

***KNOX COUNTY BOARD OF COMMISSIONERS***

The Knox County Board of Commissioners met in Regular Session on Monday, September 27, 2021 at 5:00 p.m. in the Main Assembly Room of the City-County Building, Main Street. Those members present were Commissioners Dasha Lundy, Courtney Durrett, Randy Smith, Kyle Ward, John Schoonmaker, Terry Hill, Charles Busler, Richie Beeler, Carson Dailey, Larsen Jay and Justin Biggs. Also present were Mr. David Buuck, Knox County Law Director, Mr. Chris Caldwell, Knox County Finance Director, Mr. Bob Thomas, Superintendent for Knox County Schools, Mr. Tom Spangler, Knox County Sheriff, Dr. Martha Buchanan, Health Officer and Director for the Knox County Health Department, Mr. Glenn Jacobs, Knox County Mayor, Mr. Myers Morton, Knox County Deputy Law Director, Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, and members of the news media.

Commissioner Beeler, Chairman, presided.

The following proceedings were had and entered of record to-wit:

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**IN RE:**        **ROLL CALL:**

Mrs. Angie Nesbitt, Clerk Recorder, called the roll.

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**IN RE:**        **DEVOTIONAL:**

Mr. Shukla and Moniji, Hindu Community Center of Knoxville, gave the devotional.

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

Boy Scouts from Troop 500 led the Pledge of Allegiance to the Flag.

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

1. At this time, Commissioner Beeler recognized Dr. Martha Buchanan, Health Officer and Director for the Knox County Health Department. He indicated today would be the last Commission meeting she would attend due to her retirement. He thanked her for her years of service with Knox County.

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2. Commissioner Dailey moved to amend the agenda to withdraw the following item: Item #44 – Resolution R-21-9-801 - Consideration of a Resolution of the Commission of Knox County, Tennessee, electing pursuant to T.C.A. § 8-19-101(f), to self insure Knox County’s risk of loss instead of obtaining certain bonds and insurance required under Tennessee Law and the Knox County Charter. Commissioner Smith seconded the motion and upon roll call vote Commissioners

Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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3. Commissioner Dailey moved to amend the agenda to defer the following item to the October 2021 Board of Commissioners meeting: Item #45 – Resolution R-21-9-802 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Sign Location Lease and Memorandum of Lease Agreement with the Lamar Companies for the renewal of a lease of a billboard located on Knox County property at 4630 Asheville Highway with Knox County to receive rent in the amount of \$250.00 per month (\$3,000.00 annually) for a term of ten (10) years. Also included in the motion was to defer the following item to the November 2021 Board of Commissioners meeting: Item #52 - Resolution R-21-9-906 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Quitclaim Deed for the Acceptance of Property located in the Powell Community at 316 West Emory Road (Parcel Number 056-12406) and known as Collier Preserve from the Legacy Parks Foundation to be used as a park. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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4. Commissioner Dailey moved to suspend the rules to hear the Education Consent Calendar and the General Government Consent Calendar at this time. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: EDUCATION CONSENT CALENDAR:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH EXPLORELEARNING, LLC FOR THE PROVISION OF A VIRTUAL MATH AND SCIENCE LABORATORY FOR THE TERM OF OCTOBER 1, 2021 TO SEPTEMBER 30, 2022 WITH THE OPTION TO EXTEND FOR FOUR (4) ADDITIONAL YEARS - R-21-9-201:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with ExploreLearning, LLC for the provision of a virtual math and science laboratory for the term of October 1, 2021 to September

30, 2022 with the option to extend for four (4) additional years was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-201 - Resolution of the Commission of Knox County, Tennessee, approving a contract with ExploreLearning, LLC for the provision of a virtual math and science laboratory for the term of October 1, 2021 to September 30, 2022 with the option to extend for four (4) additional years. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH GOODWILL INDUSTRIES KNOXVILLE, INC. FOR THE PROVISION OF FACILITY BASED WORK ADJUSTMENT TRAINING FOR THE TERM OF OCTOBER 1, 2021 TO SEPTEMBER 30, 2022, WITH THE OPTION TO EXTEND FOR FOUR (4) ADDITIONAL YEARS, NOT TO EXCEED AN ANNUAL COST OF \$43,200.00 - R-21-9-202:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Goodwill Industries Knoxville, Inc. for the provision of facility based work adjustment training for the term of October 1, 2021 to September 30, 2022, with the option to extend for four (4) additional years, not to exceed an annual cost of \$43,200.00 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-202 - Resolution of the Commission of Knox County, Tennessee, approving a contract with Goodwill Industries Knoxville, Inc. for the provision of facility based work adjustment training for the term of October 1, 2021 to September 30, 2022, with the option to extend for four (4) additional years, not to exceed an annual cost of \$43,200.00. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING CONTRACTS WITH BERGER LAW FIRM, PLLC AND BACON & COMPANY, INC. FOR THE PROVISION OF TRADEMARK AND LICENSING SERVICES FOR THE TERM OF OCTOBER 1, 2021 TO SEPTEMBER 30, 2026, WHICH MAY BE EXTENDED FOR ONE (1) ADDITIONAL FIVE-YEAR (5) TERM –**

**R-21-9-203:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving contracts with Berger Law Firm, PLLC and Bacon & Company, Inc. for the provision of trademark and licensing services for the term of October 1, 2021 to September 30, 2026, which may be extended for one (1) additional five-year (5) term was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-203 - Resolution of the Commission of Knox County, Tennessee, approving contracts with Berger Law Firm, PLLC and Bacon & Company, Inc. for the provision of trademark and licensing services for the term of October 1, 2021 to September 30, 2026, which may be extended for one (1) additional five-year (5) term. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH AMERICAN FIDELITY ASSURANCE COMPANY FOR THE PROVISION OF SECTION 125 ADMINISTRATION FOR THE TERM OF JANUARY 1, 2022 TO DECEMBER 31, 2024, WITH THE OPTION TO EXTEND FOR AN ADDITIONAL TWO (2) YEARS - R-21-9-204:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with American Fidelity Assurance Company for the provision of Section 125 administration for the term of January 1, 2022 to December 31, 2024, with the option to extend for an additional two (2) years was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-204 - Resolution of the Commission of Knox County, Tennessee, approving a contract with American Fidelity Assurance Company for the provision of Section 125 administration for the term of January 1, 2022 to December 31, 2024, with the option to extend for an additional two (2) years. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH THE SOUTHERN REGIONAL EDUCATION BOARD FOR THE PROVISION OF "TEACHING 2 LEAD" CURRICULUM DELIVERY AND TRAINING TO**



