE SPRINKLER SERVICES AND INSPECTIONS AS NEEDED FOR THE TERM OF JULY 1, 2019 THROUGH JUNE 30, 2020 WITH THE OPTION TO EXTEND FOR FOUR (4) ADDITIONAL YEARS, ONE (1) YEAR AT A TIME, FOR A POSSIBLE TOTAL OF FIVE (5) YEARS:R-19-6-215:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Associated Fire Services, LLC for the provision of fire sprinkler services and inspections as needed for the term of July 1, 2019 through June 30, 2020 with the option to extend for four (4) additional years, one (1) year at a time, for a possible total of five (5) years was before the Board of

Commissioners.

Commissioner Beeler moved to approve R-19-6-215 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Associated Fire Services, LLC for the provision of fire sprinkler services and inspections as needed for the term of July 1, 2019 through June 30, 2020 with the option to extend for four (4) additional years, one (1) year at a time, for a possible total of five (5) years. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH CENTRAL TECHNOLOGIES, INC. FOR THE PROVISION OF VIDEO SURVEILLANCE SYSTEMS AS NEEDED FOR THE TERM OF JULY 1, 2019 THROUGH JUNE 30, 2020 WITH THE OPTION TO EXTEND FOR FOUR (4) ADDITIONAL YEARS, ONE (1) YEAR AT A TIME, FOR A POSSIBLE TOTAL OF FIVE (5) YEARS: R-19-6-216:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Central Technologies, Inc. for the provision of video surveillance systems as needed for the term of July 1, 2019 through June 30, 2020 with the option to extend for four (4) additional years, one (1) year at a time, for a possible total of five (5) years was before the Board of Commissioners.

Commissioner Beeler moved to approve R-19-6-216 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Central Technologies, Inc. for the provision of video surveillance systems as needed for the term of July 1, 2019 through June 30, 2020 with the option to extend for four (4) additional years, one (1) year at a time, for a possible total of five (5) years. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A MEMORANDUM OF UNDERSTANDING WITH GREAT SCHOOLS PARTNERSHIP FOR RECEIPT OF FUNDS IN THE AMOUNT OF \$15,000.00 FROM A TRINITY HEALTH FOUNDATION PHASE I GRANT FOR EXPLORATION OF A KNOX COUNTY RECOVERY HIGH SCHOOL: R-19-6-217:**

Consideration of a Resolution of the Commission of Knox County,

Tennessee, approving a Memorandum of Understanding with Great Schools Partnership for receipt of funds in the amount of \$15,000.00 from a Trinity Health Foundation Phase I grant for exploration of a Knox County Recovery High School was before the Board of Commissioner.

Commissioner Beeler moved to approve R-19-6-217 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with Great Schools Partnership for receipt of funds in the amount of \$15,000.00 from a Trinity Health Foundation Phase I grant for exploration of a Knox County Recovery High School. Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: GENERAL CONSENT CALENDAR:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REAPPOINTING NANCY PETERSEN (DISTRICT 3 SEAT), SUSAN SWAN (DISTRICT 4 SEAT), AND SHARON SMITH (DISTRICT 7 SEAT) TO THE KNOX COUNTY LIBRARY ADVISORY BOARD: R-19-6-110:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Nancy Petersen (District 3 Seat), Susan Swan (District 4 Seat), and Sharon Smith (District 7 Seat) to the Knox County Library Advisory Board was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-110 - Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Nancy Petersen (District 3 Seat), Susan Swan (District 4 Seat), and Sharon Smith (District 7 Seat) to the Knox County Library Advisory Board. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, CONFIRMING THE KNOX COUNTY MAYOR'S APPOINTMENT OF BRYAN HAIR AND REAPPOINTMENT OF CORTNEY PIPER TO THE VISIT KNOXVILLE BOARD OF DIRECTORS: R-19-6-111:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, confirming the Knox County Mayor's appointment of Bryan Hair and reappointment of Cortney Piper to the Visit Knoxville Board of Directors was before the Board of Commissioners.



Commissioner Anders moved to approve R-19-6-111 - Consideration of a Resolution of the Commission of Knox County, Tennessee, confirming the Knox County Mayor's appointment of Bryan Hair and reappointment of Cortney Piper to the Visit Knoxville Board of Directors. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, CONFIRMING THE KNOX COUNTY MAYOR'S NOMINATION OF JEFFREY ROTH FOR REAPPOINTMENT TO THE KNOXVILLE-KNOX COUNTY METROPOLITAN PLANNING COMMISSION: R-19-6-112:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, confirming the Knox County Mayor's nomination of Jeffrey Roth for reappointment to the Knoxville-Knox County Metropolitan Planning Commission was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-112 - Consideration of a Resolution of the Commission of Knox County, Tennessee, confirming the Knox County Mayor's nomination of Jeffrey Roth for reappointment to the Knoxville-Knox County Metropolitan Planning Commission. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REAPPOINTING JANET BOSTIC, A CITIZEN MEMBER WITH BENEFITS ADMINISTRATION EXPERIENCE, AND APPOINTING J.P. MACKAY, A CITIZEN MEMBER WITH FINANCIAL MANAGEMENT EXPERIENCE, TO THE KNOX COUNTY HEALTH INSURANCE APPEAL BOARD: R-19-6-113:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Janet Bostic, a citizen member with benefits administration experience, and appointing J.P. Mackay, a citizen member with financial management experience, to the Knox County Health Insurance Appeal Board was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-113 - Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Janet Bostic, a citizen member with benefits administration experience, and appointing J.P. Mackay, a citizen member with financial management experience, to the Knox