**SUPPORT THE KNOX COUNTY SCHOOLS EDUCATOR PREPARATION PROVIDER PROGRAM FOR NEWLY LICENSED OCCUPATIONAL TEACHERS FOR THE TERM OF JULY 1, 2021 TO JUNE 30, 2022 AT A COST NOT TO EXCEED \$72,600.00 - R-21-9-205:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with The Southern Regional Education Board for the provision of “Teaching 2 Lead” curriculum delivery and training to support the Knox County Schools Educator Preparation Provider Program for newly licensed occupational teachers for the term of July 1, 2021 to June 30, 2022 at a cost not to exceed \$72,600.00 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-205 - Resolution of the Commission of Knox County, Tennessee, approving a contract with The Southern Regional Education Board for the provision of “Teaching 2 Lead” curriculum delivery and training to support the Knox County Schools Educator Preparation Provider Program for newly licensed occupational teachers for the term of July 1, 2021 to June 30, 2022 at a cost not to exceed \$72,600.00. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH ANIXTER, INC. FOR THE PROVISION OF NETWORKING MATERIALS FOR THE TERM OF OCTOBER 1, 2021 TO SEPTEMBER 30, 2022, WHICH MAY BE EXTENDED FOR FOUR (4) ADDITIONAL YEARS, AT AN ESTIMATED ANNUAL COST OF \$2,000,000.00 - R-21-9-206:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Anixter, Inc. for the provision of networking materials for the term of October 1, 2021 to September 30, 2022, which may be extended for four (4) additional years, at an estimated annual cost of \$2,000,000.00 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-206 - Resolution of the Commission of Knox County, Tennessee, approving a contract with Anixter, Inc. for the provision of networking materials for the term of October 1, 2021 to September 30, 2022, which may be extended for four (4) additional years, at an estimated annual cost of \$2,000,000.00. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AGREEMENT WITH PATH CONSTRUCTION NORTHEAST, INC. FOR THE GIBBS HIGH SCHOOL STADIUM PROJECT IN THE AMOUNT OF \$3,206,000.00 – R-21-9-207:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an agreement with Path Construction Northeast, Inc. for the Gibbs High School Stadium project in the amount of \$3,206,000.00 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-207 - Resolution of the Commission of Knox County, Tennessee, approving an agreement with Path Construction Northeast, Inc. for the Gibbs High School Stadium project in the amount of \$3,206,000.00. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A BUDGET SUPPLEMENT LETTER AND INCREASE OF \$163,213.00 TO THE DESIGN CONTRACT FOR THE NEW ADRIAN BURNETT ELEMENTARY SCHOOL PROJECT - R-21-9-208:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a budget supplement letter and increase of \$163,213.00 to the design contract for the new Adrian Burnett Elementary School project was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-208 - Resolution of the Commission of Knox County, Tennessee, approving a budget supplement letter and increase of \$163,213.00 to the design contract for the new Adrian Burnett Elementary School project. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A BUDGET SUPPLEMENT LETTER AND INCREASE OF \$261,000.00 TO THE DESIGN CONTRACT FOR THE NEW NORTHWEST SECTOR ELEMENTARY SCHOOL PROJECT - R-21-9-209:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a budget supplement letter and increase of \$261,000.00 to the design contract for the new northwest sector elementary school project was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-209 - Resolution of the Commission of Knox County, Tennessee, approving a budget supplement letter and increase of \$261,000.00 to the design contract for the new northwest sector elementary school project. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A FUND BALANCE DESIGNATION FOR THE KNOX COUNTY SCHOOLS IN THE AMOUNT OF \$2,090,000.00 - R-21-9-210:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a fund balance designation for the Knox County Schools in the amount of \$2,090,000.00 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-210 - Resolution of the Commission of Knox County, Tennessee, approving a fund balance designation for the Knox County Schools in the amount of \$2,090,000.00. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A TENNESSEE DEPARTMENT OF EDUCATION SCHOOL PROGRAMS EMERGENCY OPERATIONAL COSTS REIMBURSEMENT PROGRAM GRANT IN THE AMOUNT OF \$1,107,216.24 FOR REIMBURSEMENT OF EMERGENCY OPERATING COSTS INCURRED DURING THE PUBLIC HEALTH EMERGENCY - R-21-9-211:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a Tennessee Department of Education School Programs Emergency Operational Costs Reimbursement Program Grant in the amount of \$1,107,216.24 for reimbursement of emergency operating costs incurred during the public health emergency was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-211 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a Tennessee Department of Education School Programs Emergency Operational Costs Reimbursement Program Grant in the amount of \$1,107,216.24 for reimbursement of emergency operating costs incurred during the public health emergency. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF THE TENNESSEE DEPARTMENT OF EDUCATION LEARNING CAMPS TRANSPORTATION GRANT IN THE AMOUNT OF \$1,183,213.82 FOR THE PROVISION OF TRANSPORTATION SERVICES RELATED TO SUMMER LEARNING CAMPS - R-21-9-212:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the Tennessee Department of Education Learning Camps Transportation Grant in the amount of \$1,183,213.82 for the provision of transportation services related to summer learning camps was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-212 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the Tennessee Department of Education Learning Camps Transportation Grant in the amount of \$1,183,213.82 for the provision of transportation services related to summer learning camps. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF THE TENNESSEE DEPARTMENT OF EDUCATION 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER CARRYOVER AND 2021-2022 GRANT AWARD IN THE TOTAL AMOUNT OF \$463,211.94 FOR CHRISTENBERRY AND POND GAP ELEMENTARY SCHOOLS - R-21-9-213:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the Tennessee Department of Education 21<sup>st</sup> Century Community Learning Center carryover and 2021-2022 Grant Award

in the total amount of \$463,211.94 for Christenberry and Pond Gap Elementary Schools was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-213 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the Tennessee Department of Education 21<sup>st</sup> Century Community Learning Center carryover and 2021-2022 Grant Award in the total amount of \$463,211.94 for Christenberry and Pond Gap Elementary Schools. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF THE TENNESSEE DEPARTMENT OF EDUCATION 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS CARRYOVER AND 2021-2022 GRANT AWARD IN THE TOTAL AMOUNT OF \$163,780.04 FOR INSKIP ELEMENTARY SCHOOL - R-21-9-214:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the Tennessee Department of Education 21<sup>st</sup> Century Community Learning Centers carryover and 2021-2022 Grant Award in the total amount of \$163,780.04 for Inskip Elementary School was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-214 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of the Tennessee Department of Education 21<sup>st</sup> Century Community Learning Centers carryover and 2021-2022 Grant Award in the total amount of \$163,780.04 for Inskip Elementary School. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A GARDEN GRANT AGREEMENT WITH WHOLE KIDS FOUNDATION FOR THE ACCEPTANCE OF A GRANT IN THE AMOUNT OF \$3,000.00 FOR AN EDIBLE EDUCATIONAL GARDEN PROJECT AT POND GAP ELEMENTARY SCHOOL - R-21-9-215:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Garden Grant Agreement with Whole Kids Foundation for the acceptance of a grant in the amount of \$3,000.00 for an edible educational

garden project at Pond Gap Elementary School was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-215 - Resolution of the Commission of Knox County, Tennessee, approving a Garden Grant Agreement with Whole Kids Foundation for the acceptance of a grant in the amount of \$3,000.00 for an edible educational garden project at Pond Gap Elementary School. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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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 \$61,314.83 - R-21-9-216:**