County Health Insurance Appeal Board. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, ACCEPTING THE RESIGNATION OF JERRY L. EPPS, MD FROM THE KNOX COUNTY BOARD OF HEALTH AND APPOINTING KEITH GRAY, MD, MBA, FACS (NOMINATED BY THE MEDICAL SOCIETY SERVING THE COUNTY) TO COMPLETE THE UNEXPIRED TERM OF DR. EPPS ON THE BOARD OF HEALTH: R-19-6-114:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, accepting the resignation of Jerry L. Epps, MD from the Knox County Board of Health and appointing Keith Gray, MD, MBA, FACS (nominated by the medical society serving the County) to complete the unexpired term of Dr. Epps on the Board of Health was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-114 - Consideration of a Resolution of the Commission of Knox County, Tennessee, accepting the resignation of Jerry L. Epps, MD from the Knox County Board of Health and appointing Keith Gray, MD, MBA, FACS (nominated by the medical society serving the County) to complete the unexpired term of Dr. Epps on the Board of Health. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF MATERIALS TOTALING \$100,000.00 FROM THE TENNESSEE STATE LIBRARY AND ARCHIVES FOR THE KNOX COUNTY PUBLIC LIBRARY: R-19-6-218:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of materials totaling \$100,000.00 from the Tennessee State Library and Archives for the Knox County Public Library was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-218 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of materials totaling \$100,000.00 from the Tennessee State Library and Archives for the Knox County Public Library. Commissioner Beeler seconded the

motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A DONATION OF A BULL SERIES UTILITY TASK VEHICLE (LONGHORN MODEL #YU700GMP) FROM KUBOTA OF KNOXVILLE WITH A VALUE OF \$17,850.00 FOR THE BENEFIT OF THE KNOX COUNTY SHERIFF'S OFFICE:R-19-6-302:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation of a Bull Series Utility Task Vehicle (Longhorn Model #YU700GMP) from Kubota of Knoxville with a value of \$17,850.00 for the benefit of the Knox County Sheriff's Office was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-302 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation of a Bull Series Utility Task Vehicle (Longhorn Model #YU700GMP) from Kubota of Knoxville with a value of \$17,850.00 for the benefit of the Knox County Sheriff's Office. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING COVENANTS FOR PERMANENT MAINTENANCE OF STORMWATER FACILITIES AND BEST MANAGEMENT PRACTICES WITH PRIMOS LAND COMPANY, LLC FOR PROPERTY LOCATED AT 9717 GARRISON DRIVE (PART OF CLT PARCEL # 090-09101):R-19-6-401:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Primos Land Company, LLC for property located at 9717 Garrison Drive (Part of CLT Parcel # 090-09101) was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-401 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Primos Land Company, LLC for property located at 9717 Garrison Drive (Part of CLT Parcel # 090-09101). Commissioner Beeler seconded the

motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING COVENANTS FOR PERMANENT MAINTENANCE OF STORMWATER FACILITIES AND BEST MANAGEMENT PRACTICES WITH YOUR SAFE STORAGE FOR PROPERTY LOCATED AT 1831 DRY GAP PIKE (CLT # 047-144): R-19-6-402:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Your Safe Storage for property located at 1831 Dry Gap Pike (CLT # 047-144) was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-402 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Your Safe Storage for property located at 1831 Dry Gap Pike (CLT # 047-144). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING NINE (9) AGREEMENTS WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR SAFETY IMPROVEMENTS AT THE FOLLOWING HIGHWAY-RAIL GRADE CROSSING LOCATIONS: RATHER ROAD NEAR HIGDON DRIVE, BALL CAMP PIKE BETWEEN ANDES ROAD AND BYINGTON SOLWAY ROAD, LOBETTI ROAD NEAR BALL CAMP PIKE, VALLEY GROVE LANE NEAR BALL CAMP PIKE, CANTON HOLLOW ROAD NEAR FOX ROAD, OLD MILLERTOWN PIKE NEAR LOVES CREEK ROAD, WISE SPRINGS ROAD NEAR MALONEYVILLE ROAD, MALONEYVILLE ROAD NEAR WISE SPRINGS ROAD, AND THOMASTOWN ROAD NEAR MASCOT ROAD: R-19-6-403:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving nine (9) Agreements with the Tennessee Department of Transportation (TDOT) for safety improvements at the following highway-rail

grade crossing locations: Rather Road near Higdon Drive, Ball Camp Pike between Andes Road and Byington Solway Road, Lobetti Road near Ball Camp Pike, Valley Grove Lane near Ball Camp Pike, Canton Hollow Road near Fox Road, Old Millertown Pike near Loves Creek Road, Wise Springs Road near Maloneyville Road, Maloneyville Road near Wise Springs Road, and Thomastown Road near Mascot Road was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-403 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving nine (9) Agreements with the Tennessee Department of Transportation (TDOT) for safety improvements at the following highway-rail grade crossing locations: Rather Road near Higdon Drive, Ball Camp Pike between Andes Road and Byington Solway Road, Lobetti Road near Ball Camp Pike, Valley Grove Lane near Ball Camp Pike, Canton Hollow Road near Fox Road, Old Millertown Pike near Loves Creek Road, Wise Springs Road near Maloneyville Road, Maloneyville Road near Wise Springs Road, and Thomastown Road near Mascot Road. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH APAC-ATLANTIC, INC. FOR THE PROVISION OF HOT MIX HAULING, PLACEMENT, SIDEWALK, AND CURBING:R-19-6-404:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with APAC-Atlantic, Inc. for the provision of hot mix hauling, placement, sidewalk, and curbing was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-404 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with APAC-Atlantic, Inc. for the provision of hot mix hauling, placement, sidewalk, and curbing. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN ESTIMATION AND APPROPRIATION IN THE AMOUNT OF \$197,919.28 FOR THE PURCHASE OF A CAT 315FL EXCAVATOR THROUGH TENNESSEE STATE WIDE CONTRACT # 220-48446 FOR HEAVY EQUIPMENT: R-19-6-407:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an estimation and appropriation in the amount of \$197,919.28 for the purchase of a CAT 315FL Excavator through Tennessee State Wide Contract # 220-48446 for Heavy Equipment was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-407 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an estimation and appropriation in the amount of \$197,919.28 for the purchase of a CAT 315FL Excavator through Tennessee State Wide Contract # 220-48446 for Heavy Equipment. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A GRANT CONTRACT IN THE AMOUNT NOT TO EXCEED \$12,300.00 WITH THE TENNESSEE DEPARTMENT OF HUMAN SERVICES FOR THE PROVISION OF CHILD CARE AGENCY IMMUNIZATION AUDITS FOR THE PERIOD BEGINNING JULY 1, 2019 AND ENDING SEPTEMBER 30, 2019 (NO LOCAL MATCH REQUIRED):R-19-6-601:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a grant contract in the amount not to exceed \$12,300.00 with the Tennessee Department of Human Services for the provision of child care agency immunization audits for the period beginning July 1, 2019 and ending September 30, 2019 (No local match required) was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-601 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a grant contract in the amount not to exceed \$12,300.00 with the Tennessee Department of Human Services for the provision of child care agency immunization audits for the period beginning July 1, 2019 and ending September 30, 2019 (No local match required). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AMENDMENT TWO TO THE KNOX COUNTY INDIGENT CARE PROGRAM AGREEMENT, WHICH**

**AMENDMENT REDUCES THE TOTAL AMOUNT OF MONEY AVAILABLE FOR SERVICES DURING FISCAL YEAR 2019-2020 AND PROVIDES FOR OTHER REVISIONS TO THE REIMBURSEMENT FOR SERVICES SECTION OF THE AGREEMENT:R-19-6-602:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment Two to the Knox County Indigent Care Program Agreement, which amendment reduces the total amount of money available for services during Fiscal Year 2019-2020 and provides for other revisions to the Reimbursement for Services section of the agreement was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-602 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment Two to the Knox County Indigent Care Program Agreement, which amendment reduces the total amount of money available for services during Fiscal Year 2019-2020 and provides for other revisions to the Reimbursement for Services section of the agreement. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A GRANT CONTRACT IN THE AMOUNT OF \$767,600.00 WITH THE TENNESSEE DEPARTMENT OF HEALTH FOR HIV/AIDS CORE MEDICAL AND SUPPORT SERVICES FOR THE PERIOD BEGINNING APRIL 1, 2019 AND ENDING MARCH 31, 2020. (NO LOCAL MATCH REQUIRED): R-19-6-603:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Grant Contract in the amount of \$767,600.00 with the Tennessee Department of Health for HIV/AIDS Core Medical and Support Services for the period beginning April 1, 2019 and ending March 31, 2020. (No local match required) was before the Board of Commissioners.

Commissioner Anders moved to approve R 19-6-603 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Grant Contract in the amount of \$767,600.00 with the Tennessee Department of Health for HIV/AIDS Core Medical and Support Services for the period beginning April 1, 2019 and ending March 31, 2020. (No local match required). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AMENDMENT 2 TO THE GRANT CONTRACT WITH THE STATE OF TENNESSEE, DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES FOR THE PROVISION OF PRE-ARREST DIVERSION INFRASTRUCTURE FOR THE BEHAVIORAL HEALTH URGENT CARE CENTER, WHICH AMENDMENT INCREASES THE MAXIMUM LIABILITY OF THE STATE UNDER THE CONTRACT BY \$101,127.00, INCREASES THE LOCAL MATCH REQUIREMENT BY \$25,282.00, AND EXTENDS THE TERM OF THE CONTRACT BY ONE (1) YEAR TO EXPIRE JUNE 30, 2020:**  
**R-19-6-801:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment 2 to the Grant Contract with the State of Tennessee, Department of Mental Health and Substance Abuse Services for the provision of Pre-Arrest Diversion Infrastructure for the Behavioral Health Urgent Care Center, which amendment increases the maximum liability of the state under the contract by \$101,127.00, increases the local match requirement by \$25,282.00, and extends the term of the contract by one (1) year to expire June 30, 2020 was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-801 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment 2 to the Grant Contract with the State of Tennessee, Department of Mental Health and Substance Abuse Services for the provision of Pre-Arrest Diversion Infrastructure for the Behavioral Health Urgent Care Center, which amendment increases the maximum liability of the state under the contract by \$101,127.00, increases the local match requirement by \$25,282.00, and extends the term of the contract by one (1) year to expire June 30, 2020. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING KNOX COUNTY'S MEMBERSHIP IN THE NPPGOV COOPERATIVE PROGRAM AND A MASTER SERVICES AND PURCHASING AGREEMENT WITH AXON ENTERPRISE, INC. THROUGH NPPGOV FOR KNOX COUNTY TO PURCHASE LAW ENFORCEMENT SUPPLIES AND SERVICES:**  
**R-19-6-802:**