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 \$61,314.83 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-216 - 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 \$61,314.83. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: GENERAL GOVERNMENT CONSENT CALENDAR:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REAPPOINTING COMMISSIONER CARSON DAILEY, LAURA NOLEN, AND LYNN JESSEE TO THE AGRICULTURAL EXTENSION COMMITTEE (TERMS EXPIRE DECEMBER 31, 2022) - R-21-9-110:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Commissioner Carson Dailey, Laura Nolen, and Lynn Jessee to the Agricultural Extension Committee (terms expire December 31, 2022) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-110 - Resolution of the Commission of Knox County, Tennessee, reappointing Commissioner Carson Dailey, Laura Nolen, and Lynn Jessee to the Agricultural Extension Committee (terms expire December 31, 2022). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPOINTING BLAKE WILSON (DISTRICT 4) AND REAPPOINTING JAMIE ROWE (DISTRICT 2), TERRI KERR (DISTRICT 6), AND REBECCA LONGMIRE (DISTRICT 8) TO THE KNOX COUNTY BOARD OF ZONING APPEALS (TERMS EXPIRE SEPTEMBER 30, 2023) - R-21-9-111:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, appointing Blake Wilson (District 4) and reappointing Jamie Rowe (District 2), Terri Kerr (District 6), and Rebecca Longmire (District 8) to the Knox County Board of Zoning Appeals (terms expire September 30, 2023) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-111 - Resolution of the Commission of Knox County, Tennessee, appointing Blake Wilson (District 4) and reappointing Jamie Rowe (District 2), Terri Kerr (District 6), and Rebecca Longmire (District 8) to the Knox County Board of Zoning Appeals (terms expire September 30, 2023). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A DONATION IN THE AMOUNT OF \$20,000.00 FOR THE MOBILE FIELD FORCE UNIT TO PURCHASE PERSONAL PROTECTIVE EQUIPMENT – R-21-9-301:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation in the amount of \$20,000.00 for the Mobile Field Force Unit to purchase personal protective equipment was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-301 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation in the amount of \$20,000.00 for the Mobile Field Force

Unit to purchase personal protective equipment. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH PILOT CORPORATION FOR THE PROVISION OF FUEL CARD SERVICES - R-21-9-302:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Pilot Corporation for the provision of fuel card services was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-302 - Resolution of the Commission of Knox County, Tennessee, approving a contract with Pilot Corporation for the provision of fuel card services. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN INTENT TO PIGGYBACK OFF COOPERATIVE PROCUREMENT AGREEMENT WITH AXON ENTERPRISE, INC. FOR THE PURCHASE OF TASERS - R-21-9-303:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Intent to Piggyback Off Cooperative Procurement Agreement with Axon Enterprise, Inc. for the purchase of tasers was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-303 - Resolution of the Commission of Knox County, Tennessee, approving an Intent to Piggyback Off Cooperative Procurement Agreement with Axon Enterprise, Inc. for the purchase of tasers. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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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 THE CARLISLE PARTNERS,**



**LLC FOR PROPERTY LOCATED AT 2655 ANDOVER HILL WAY (CLT PARCEL #103-086) IN COMMISSION DISTRICT 6 - R-21-9-401:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with The Carlisle Partners, LLC for property located at 2655 Andover Hill Way (CLT Parcel #103-086) in Commission District 6 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-401 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with The Carlisle Partners, LLC for property located at 2655 Andover Hill Way (CLT Parcel #103-086) in Commission District 6. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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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 BALL HOMES, LLC FOR PROPERTIES LOCATED AT 0 ANDES ROAD (CLT PARCEL #105-02504), 0 OLD ANDES ROAD (CLT PARCEL #105-03904), AND 0 OLD ANDES ROAD (CLT PARCEL #105-040) IN COMMISSION DISTRICT 6 - R-21-9-402:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Ball Homes, LLC for properties located at 0 Andes Road (CLT Parcel #105-02504), 0 Old Andes Road (CLT Parcel #105-03904), and 0 Old Andes Road (CLT Parcel #105-040) in Commission District 6 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-402 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Ball Homes, LLC for properties located at 0 Andes Road (CLT Parcel #105-02504), 0 Old Andes Road (CLT Parcel #105-03904), and 0 Old Andes Road (CLT Parcel #105-040) in Commission District 6. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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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 THE INDUSTRIAL DEVELOPMENT BOARD OF THE COUNTY OF KNOX AND WHITE OAK CROSSING LIMITED PARTNERSHIP FOR PROPERTY LOCATED AT 290 QUAKER WAY (CLT PARCEL #137-177) IN COMMISSION DISTRICT 9 – R-21-9-403:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with The Industrial Development Board of the County of Knox and White Oak Crossing Limited Partnership for property located at 290 Quaker Way (CLT Parcel #137-177) in Commission District 9 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-403 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with The Industrial Development Board of the County of Knox and White Oak Crossing Limited Partnership for property located at 290 Quaker Way (CLT Parcel #137-177) in Commission District 9. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CROSSING CLOSURE AGREEMENT WITH CSX TRANSPORTATION, INC. FOR THE CLOSURE OF THREE (3) EXISTING RAILROAD CROSSINGS AS A PART OF THE COWARD MILL ROAD WIDENING PROJECT AND THE SCHAAD ROAD/BALL CAMP PIKE REALIGNMENT PROJECT - R-21-9-404:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Crossing Closure Agreement with CSX Transportation, Inc. for the closure of three (3) existing railroad crossings as a part of the Coward Mill Road Widening Project and the Schaad Road/Ball Camp Pike Realignment Project was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-404 - Resolution of the Commission of Knox County, Tennessee, approving a Crossing Closure Agreement with CSX Transportation, Inc. for the closure of three (3) existing railroad crossings as a part of the Coward Mill Road Widening Project and the Schaad Road/Ball Camp Pike Realignment Project. Commissioner Smith

seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH VOLUNTEER EROSION CONTROL, LLC FOR THE PROVISION OF LANDSCAPING SERVICES - R-21-9-405:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Volunteer Erosion Control, LLC for the provision of landscaping services was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-405 - Resolution of the Commission of Knox County, Tennessee, approving a contract with Volunteer Erosion Control, LLC for the provision of landscaping services. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH PSC METALS, LLC FOR THE PROVISION OF SCRAP METAL SERVICES - R-21-9-406:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with PSC Metals, LLC for the provision of scrap metal services was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-406 - Resolution of the Commission of Knox County, Tennessee, approving a contract with PSC Metals, LLC for the provision of scrap metal services. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AGREEMENT WITH CENTRO HISPANO DE EAST TENNESSEE TO PROVIDE \$98,000.00 IN TREASURY EMERGENCY RENTAL ASSISTANCE FUNDS FOR HOUSING STABILITY SERVICES (FEDERALLY FUNDED THROUGH TREASURY ERA PROGRAM FUNDS) - R-21-9-501:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Agreement with Centro Hispano De East Tennessee to provide \$98,000.00 in Treasury Emergency Rental Assistance funds for housing stability services (federally funded through Treasury ERA program funds) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-501 - Resolution of the Commission of Knox County, Tennessee, approving an Agreement with Centro Hispano De East Tennessee to provide \$98,000.00 in Treasury Emergency Rental Assistance funds for housing stability services (federally funded through Treasury ERA program funds). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A GRANT CONTRACT WITH THE TENNESSEE HOUSING DEVELOPMENT AGENCY FOR EMERGENCY RENTAL ASSISTANCE PASS-THROUGH FUNDING IN AN AMOUNT NOT TO EXCEED \$16,779,069.02 TO PROVIDE FINANCIAL ASSISTANCE AND HOUSING STABILITY SERVICES TO ELIGIBLE RENTER HOUSEHOLDS WITHIN KNOX COUNTY (NO LOCAL MATCH REQUIRED) - R-21-9-502:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a grant contract with the Tennessee Housing Development Agency for emergency rental assistance pass-through funding in an amount not to exceed \$16,779,069.02 to provide financial assistance and housing stability services to eligible renter households within Knox County (no local match required) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-502 - Resolution of the Commission of Knox County, Tennessee, approving a grant contract with the Tennessee Housing Development Agency for emergency rental assistance pass-through funding in an amount not to exceed \$16,779,069.02 to provide financial assistance and housing stability services to eligible renter households within Knox County (no local match required). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THREE (3) TWELVE (12)**