Consideration of a Resolution of the Commission of Knox County,



Tennessee, approving Knox County's membership in the NPPGov Cooperative Program and a Master Services and Purchasing Agreement with Axon Enterprise, Inc. through NPPGov for Knox County to purchase Law Enforcement Supplies and Services was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-802 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Knox County's membership in the NPPGov Cooperative Program and a Master Services and Purchasing Agreement with Axon Enterprise, Inc. through NPPGov for Knox County to purchase Law Enforcement Supplies and Services. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:      CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A LEASE AGREEMENT WITH THE KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE (CAC) FOR SPACE LOCATED AT 4610 ASHEVILLE HIGHWAY, ADJACENT TO THE BURLINGTON BRANCH LIBRARY, TO BE USED AS THE CAC EAST NEIGHBORHOOD CENTER, FOR A FIVE-YEAR TERM BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2024 WITH THE OPTION TO EXTEND FOR UP TO TWO (2) ADDITIONAL FIVE (5) YEAR TERMS WITH AN ANNUAL RENT OF \$30,000.00 FOR THE FIRST FIVE (5) YEARS OF THE AGREEMENT AND AN INCREASE IN EACH RENEWAL TERM THEREAFTER: R-19-6-803:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Lease Agreement with the Knoxville-Knox County Community Action Committee (CAC) for space located at 4610 Asheville Highway, adjacent to the Burlington Branch Library, to be used as the CAC East Neighborhood Center, for a five-year term beginning July 1, 2019 and ending June 30, 2024 with the option to extend for up to two (2) additional five (5) year terms with an annual rent of \$30,000.00 for the first five (5) years of the agreement and an increase in each renewal term thereafter was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-803 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Lease Agreement with the Knoxville-Knox County Community Action Committee (CAC) for space located at 4610 Asheville Highway, adjacent to the Burlington Branch Library, to be used as the CAC East Neighborhood Center, for a five-year term beginning July 1, 2019 and ending June 30, 2024 with the option to extend for up to two (2) additional five (5) year terms with an annual rent of \$30,000.00 for

the first five (5) years of the agreement and an increase in each renewal term thereafter. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE AMENDMENT AND RESTATEMENT OF THE KNOX COUNTY EMPLOYEE BENEFIT SYSTEM AND THE SHERIFF'S TOTAL ACCUMULATION RETIREMENT PLAN ("STAR"): R-19-6-901:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the Amendment and Restatement of the Knox County Employee Benefit System and the Sheriff's Total Accumulation Retirement Plan ("STAR") was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-901 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the Amendment and Restatement of the Knox County Employee Benefit System and the Sheriff's Total Accumulation Retirement Plan ("STAR"). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF ADDITIONAL GRANT FUNDING FROM THE U.S. ENVIRONMENTAL PROTECTION AGENCY IN THE AMOUNT OF \$132,836.00 IN SUPPORT OF KNOX COUNTY AIR QUALITY MANAGEMENT'S ONGOING AIR POLLUTION CONTROL PROGRAM: R-19-6-902:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of additional Grant funding from the U.S. Environmental Protection Agency in the amount of \$132,836.00 in support of Knox County Air Quality Management's ongoing Air Pollution Control Program was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-902 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of additional Grant funding from the U.S. Environmental Protection Agency in the amount of \$132,836.00 in support of Knox County Air Quality Management's ongoing Air Pollution Control Program. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith,

Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A FOUR-YEAR GRANT CONTRACT IN THE AMOUNT NOT TO EXCEED \$260,000.00 (\$65,000.00 PER YEAR) WITH THE STATE OF TENNESSEE, OFFICE OF CRIMINAL JUSTICE PROGRAMS FOR THE PURPOSE OF FUNDING A VICTIMS OF CRIME ACT (VOCA) VICTIM COORDINATOR POSITION FOR THE KNOX COUNTY DISTRICT ATTORNEY'S OFFICE (REQUIRES A LOCAL MATCH OF \$16,250.00 PER YEAR): R-19-6-903:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a four-year grant contract in the amount not to exceed \$260,000.00 (\$65,000.00 per year) with the State of Tennessee, Office of Criminal Justice Programs for the purpose of funding a Victims of Crime Act (VOCA) Victim Coordinator position for the Knox County District Attorney's Office (Requires a local match of \$16,250.00 per year) was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-903 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a four-year grant contract in the amount not to exceed \$260,000.00 (\$65,000.00 per year) with the State of Tennessee, Office of Criminal Justice Programs for the purpose of funding a Victims of Crime Act (VOCA) Victim Coordinator position for the Knox County District Attorney's Office (Requires a local match of \$16,250.00 per year). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE : CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A GRANT CONTRACT IN THE AMOUNT OF \$10,000.00 WITH THE TENNESSEE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES FOR THE CONTINUATION OF A JUVENILE RECOVERY COURT PROGRAM (NO LOCAL MATCH REQUIRED):R-19-6-904:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a grant contract in the amount of \$10,000.00 with the Tennessee Department of Mental Health and Substance Abuse Services for the continuation of a Juvenile Recovery Court program (No local match required) was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-904 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a grant contract in the amount of \$10,000.00 with the Tennessee Department of Mental Health and Substance Abuse Services for the continuation of a Juvenile Recovery Court program (No local match required). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A FIVE-YEAR GRANT CONTRACT IN THE AMOUNT OF \$45,000.00, OR \$9,000.00 PER YEAR, WITH THE TENNESSEE DEPARTMENT OF CHILDREN'S SERVICES TO SUPPLEMENT THE SALARY OF ONE JUVENILE PROBATION OFFICER. (NO LOCAL MATCH REQUIRED):R-19-6-905:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a five-year grant contract in the amount of \$45,000.00, or \$9,000.00 per year, with the Tennessee Department of Children's Services to supplement the salary of one Juvenile Probation Officer (No local match required) was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-905 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a five-year grant contract in the amount of \$45,000.00, or \$9,000.00 per year, with the Tennessee Department of Children's Services to supplement the salary of one Juvenile Probation Officer (No local match required). Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: RESOLUTIONS NOT ON CONSENT CALENDAR:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REAPPOINTING MIKE CONGER (NOMINEE OF THE KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION) AND APPOINTING ROBERT R. SCOTT (NOMINEE OF THE TECHNICAL SOCIETY OF KNOXVILLE), AND (NOMINEE OF THE CHANCELLOR OF THE**

**TENNESSEE BOARD OF REGENTS OF A MEMBER OF THE FACULTY OR STAFF OF PELLISSIPPI STATE COMMUNITY COLLEGE) TO THE KNOX COUNTY AIR POLLUTION CONTROL BOARD. (THREE RESUMES ATTACHED FOR CONSIDERATION FOR THE PELLISSIPPI STATE COMMUNITY COLLEGE SEAT: JOAN JACKSON, LINDA REEVES AND GRANT MINCY):R-19-6-115:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Mike Conger (nominee of the Knoxville Regional Transportation Planning Organization) and appointing Robert R. Scott (nominee of the Technical Society of Knoxville), and \_\_\_\_\_ (nominee of the Chancellor of the Tennessee Board of Regents of a member of the faculty or staff of Pellissippi State Community College) to the Knox County Air Pollution Control Board. (Three resumes attached for consideration for the Pellissippi State Community College seat: Joan Jackson, Linda Reeves and Grant Mincy) was before the Board of Commissioners.

Ms. Linda Reeves was present and spoke on the matter.

Mr. Grant Mincy, was present and spoke on the matter.

Commissioner Carringer nominated Ms. Joan Jackson,

Commissioner Smith nominated Ms. Linda Reeves.

Commissioner Dailey nominated Mr. Grant Mincy.

Commissioner Anders moved that the nominations cease. Commissioner Schoonmaker seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

Upon roll call vote the following Commissioners voted for Ms. Linda Reeves: Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Jay and Biggs. Ms. Linda Reeves received 7 votes.

Upon roll call vote the following Commissioners voted for Mr. Grant Mincy: Commissioners Anders, Beeler and Dailey. Mr. Grant Mincy received 3 votes.

Ms. Joan Jackson received 0 votes.

Commissioner Anders moved to approve R-19-6-115 - Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Mike Conger (nominee of the Knoxville Regional Transportation Planning Organization) and appointing Robert R. Scott (nominee of the Technical Society of Knoxville), and Ms. Linda Reeves (nominee of the Chancellor of the Tennessee Board of Regents of a member of the faculty or staff of Pellissippi State Community College) to the Knox County Air Pollution Control Board. Commissioner Jay seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith,

Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE :      CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A PROPOSAL AND PROFESSIONAL SERVICES AGREEMENT WITH GEOSYNTEC CONSULTANTS, INC. IN THE AMOUNT OF \$198,000.00 FOR A FLOOD STUDY ASSESSMENT OF THE FEBRUARY 23, 2019 FLOODING EVENT IN KNOX COUNTY.: R-19-6-405:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Proposal and Professional Services Agreement with Geosyntec Consultants, Inc. in the amount of \$198,000.00 for a Flood Study Assessment of the February 23, 2019 flooding event in Knox County was before the Board of Commissioners.

Mr. Jim Snowden, Director, Engineering and Public Works, was present and spoke on the matter.

Commissioner Dailey moved to approve R-19-6-405 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Proposal and Professional Services Agreement with Geosyntec Consultants, Inc. in the amount of \$198,000.00 for a Flood Study Assessment of the February 23, 2019 flooding event in Knox County. Commissioner Carringer seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:      CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH WASTE MANAGEMENT INC. OF TENNESSEE FOR THE PROVISION OF WASTE COLLECTION SERVICES TO BE UTILIZED BY KNOX COUNTY AGENCIES, KNOX COUNTY SCHOOLS, AND FACILITIES MANAGED BY THE PUBLIC BUILDING AUTHORITY: R-19-6-406:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Waste Management Inc. of Tennessee for the provision of waste collection services to be utilized by Knox County agencies, Knox County Schools, and facilities managed by the Public Building Authority was before the Board of Commissioners.