**MONTH MEMORANDUMS OF UNDERSTANDING WITH KARN'S FIRE DEPARTMENT, KNOX COUNTY RESCUE, AND SEYMOUR VOLUNTEER FIRE DEPARTMENT FOR THE PROVISION OF FIRE/RESCUE EMERGENCY SERVICES - R-21-9-503:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving three (3) twelve (12) month Memorandums of Understanding with Karn's Fire Department, Knox County Rescue, and Seymour Volunteer Fire Department for the provision of fire/rescue emergency services was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-503 - Resolution of the Commission of Knox County, Tennessee, approving three (3) twelve (12) month Memorandums of Understanding with Karn's Fire Department, Knox County Rescue, and Seymour Volunteer Fire Department for the provision of fire/rescue emergency services. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A THREE-YEAR GRANT CONTRACT IN THE AMOUNT OF \$6,764,400.00 (\$2,254,800.00 PER YEAR) WITH THE TENNESSEE DEPARTMENT OF HEALTH FOR THE PROVISION OF WOMEN, INFANT AND CHILDREN (WIC) PROGRAM SERVICES FOR THE PERIOD BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2024 (NO LOCAL MATCH REQUIRED) – R-21-9-601:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a three-year grant contract in the amount of \$6,764,400.00 (\$2,254,800.00 per year) with the Tennessee Department of Health for the provision of Women, Infant and Children (WIC) Program Services for the period beginning October 1, 2021 and ending September 30, 2024 (no local match required) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-601 - Resolution of the Commission of Knox County, Tennessee, approving a three-year grant contract in the amount of \$6,764,400.00 (\$2,254,800.00 per year) with the Tennessee Department of Health for the provision of Women, Infant and Children (WIC) Program Services for the period beginning October 1, 2021 and ending September 30, 2024 (no local match required). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker,

Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A U.S. MEDICAL PRODUCTS DONATION AGREEMENT WITH DIRECT RELIEF, A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION, FOR THE PROVISION OF DONATED PRESCRIPTION AND NON-PRESCRIPTION PHARMACEUTICALS, VOUCHERS, EQUIPMENT AND/OR SUPPLIES – R-21-9-602:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a U.S. Medical Products Donation Agreement with Direct Relief, a California nonprofit public benefit corporation, for the provision of donated prescription and non-prescription pharmaceuticals, vouchers, equipment and/or supplies was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-602 - Resolution of the Commission of Knox County, Tennessee, approving a U.S. Medical Products Donation Agreement with Direct Relief, a California nonprofit public benefit corporation, for the provision of donated prescription and non-prescription pharmaceuticals, vouchers, equipment and/or supplies. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A TWO-YEAR GRANT CONTRACT IN AN AMOUNT NOT TO EXCEED \$1,510,426.20 (\$755,213.10 PER YEAR) WITH THE TENNESSEE DEPARTMENT OF HEALTH FOR THE PROVISION OF EVIDENCE-BASED HOME VISITING PROGRAM SERVICES FOR THE PERIOD BEGINNING (OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2023 (NO LOCAL MATCH REQUIRED) – R-21-9-603:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a two-year grant contract in an amount not to exceed \$1,510,426.20 (\$755,213.10 per year) with the Tennessee Department of Health for the provision of Evidence-Based Home Visiting Program Services for the period beginning (October 1, 2021 and ending September 30, 2023 (no local match required) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-603 - Resolution of the Commission of Knox County, Tennessee, approving a two-year

grant contract in an amount not to exceed \$1,510,426.20 (\$755,213.10 per year) with the Tennessee Department of Health for the provision of Evidence-Based Home Visiting Program Services for the period beginning (October 1, 2021 and ending September 30, 2023 (no local match required). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A GRANT CONTRACT IN AN AMOUNT NOT TO EXCEED \$79,550.00 WITH THE TENNESSEE DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES FOR THE PROVISION OF COMPREHENSIVE OPIOID ABUSE SITE-BASED PROGRAM (COAP) OVERDOSE FATALITY REVIEW TEAM PROGRAM FOR THE PERIOD BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022 (NO LOCAL MATCH REQUIRED) – R-21-9-604:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a grant contract in an amount not to exceed \$79,550.00 with the Tennessee Department of Mental Health and Substance Abuse Services for the provision of Comprehensive Opioid Abuse Site-based Program (COAP) Overdose Fatality Review Team program for the period beginning October 1, 2021 and ending September 30, 2022 (no local match required) was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-604 - Resolution of the Commission of Knox County, Tennessee, approving a grant contract in an amount not to exceed \$79,550.00 with the Tennessee Department of Mental Health and Substance Abuse Services for the provision of Comprehensive Opioid Abuse Site-based Program (COAP) Overdose Fatality Review Team program for the period beginning October 1, 2021 and ending September 30, 2022 (no local match required). Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH UNIVERSITY PHYSICIANS' ASSOCIATION, INC. FOR THE PROVISION OF THIRD PARTY BILLING SERVICES AND ELECTRONIC HEALTH RECORD - R-21-9-605:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with University Physicians' Association, Inc. for the provision of third party billing services and electronic health record was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-605 - Resolution of the Commission of Knox County, Tennessee, approving a contract with University Physicians' Association, Inc. for the provision of third party billing services and electronic health record. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE INSTALLATION OF CHAMPIONSHIP SIGNS FOR HIGH SCHOOL TEAMS IN KNOX COUNTY WHO HAVE WON A TSSAA STATE CHAMPIONSHIP IN THE PAST YEAR - R-21-9-901:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the installation of championship signs for high school teams in Knox County who have won a TSSAA State Championship in the past year was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-901 - Resolution of the Commission of Knox County, Tennessee, approving the installation of championship signs for high school teams in Knox County who have won a TSSAA State Championship in the past year. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AMENDING THE KNOX COUNTY COMMISSION RULES, RULE I, SECTION B ENTITLED "ORDER OF BUSINESS" TO MOVE THE EDUCATION AND GENERAL GOVERNMENT CONSENT CALENDARS TO BE LISTED AFTER AMENDMENTS TO THE AGENDA AND BEFORE HONORARY RESOLUTIONS - R-21-9-902:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, amending the Knox County Commission Rules, Rule I, Section B entitled "Order of Business" to move the Education and General Government Consent Calendars to be listed after Amendments to the Agenda and before Honorary Resolutions was before the Board of Commissioners.