Commissioner Anders moved to approve R-19-6-406 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Waste Management Inc. of Tennessee for the provision of waste collection

services to be utilized by Knox County agencies, Knox County Schools, and facilities managed by the Public Building Authority. Commissioner Gill seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AMENDMENT I TO DEFINED SERVICES CONTRACT AMONG KNOX COUNTY, TENNESSEE, AND HELEN ROSS MCNABB CENTER, INC. FOR SERVICES RELATED TO THE BEHAVIORAL HEALTH URGENT CARE CENTER: R-19-6-804:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment I to Defined Services Contract among Knox County, Tennessee, and Helen Ross McNabb Center, Inc. for services related to the Behavioral Health Urgent Care Center was before the Board of Commissioners.

Ms. Barbara Cook, concerned citizen, was present and spoke in opposition to the services.

Mr. Jerry Vagnier, President/CEO, Helen Ross McNabb Center, Inc., was present and spoke on the matter.

Commissioner Dailey moved to approve R-19-6-804 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment I to Defined Services Contract among Knox County, Tennessee, and Helen Ross McNabb Center, Inc. for services related to the Behavioral Health Urgent Care Center. Commissioner Anders seconded the motion and upon roll call vote Commissioners Carringer, Nystrom, Anders, Beeler, Dailey and Jay voted aye. Commissioners Gill, Smith, Schoonmaker and Biggs voted no. The motion carried 6-4-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REGARDING APPROVAL OF THE PAYMENT-IN-LIEU-OF-TAX (PILOT) TRANSACTION WITH KNOXVILLE SUPREME COURT, LLC OR ITS PERMITTED ASSIGNS WITH RESPECT TO CERTAIN PROPERTY LOCATED AT 719 LOCUST STREET, KNOXVILLE, TENNESSEE, TO BE DEVELOPED FOR A MULTI-FAMILY RESIDENTIAL COMPLEX (PARCEL # 094MC01501):R-19-6-906:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, regarding approval of the payment-in-lieu-of-tax (PILOT) transaction with Knoxville Supreme Court, LLC or its permitted assigns with respect to certain

property located at 719 Locust Street, Knoxville, Tennessee, to be developed for a multi-family residential complex (Parcel # 094MC01501) was before the Board of Commissioners.

Commissioner Gill moved to approve R-19-6-906 - Consideration of a Resolution of the Commission of Knox County, Tennessee, regarding approval of the payment-in-lieu-of-tax (PILOT) transaction with Knoxville Supreme Court, LLC or its permitted assigns with respect to certain property located at 719 Locust Street, Knoxville, Tennessee, to be developed for a multi-family residential complex (Parcel # 094MC01501). Commissioners Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REGARDING APPROVAL OF THE PAYMENT-IN-LIEU-OF-TAX (PILOT) TRANSACTION WITH KNOXVILLE SUPREME COURT, LLC OR ITS PERMITTED ASSIGNS WITH RESPECT TO CERTAIN PROPERTY LOCATED AT 719 LOCUST STREET, KNOXVILLE, TENNESSEE, TO BE REDEVELOPED FOR A HOSPITALITY FACILITY (PARCEL (PARCEL # 094MC01501):R-19-6-907:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, regarding approval of the payment-in-lieu-of-tax (PILOT) transaction with Knoxville Supreme Court, LLC or its permitted assigns with respect to certain property located at 719 Locust Street, Knoxville, Tennessee, to be redeveloped for a Hospitality Facility (Parcel # 094MC01501) was before the Board of Commissioners.

Commissioner Gill moved to approve R-19-6-907 - Consideration of a Resolution of the Commission of Knox County, Tennessee, regarding approval of the payment-in-lieu-of-tax (PILOT) transaction with Knoxville Supreme Court, LLC or its permitted assigns with respect to certain property located at 719 Locust Street, Knoxville, Tennessee, to be redeveloped for a Hospitality Facility (Parcel # 094MC01501). Commissioner Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: CONSIDERATION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN EXTENSION OF PURCHASE CONTRACT WITH PUGH & COMPANY, PC FOR PROFESSIONAL AUDITING**



**SERVICES TO EXTEND THE CONTRACT FOR ONE (1) YEAR TO EXPIRE  
JUNE 30, 2020:R-19-6-909:**

Consideration of the Commission of Knox County, Tennessee, approving an Extension of Purchase Contract with Pugh & Company, PC for professional auditing services to extend the contract for one (1) year to expire June 30, 2020 was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve R-19-6-909 - Consideration of the Commission of Knox County, Tennessee, approving an Extension of Purchase Contract with Pugh & Company, PC for professional auditing services to extend the contract for one (1) year to expire June 30, 2020. Commissioner Beeler seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: AMENDMENT TO THE AGENDA:**

Without objection, Commissioner Nystrom moved to go into a 10 minute recess at this time.

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**IN RE: ROLL CALL: ZONING REQUESTS:**

Mrs. Kim Ellis, Clerk Recorder, called the roll. Those Commissioners responding were Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of David and Stella Kral for rezoning from A (Agricultural) / F (Floodway) to RA (Low Density Residential) / F (Floodway) 5-C-19-RZ was before the Board of Commissioners. Property located at 7119 Spurlin Road / Parcel ID 047 EA014 [west side of Spurlin Road, east side of Mash Lane, north of Cunningham Road]. Commission District 7.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. David and Mrs. Stella Kral, applicants were present and spoke on behalf of the request.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Anders moved to approve 5-C-19-RZ - Request of David and Stella Kral for rezoning from A (Agricultural) / F (Floodway) to RA (Low Density Residential) / F (Floodway) as per Metropolitan Planning Commission's Recommendation: APPROVE RA / F (Low Density Residential / Floodway) district zoning. Property located at 7119 Spurlin Road / Parcel ID 047 EA014