Commissioner Dailey moved to approve Resolution R-21-9-902 - Resolution of the Commission of Knox County, Tennessee, amending the Knox County Commission Rules, Rule I, Section B entitled "Order of Business" to move the Education and General Government Consent Calendars to be listed after Amendments to the Agenda and before Honorary Resolutions. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH HEALTHJOY, LLC FOR EMPLOYEE TELEMEDICINE AND MENTAL HEALTH COUNSELING SERVICES IN THE ESTIMATED ANNUAL AMOUNT OF \$259,200.00 - R-21-9-903:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with HealthJoy, LLC for employee telemedicine and mental health counseling services in the estimated annual amount of \$259,200.00 was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-903 - Resolution of the Commission of Knox County, Tennessee, approving a contract with HealthJoy, LLC for employee telemedicine and mental health counseling services in the estimated annual amount of \$259,200.00. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH DELTA DENTAL OF TENNESSEE FOR THE PROVISION OF EMPLOYEE DENTAL BENEFIT SERVICES - R-21-9-904:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Delta Dental of Tennessee for the provision of Employee Dental Benefit Services was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-904 - Resolution of the Commission of Knox County, Tennessee, approving a contract with Delta Dental of Tennessee for the provision of Employee Dental Benefit Services. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH EYEMED VISION CARE, LLC FOR THE PROVISION OF EMPLOYEE VISION BENEFIT SERVICES - R-21-9-905:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with EyeMed Vision Care, LLC for the provision of Employee Vision Benefit Services was before the Board of Commissioners.

Commissioner Dailey moved to approve Resolution R-21-9-905 - Resolution of the Commission of Knox County, Tennessee, approving a contract with EyeMed Vision Care, LLC for the provision of Employee Vision Benefit Services. Commissioner Smith seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: HONORARY RESOLUTION:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, RECOGNIZING OCTOBER AS DYSAUTONOMIA AWARENESS MONTH IN KNOX COUNTY - R-21-9-101:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, recognizing October as Dysautonomia Awareness Month in Knox County was before the Board of Commissioners.

Commissioner Busler moved to approve Resolution R-21-9-101 - Resolution of the Commission of Knox County, Tennessee, recognizing October as Dysautonomia Awareness Month in Knox County. Commissioner Jay seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

Commissioner Hill read the resolution into the record.

Ms. Kristin Sharp and Mr. Chris Sharp, concerned citizens, and Ms. Shannon Allitt, POTS advocate, were present to accept the resolution and expressed appreciation to the commission for the resolution.

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**IN RE: PRESENTATIONS:**

**IN RE: PRESENTATION OF RURAL METRO MONTHLY REPORT BY JEFF BAGWELL:**

Presentation of Rural Metro monthly report by Jeff Bagwell was before the Board of Commissioners.

Mr. Jeff Bagwell, Captain for the Rural Metro Fire Department, was present and gave the Rural Metro monthly report.

No action was taken.

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**IN RE: PRESENTATION BY EAGLE SCOUT ETHAN ANDERSON OF TROOP 500:**

Presentation by Eagle Scout Ethan Anderson of Troop 500 was before the Board of Commissioners.

Mr. Ethan Anderson, Eagle Scout of Troop 500, gave the presentation.

No action was taken.

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**IN RE: PUBLIC FORUM:**

1. Mr. Joshua Hodge, Deputy in the Knox County Sheriff's Department, was present and spoke concerning compensation for Knox County Officers.

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

Consideration of approval of the minutes of the previous meeting held on August 23, 2021 was before the Board of Commissioners.

Commissioner Busler moved to approve the minutes of the previous meeting held on August 23, 2021. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: DRIVES AND ROADS:**

**IN RE: ACCEPTANCE OF NEW COUNTY ROADS**

Consideration of the acceptance of the following New County Roads was before the Board of Commissioners:

A. Eppie Cove Lane, Carter Cove, District 6.

B. Olin Cove Lane, Carter Cove, District 6.

Commissioner Hill moved to approve the above new county roads. Commissioner Jay seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: LINE ITEM TRANSFERS:**

**IN RE: LINE ITEM TRANSFERS - TOTAL AMOUNT \$8,213,583.55:**

Line Item Transfers – Total amount \$8,213,583.55 was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve the Line Item Transfers – Total amount \$8,213,583.55. Commissioner Ward seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: BUDGET AMENDMENTS:**

**IN RE: BUDGET AMENDMENTS - TOTAL AMOUNT \$2,392,516.66:**

Budget Amendments – Total amount \$2,392,516.66 was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve the Budget Amendments – Total amount \$2,392,516.66. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: NOTARY APPLICATIONS:**

227 Notary Public Applications received.

Commissioner Biggs moved to approve the 227 Notary Public Applications. Commissioner Busler seconded the motion and upon roll call vote Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

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**IN RE: SPREAD OF RECORD:**

**IN RE: SPREAD OF RECORD THE EMPLOYEE HANDBOOK OF THE KNOX COUNTY LAW DIRECTOR'S OFFICE:**

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

No action was taken.

**(SEE BELOW)**

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# Employee Handbook

## Knox County Law Director's Office



APPROVED BY:

  
\_\_\_\_\_  
David Buuck  
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.

## Contents

<b>Introduction</b> .....	1
Policies for Employees of Elected Officials .....	2
<b>DIVISION I</b> .....	3
<b>State and Federal Policies</b> .....	3
Equal Employment Policy .....	3
Equal Employment Opportunity Grievance Procedures.....	3
Retaliation Strictly Prohibited.....	4
Workplace Harassment / Abusive Conduct Prevention Policy.....	4
Americans with Disabilities Act (ADA).....	6
Title VI of the Civil Rights Act of 1964 .....	7
Veteran’s Preference .....	7
Background Checks for Job Applications.....	7
HIPAA .....	8
Nursing Mothers .....	9
Sick Leave Donations .....	9
<b>Classification and Compensation</b> .....	10
Employment at-will .....	10
New Employees .....	10
Temporary and Seasonal Employees .....	11
Part-Time Employees.....	11
Full-Time Employees.....	11
Job Classification.....	11
Compensation Plan .....	11
Pay Periods.....	11
Exempt and Nonexempt Employees .....	12
Overtime Compensation / Compensatory Time .....	12
Working During Lunch Periods.....	12
Working Before / After Regular Hours .....	13
<b>General Personnel Policies</b> .....	13
Attendance .....	13
Work Hours and Time Records .....	13
Canvassing or Solicitation .....	14
Inclement Weather .....	14