[west side of Spurlin Road, east side of Mash Lane, north of Cunningham Road]. Commission District 7. Commissioner Carringer seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Trantanella Construction for rezoning from A (Agricultural) to PR (Planned Residential) at a density up to 5 dwelling units per acre 5-D-19-RZ was before the Board of Commissioners. Property located at 1108 East Beaver Creek Drive / Parcel ID 047 233 [south side of east Beaver Creek Drive, southwest of Dry Gap Pike at Calla Crossing Lane]. Commission District 7.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. David Harbin, representing Trantanella Construction, was present and spoke on behalf of the request.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Anders moved to approve 5-D-19-RZ - Request of Trantanella Construction for rezoning from A (Agricultural) to PR (Planned Residential) at a density up to 5 dwelling units per acre as per Metropolitan Planning Commission's Recommendation: APPROVE PR (Planned Residential) district zoning up to 5 dwelling units per acre, subject to one condition. Property located at 1108 East Beaver Creek Drive / Parcel ID 047 233 [south side of east Beaver Creek Drive, southwest of Dry Gap Pike at Calla Crossing Lane].

Commission District 7. Commissioner Carringer seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Steve Maddox for Southwest County Sector Plan Amendment from LDR (Low Density Residential) to MDR (Medium Density Residential) 5-B-19-SP was before the Board of Commissioners. Property located at 127 Triplett Lane / Parcel ID 132 021 / [west side of Triplett Lane, south of Kingston Pike]. Commission District 3.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. Steve Maddox, applicant, was present and spoke on behalf of the request.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Smith moved to approve 5-B-19-SP - Request of Steve Maddox for Southwest County Sector Plan Amendment from LDR (Low Density Residential) to MDR (Medium Density Residential) as per Metropolitan Planning Commission's Recommendation: ADOPT RESOLUTION #5-B-19-SP, amending the Southwest County Sector Plan to MDR (Medium Density Residential) designation and recommend that County Commission also adopt the sector plan amendment. Property located at 127 Triplett Lane / Parcel ID 132 021 / [west side of Triplett Lane, south of Kingston Pike]. Commission District 3. Commissioner Anders seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Steve Maddox for rezoning from RA (Low Density Residential) to PR (Planned Residential) at a density up to 7 dwelling units per acre 5-E-19-RZ was before the Board of Commissioners. Property located at 127 Triplett Lane/Parcel ID 132 021 [west side of Triplett Lane, south of Kingston Pike]. Commission District 3.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. Steve Maddox, applicant, was present, but did not speak.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Smith moved to approve 5-E-19-RZ - Request of Steve Maddox for rezoning from RA (Low Density Residential) to PR (Planned Residential) at a density up to 7 dwelling units per acre as per Metropolitan Planning Commission's Recommendation: APPROVE PR (Planned Residential) district zoning up to 7 dwelling units per acre. Property located at 127 Triplett Lane/Parcel ID 132 021 [west side of Triplett Lane, south of Kingston Pike]. Commission District 3. Commissioner Gill seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of RML Construction, LLP for rezoning from BP (Business and Technology) / TO (Technology Overlay) to OB (Office, Medical, and Related Services) / TO (Technology Overlay) 5-H-19-RZ was before the Board of Commissioners. Property located at 0 Solway Road / Parcel ID 103 09601 [northeast side of Solway Road at intersection of Greystone Summit Drive]. Commission District 6.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. John Valliant, Attorney, representing RML, Construction, LLP, was present and spoke on the matter.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Anders moved to approve 5-H-19-RZ - Request of RML Construction, LLP for rezoning from BP (Business and Technology) / TO (Technology Overlay) to OB (Office, Medical, and Related Services) / TO (Technology Overlay) as per Metropolitan Planning Commission's Recommendation: APPROVE OB (Office, Medical & Related Services) / TO (Technology Overlay) district zoning. Property located at 0 Solway Road / Parcel ID 103 09601 [northeast side of Solway Road at intersection of Greystone Summit Drive]. Commission District 6. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Chelsea Linnabary for rezoning from RA (Low Density Residential) to A (Agricultural) 5-I-19-RZ was before the Board of Commissioners. Property located at 0 Mascot Drive / Parcel ID 042 19502 [north side Mascot Road, east side Roseberry Road]. Commission District 8.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Ms. Chelsea Linnabary, applicant, was present and spoke on behalf of the request.

Mr. Raymond John Fessell, III, was present and spoke on the matter.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Beeler moved to approve 5-I-19-RZ - Request of Chelsea Linnabary for rezoning from RA (Low Density Residential) to A (Agricultural) as per Metropolitan Planning Commissioner's Recommendation: APPROVE A (Agricultural) district zoning. Property located at 0 Mascot Drive / Parcel ID 042 19502 [north side Mascot Road, east side Roseberry Road]. Commission District 8. Commissioner Carringer seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Greg Franklin/John Sevier Joint Venture for rezoning from A (Agricultural) to PR (Planned Residential) at a density up to 5 dwelling units per acre 4-F-19-RZ was before the Board of Commissioners. Property located south side of East Governor John Sevier Highway, east of Konda Drive, west of Arthur Harmon Road, Commission District 9.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. Jim Wright, Jr., area resident, was present and spoke in opposition to the request.