Promotions, Transfers, and Reassignments .....	15
Suspensions.....	16
Demotions.....	16
Dismissals / Terminations.....	16
Resignations.....	17
Reduction in Force.....	17
Flextime Work Schedule.....	17
Safety .....	18
Garnishments and Levies.....	18
Alcohol and Drugs – Drug Free Workplace Policy .....	18
Tobacco Use.....	19
Computers, Smartphones, Tablets and Other Tech Equipment.....	20
Electronic Communication Device Usage and Etiquette.....	21
Social Media .....	21
<b>Leave Policies</b> .....	22
Annual Leave / Vacation .....	22
Annual Leave Scheduling.....	24
Sick Leave Accrual .....	24
Payment of Unused Accumulated Sick Leave.....	25
Sick Leave Notification and Approval .....	25
Sick Leave for Employee Illness or Injury .....	26
Sick Leave for Family Illness or Injury .....	26
Sick Leave for Medical Appointments .....	27
Sick Leave for School Conferences.....	27
Sick Leave Accounting.....	27
Bereavement Leave / Funeral Leave.....	27
Leave of Absence.....	28
Family Medical Leave Act (FMLA).....	29
Maternity / Paternity Leave .....	31
Breast Milk Expressing.....	32
Military Leave.....	32
Jury Duty or Court Appearance .....	33
Voting Leave / Elections.....	33
Holidays .....	33

<b>DIVISION II</b> .....	36
<b>Employee Benefits</b> .....	36
Plan Documents .....	36
Other Benefit Communications .....	36
Insurance Identification Cards .....	36
Benefits Eligibility .....	36
Employee Eligibility .....	37
Dependent Eligibility .....	37
Eligibility Start Date .....	37
Change in Eligibility Status/Qualifying Events.....	37
Eligibility End Date .....	38
Continuation of Coverage (COBRA).....	38
Annual Enrollment.....	38
Benefit Premiums/Payroll Deductions.....	38
Health Coverage.....	39
Dental and Vision Coverage .....	39
Flexible Spending Accounts .....	39
Life Insurance .....	39
Discounted Gym Memberships.....	40
Health and Wellbeing .....	40
Employee Assistance Program (EAP) .....	40
Workers' Compensation .....	41
Retirement and Pension Board.....	42
Disability Benefit .....	42
Credit Union.....	43
<b>DIVISION III</b> .....	44
<b>General Provisions</b> .....	44
Code of Ethics.....	44
Ethical Conduct.....	44
Conflict of Interest .....	45
Knox County Hotline.....	45
Political Activity .....	45
Secondary Employment .....	45
Nepotism .....	46



County Equipment ..... 46  
Reporting Illegal, Improper, Wasteful, or Fraudulent Activity ..... 46  
Gifts and Contributions..... 47  
Exceptions..... 47

## **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 the 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

The Knox County Law Director'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 County Mayor may announce any additional holidays. The Law Director's Office 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. Juneteenth Independence Day
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. 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 400 Main St., Room 355	Knox Central Building 1000 N. Central Street
(865) 215-2364 Monday – Friday 8:00 a.m. – 3:30 p.m.	(865) 215-5690 Monday, Thursday and Friday 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 ELECTION OF AMY DOBBINS TO REPRESENT THE CIRCUIT COURT CLERK'S OFFICE, KASEY STONE TO REPRESENT THE CRIMINAL COURT CLERK'S OFFICE, IAIN CHRISTIE TO REPRESENT SEAT B FOR THE MAYOR'S OFFICE, AND LISA JARRELL TO REPRESENT SEAT B FOR THE SHERIFF'S OFFICE ON THE EMPLOYEE INSURANCE BENEFITS COMMITTEE, EACH TO SERVE A FOUR (4) YEAR TERM BEGINNING JANUARY 1, 2022 AND ENDING DECEMBER 31, 2025:**

Spread of Record the election of Amy Dobbins to represent the Circuit Court Clerk's Office, Kasey Stone to represent the Criminal Court Clerk's Office, Iain Christie to represent Seat B for the Mayor's Office, and Lisa Jarrell to represent Seat B for the Sheriff's Office on the Employee Insurance Benefits Committee, each to serve a four (4) year term beginning January 1, 2022 and ending December 31, 2025 was before the Board of Commissioners.

No action was taken.

**(SEE BELOW)**

**\* \* \* \* \***

**SPREAD OF RECORD AT THE KNOX COUNTY COMMISSION MEETING ON SEPTEMBER 27, 2021 RELATIVE TO THE KNOX COUNTY EMPLOYEE INSURANCE BENEFITS COMMITTEE.**

**Spread of Record the election of Amy Dobbins to represent the Circuit Court Clerk's office, Kasey Stone to represent the Criminal Court Clerk's office, Iain Christie to represent Seat B for the Mayor's Office, and Lisa Jarrell to represent Seat B for the Sheriff's Office on the Employee Insurance Benefits Committee, each to serve a four (4) year term beginning January 1, 2022 and ending December 31, 2025.**

**IN RE: RESOLUTIONS NOT ON THE GENERAL GOVERNMENT  
CONSENT CALENDAR:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION  
OF KNOX COUNTY, TENNESSEE, ELECTING PURSUANT TO T.C.A. § 8-  
19-101(F), TO SELF INSURE KNOX COUNTY'S RISK OF LOSS INSTEAD  
OF OBTAINING CERTAIN BONDS AND INSURANCE REQUIRED UNDER  
TENNESSEE LAW AND THE KNOX COUNTY CHARTER - R-21-9-801:**

This item was withdrawn from the agenda. (See Amendments to the  
Agenda, Page \_\_\_\_\_)

\* \* \* \* \*

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION  
OF KNOX COUNTY, TENNESSEE, APPROVING A SIGN LOCATION  
LEASE AND MEMORANDUM OF LEASE AGREEMENT WITH THE  
LAMAR COMPANIES FOR THE RENEWAL OF A LEASE OF A  
BILLBOARD LOCATED ON KNOX COUNTY PROPERTY AT 4630  
ASHEVILLE HIGHWAY WITH KNOX COUNTY TO RECEIVE RENT IN  
THE AMOUNT OF \$250.00 PER MONTH (\$3,000.00 ANNUALLY) FOR A  
TERM OF TEN (10) YEARS - R-21-9-802:**

This item was deferred to the October 2021 Board of Commissioners  
meeting. (See Amendments to the Agenda, Page \_\_\_\_\_)

\* \* \* \* \*

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION  
OF KNOX COUNTY, TENNESSEE, AUTHORIZING A SECOND  
AMENDMENT TO DEVELOPMENT AGREEMENT BETWEEN KNOX  
COUNTY AND BNA ASSOCIATES, LLC RELATING TO THE ANDREW  
JOHNSON BUILDING TO EXTEND THE CLOSING DATE IN ORDER TO  
ACCOMMODATE RELOCATION OF KNOX COUNTY SCHOOLS  
ADMINISTRATIVE OFFICES - R-21-9-803:**

Consideration of a Resolution of the Commission of Knox County,  
Tennessee, authorizing a Second Amendment to Development Agreement between  
Knox County and BNA Associates, LLC relating to the Andrew Johnson Building  
to extend the closing date in order to accommodate relocation of Knox County  
Schools Administrative offices was before the Board of Commissioners.

Commissioner Biggs moved to approve Resolution R-21-9-803 -  
Resolution of the Commission of Knox County, Tennessee, authorizing a Second  
Amendment to Development Agreement between Knox County and BNA  
Associates, LLC relating to the Andrew Johnson Building to extend the closing  
date in order to accommodate relocation of Knox County Schools Administrative  
offices. Commissioner Smith seconded the motion and upon roll call vote

Commissioners Lundy, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. Commissioner Durrett arrived later at the meeting. The motion carried 10-0-0-1.

\* \* \* \* \*

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A QUITCLAIM DEED FOR THE ACCEPTANCE OF PROPERTY LOCATED IN THE POWELL COMMUNITY AT 316 WEST EMORY ROAD (PARCEL NUMBER 056-12406) AND KNOWN AS COLLIER PRESERVE FROM THE LEGACY PARKS FOUNDATION TO BE USED AS A PARK - R-21-9-906:**

This item was deferred to the October 2021 Board of Commissioners meeting. (See Amendments to the Agenda, Page \_\_\_\_\_)

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**IN RE: ORDINANCES ON FIRST READING:**  
No Ordinances on First Reading received.

\* \* \* \* \*

**IN RE: ORDINANCES ON SECOND READING:**  
No Ordinances on Second Reading received.

\* \* \* \* \*

**IN RE: PUBLIC FORUM – OPEN TOPICS**  
No one requested to speak.

\* \* \* \* \*

**IN RE: ROLL CALL - 7:00 P.M.**  
Mrs. Angie Nesbitt, Clerk Recorder, called the roll. Those members present were Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs.

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**IN RE: AMENDMENTS TO THE AGENDA – (CONTINUED):**  
5. Commissioner Dailey moved to suspend the rules to allow the applicant to speak electronically via Zoom streaming for Item #53 – Request of Fred Brooks by Sheri Engel, POA for rezoning from PR Planned Residential and A Agricultural to RA Low Density Residential. Commissioner Jay seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0.

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**IN RE: ZONING REQUESTS:**  
1. Consideration of the request of Fred Brooks by Sheri Engel, POA for rezoning from PR Planned Residential and A Agricultural to RA Low Density

Residential was before the Board of Commissioners. Property located at 4212, 4216 and 0 Prospect Road, Parcel ID 110 063, 062 and 06101, Commission District 9. (Planning Commission's file number: 8-B-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Ms. Sheri Engel, applicant, was present electronically via Zoom streaming, and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Dailey moved to approve Resolution RZ-21-9-101 - Resolution of the Commission of Knox County, Tennessee, approving the request of Fred Brooks by Sheri Engel, POA for rezoning from PR Planned Residential and A Agricultural to RA Low Density Residential as per Planning Commission's recommendation. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 4212, 4216 and 0 Prospect Road, Parcel ID 110 063, 062 and 06101, Commission District 9. (Planning Commission's file number: 8-B-21-RZ)

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2. Consideration of the request of Faye Raby for rezoning from A Agricultural to CA General Business was before the Board of Commissioners. Property located at 7335 Oak Ridge Highway, Parcel ID 78 182, Commission District 6. (Planning Commission's file number: 8-E-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Ms. Donna Smart, representing Faye Raby, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-102 - Resolution of the Commission of Knox County, Tennessee, approving the request of Faye Raby for rezoning from A Agricultural to CA General Business as per Planning Commission's recommendation. Commissioner Durrett seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion

carried 11-0-0-0. Property located at 7335 Oak Ridge Highway, Parcel ID 78 182, Commission District 6. (Planning Commission's file number: 8-E-21-RZ)

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3. Consideration of the request of Rick W. and Penny P. Cutshaw for rezoning from A Agricultural to RA Low Density Residential was before the Board of Commissioners. Property located at 5325 Brown Gap Road, Parcel ID 39 03001, Commission District 7. (Planning Commission's file number: 8-F-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Rick Cutshaw, applicant, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Busler moved to approve Resolution RZ-21-9-103 - Resolution of the Commission of Knox County, Tennessee, approving the request of Rick W. and Penny P. Cutshaw for rezoning from A Agricultural to RA Low Density Residential as per Planning Commission's recommendation.

Commissioner Lundy seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 5325 Brown Gap Road, Parcel ID 39 03001, Commission District 7. (Planning Commission's file number: 8-F-21-RZ)

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4. Consideration of the request of S & E Properties for rezoning from PR Planned Residential with up to 2.5 dwelling units per acre to PR Planned Residential with up to 4 dwelling units per acre was before the Board of Commissioners. Property located at 6513 and 0 Babelay Road, Parcel ID 50 171, 174 and 178, Commission District 8. (Planning Commission's file number: 8-H-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter. He also spoke on the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Benjamin Mullins, Attorney representing S & E Properties, was present and spoke on behalf of the request.

Ms. Lisa Starbuck, area resident, was present and spoke in opposition to the request.

Mr. Jim Snowden, Director for Knox County Engineering and Public Works, was present and spoke on the matter.

Commissioner Beeler moved to deny the request of S & E Properties for rezoning from PR Planned Residential with up to 2.5 dwelling units per acre to PR Planned Residential with up to 4 dwelling units per acre. Also included in the motion was that the property remain at 2.5 dwelling units per acre. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Beeler, Dailey, Biggs, Lundy, Durrett, Schoonmaker and Hill voted aye. Commissioners Busler, Jay, Smith and Ward voted no. The motion carried 7-4-0-0. Property located at 6513 and 0 Babelay Road, Parcel ID 50 171, 174 and 178, Commission District 8. (Planning Commission's file number: 8-H-21-RZ)

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5. Consideration of the request of Mesana Investments, LLC for rezoning from A Agricultural to PR Planned Residential up to 5 dwelling units per acre was before the Board of Commissioners. Property located at 6517 Brackett Road, Parcel ID 20 132, Commission District 8. (Planning Commission's file number: 8-K-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Scott Davis, representing Mesana Investments, LLC, was present and spoke on behalf of the request.

Mr. Philip Freels, area resident, was present and spoke in opposition to the request.

Mr. Jim Snowden, Director for Knox County Engineering and Public Works, was present and spoke on the matter.

Mr. Kevin Murphy, concerned citizen, was present and spoke on the matter.

Commissioner Beeler moved to approve the request of Mesana Investments, LLC for rezoning from A Agricultural to PR Planned Residential at 1 dwelling unit per acre. Commissioner Dailey seconded the motion.

Commissioner Ward moved as a substitute motion to approve the request of Mesana Investments, LLC for rezoning from A Agricultural to PR Planned Residential at up to 4 dwelling units per acre as per Planning Commission's recommendation. Commissioner Hill seconded the motion and upon roll call vote Commissioners Jay, Biggs, Smith, Ward and Hill voted aye. Commissioners Beeler, Dailey, Lundy, Durrett, Schoonmaker and Busler voted no. The substitute motion failed 5-6-0-0.