Mr. Daniel Sanders, Knox County Deputy Law Director, was present and spoke on the matter.

Commissioner Nystrom asked if there was any opposition to the request.

Commissioner Dailey moved to withdraw the request due to the applicant not showing up for 2 months regarding 4-F-19-RZ - Request of Greg Franklin/John Sevier Joint Venture for rezoning from A (Agricultural) to PR (Planned Residential) at a density up to 5 dwelling units per acre. Property located south side of East Governor John Sevier Highway, east of Konda Drive, west of Arthur Harmon Road, Commission District 9. Commissioner Jay seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Venture Land Holdings, LLC for Northwest County Sector Plan Amendment from AG/RR (Agricultural/Rural Residential) to LDR (Low Density Residential) 4-E-19-SP was before the Board of Commissioners. Property located north side Buttermilk Road, west of Graybeal Road, Commission District 6.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. Jay Deadrick, representing the applicant, was present and spoke on behalf of the request.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Anders moved to approve 4-E-19-SP - Request of Venture Land Holdings, LLC for Northwest County Sector Plan Amendment from AG/RR (Agricultural/Rural Residential) to LDR (Low Density Residential) as per Metropolitan Planning Commission's Recommendation: ADOPT RESOLUTION # 4-E-19-SP, amending the Northwest County Sector Plan to LDR (Low Density Residential) designation and recommend that County Commission also adopt the sector plan amendment. Property located north side Buttermilk Road, west of

Graybeal Road, Commission District 6. Commissioner Gill seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:** Request of Venture Land Holdings, LLC for rezoning from A (Agricultural) to PR (Planned Residential) at a density up to 3 dwelling units per acre 4-M-19-RZ was before the Board of Commissioners. Property located north side Buttermilk Road, west of Graybeal Road, Commission District 6.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Commissioner Nystrom asked if there was any opposition to the request. There was no response.

Commissioner Anders moved to approve 4-M-19-RZ - Request of Venture Land Holdings, LLC for rezoning from A (Agricultural) to PR (Planned Residential) at a density up to 3 dwelling units per acre as per Metropolitan Planning Commission's Recommendation: APPROVE PR (Planned Residential) district zoning at a density up to 3 dwelling units per acre, subject to one condition. Property located north side Buttermilk Road, west of Graybeal Road, Commission District 6. Commissioner Jay seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE:**      **ZONING APPEALS:**

**IN RE:** Appeal by Taylor D. Forrester for Natural Roots Realty Holding LLC of Knoxville-Knox County Planning Commission's decision to deny rezoning from A (Agricultural) to T (Transition) 4-J-19-RZ was before the Board of Commissioners. Property located at 9222 Tedford Lane / Parcel ID 155 04324 [southside of Tedford Lane, east of Lakefront Drive]. Commission District 4. Planning Commission Recommendation: Deny rezoning to T (Transition).

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Mr. Taylor Forrester, applicant, was present and spoke on the matter.

Commissioner Nystrom moved to defer 4-J-19-RZ - Appeal by Taylor D. Forrester for Natural Roots Realty Holding LLC of Knoxville-Knox County Planning Commission's decision to deny rezoning from A (Agricultural) to T (Transition). Property located at 9222 Tedford Lane / Parcel ID 155 04324 [southside of Tedford Lane, east of Lakefront Drive] to the July 2019 Board of

Commissioners meeting. Commissioner Carringer seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: AMENDMENT TO THE AGENDA:**

At this time Commissioner Nystrom adjourned the Zoning Session and continued into the Business Session of County Commission.

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**IN RE: AMENDMENT TO THE KNOX COUNTY ZONING ORDINANCE:**

**IN RE:** Consideration of an Ordinance of the Commission of Knox County, Tennessee, amending the Knox County Code, Appendix A - Zoning, Article 2, Section 2.20 - Specific terms, twenty-three (23) zoning districts within Article 5, and adding a new Article 4, Section 4.107- Standards for use-on-review approval of public safety facilities, to define public safety facilities and permit them in certain zones O-19-5-101 was before the Board of Commissioners (Ord. No. O-90-9-130, adopted 9-10-90, as amended) on second reading.

Mr. Gerald Green, Executive Director, Metropolitan Planning Commission, was present and spoke on the matter.

Commissioner Anders moved to approve on second reading O-19-5-101 – Consideration of an Ordinance of the Commission of Knox County, Tennessee, amending the Knox County Code, Appendix A - Zoning, Article 2, Section 2.20 - Specific terms, twenty-three (23) zoning districts within Article 5, and adding a new Article 4, Section 4.107- Standards for use-on-review approval of public safety facilities, to define public safety facilities and permit them in certain zones (Ord. No. O-90-9-130, adopted 9-10-90, as amended) on second reading. Commissioner Dailey seconded the motion and upon roll call vote Commissioners Gill, Carringer, Smith, Nystrom, Schoonmaker, Anders, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 10-0-0-1. Commissioner Busler was absent from the meeting.

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**IN RE: OTHER BUSINESS:**

Discussion item regarding the TCSA meeting held on May 21-23, 2019 in Gatlinburg, Tennessee was before the Board of Commissioners.

No action was taken.

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**IN RE:      ADJOURNMENT:**

There being no further business to come before the Knox County Board of Commissioners, Commissioner Nystrom declared the meeting adjourned.

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HUGH NYSTROM, CHAIRMAN