Commissioner Jay moved as a substitute motion to approve Resolution RZ-21-9-104 – Resolution of the Commission of Knox County, Tennessee, approving the request of Mesana Investments, LLC for rezoning from A Agricultural to PR Planned Residential at 3 dwelling units per acre. Commissioner Ward seconded the motion and upon roll call vote Commissioners Jay, Biggs, Lundy, Durrett, Smith, Ward, Schoonmaker, Hill and Busler voted aye. Commissioners Dailey and Beeler voted no. The substitute motion carried 9-2-0-0. Property located at 6517 Brackett Road, Parcel ID 20 132, Commission District 8. (Planning Commission’s file number: 8-K-21-RZ)

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6. Consideration of the request of Carman M. Hall for Northwest County Sector Plan Amendment from A Agricultural and HP Hillside Protection to RR Rural Residential and HP Hillside Protection was before the Board of Commissioners. Property located at 10001 and 10005 West Emory Road, Parcel ID 76 01302, Commission District 6. (Planning Commission’s file number: 8-C-21-SP)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-105 - Resolution of the Commission of Knox County, Tennessee, approving the request of Carman M. Hall for Northwest County Sector Plan Amendment from A Agricultural and HP Hillside Protection to RR Rural Residential and HP Hillside Protection as per Planning Commission’s recommendation. Commissioner Busler seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 10001 and 10005 West Emory Road, Parcel ID 76 01302, Commission District 6. (Planning Commission’s file number: 8-C-21-SP)

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7. Consideration of the request of Carman M. Hall for rezoning from A Agricultural to PR Planned Residential up to 2 dwelling units per acre was before the Board of Commissioners. Property located at 10001 and 10005 West Emory Road, Parcel ID 76 01302, Commission District 6. (Planning Commission’s file number: 8-J-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-106 - Resolution of the Commission of Knox County, Tennessee, approving the request of Carman M. Hall for rezoning from A Agricultural to PR Planned Residential up to 2 dwelling units per acre as per Planning Commission's recommendation. Commissioner Durrett seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 10001 and 10005 West Emory Road, Parcel ID 76 01302, Commission District 6. (Planning Commission's file number: 8-J-21-RZ)

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8. Consideration of the request of Rusty Bittle for Northwest County Sector Plan Amendment from RC Rural Commercial and HP Hillside Protection to GC General Commercial and HP Hillside Protection was before the Board of Commissioners. Property located at 11420 Hardin Valley Road, Parcel ID 117 02512, Commission District 6. (Planning Commission's file number: 8-D-21-SP)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Benjamin Mullins, Attorney representing Rusty Bittle, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-107 - Resolution of the Commission of Knox County, Tennessee, approving the request of Rusty Bittle for Northwest County Sector Plan Amendment from RC Rural Commercial and HP Hillside Protection to GC General Commercial and HP Hillside Protection as per Planning Commission's recommendation. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 11420 Hardin Valley Road, Parcel ID 117 02512, Commission District 6. (Planning Commission's file number: 8-D-21-SP)

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9. Consideration of the request of Rusty Bittle for rezoning from A Agricultural to CA General Business was before the Board of Commissioners.



Property located at 11420 Hardin Valley Road, Parcel ID 117 02512, Commission District 6. (Planning Commission's file number: 8-O-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Benjamin Mullins, Attorney representing Rusty Bittle, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-108 – Resolution of the Commission of Knox County, Tennessee, approving the request of Rusty Bittle for rezoning from A Agricultural to CA General Business as per Planning Commission's recommendation. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 11420 Hardin Valley Road, Parcel ID 117 02512, Commission District 6. (Planning Commission's file number: 8-O-21-RZ)

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10. Consideration of the request of Kevin Nelson/Palmetto Homes, LLC for rezoning from A Agricultural to PR Planned Residential up to 5 dwelling units per acre was before the Board of Commissioners. Property located at 3604 Henderson Road, Parcel ID 77 082, Commission District 6. (Planning Commission's file number: 3-B-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Kevin Nelson, applicant, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-109 – Resolution of the Commission of Knox County, Tennessee, approving the request of Kevin Nelson/Palmetto Homes, LLC for rezoning from A Agricultural to PR Planned Residential up to 2.5 dwelling units per acre as per Planning Commission's recommendation. Commissioner Busler seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried

11-0-0-0. Property located at 3604 Henderson Road, Parcel ID 77 082, Commission District 6. (Planning Commission's file number: 3-B-21-RZ)

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11. Consideration of the request of Lindsey Lieb for rezoning from A Agricultural to OB Office, Medical and Related Services was before the Board of Commissioners. Property located at 203 Fox Road, Parcel ID 131 L A 017, Commission District 5. (Planning Commission's file number: 6-C-21-RZ)

No one was present to represent the request.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

This item was deferred to the end of the zoning session. (See Page \_\_\_\_\_)

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12. Consideration of the request of David N. Caldwell for Northwest County Sector Plan Amendment from AG Agricultural/HP Hillside Protection to LDR Low Density Residential/HP Hillside Protection was before the Board of Commissioners. Property located at 0 North Campbell Station Road, Parcel ID 117 02101, Commission District 6. (Planning Commission's file number: 3-B-21-SP)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. David Caldwell, applicant, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-110 - Resolution of the Commission of Knox County, Tennessee, approving the request of David N. Caldwell for Northwest County Sector Plan Amendment from AG Agricultural/HP Hillside Protection to LDR Low Density Residential/HP Hillside Protection as per Planning Commission's recommendation. Commissioner Ward seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 0 North Campbell Station Road, Parcel ID 117 02101, Commission District 6. (Planning Commission's file number: 3-B-21-SP)

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13. Consideration of the request of David N. Caldwell for rezoning from A Agricultural to PR Planned Residential up to 4 dwelling units per acre was

before the Board of Commissioners. Property located at 0 North Campbell Station Road, Parcel ID 117 02101, Commission District 6. (Planning Commission's file number: 3-F-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. David Caldwell, applicant, was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-111 - Resolution of the Commission of Knox County, Tennessee, approving the request of David N. Caldwell for rezoning from A Agricultural to PR Planned Residential up to 2 dwelling units per acre. Commissioner Jay seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion carried 11-0-0-0. Property located at 0 North Campbell Station Road, Parcel ID 117 02101, Commission District 6. (Planning Commission's file number: 3-F-21-RZ)

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14. Consideration of the request of Homestead Land Holdings, Inc. for rezoning from A Agricultural and CA General Business to PR Planned Residential up to 3 dwelling units per acre was before the Board of Commissioners. Property located at 12119 Hardin Valley Road, Parcel ID 116 06701, Commission District 6. (Planning Commission's file number: 5-F-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Thomas Krajewski, representing Homestead Land Holdings, Inc., was present and spoke on behalf of the request.

Commissioner Beeler asked if there was any opposition to the request. There was no response.

Commissioner Hill moved to approve Resolution RZ-21-9-112 – Resolution of the Commission of Knox County, Tennessee, approving the request of Homestead Land Holdings, Inc. for rezoning from A Agricultural and CA General Business to PR Planned Residential up to 3 dwelling units per acre as per Planning Commission's recommendation. Commissioner Schoonmaker seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The motion

carried 11-0-0-0. Property located at 12119 Hardin Valley Road, Parcel ID 116 06701, Commission District 6. (Planning Commission's file number: 5-F-21-RZ)

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**IN RE: REZONING APPEAL:**

1. Consideration of the appeal by Pavel and Emilia Gushtyuk of the Knoxville-Knox County Planning Commission's decision to deny rezoning from A Agricultural to CA General Business was before the Board of Commissioners. Property located at 8819 Rutledge Pike, Parcel ID 42 029, Commission District 8. (Planning Commission's file number: 6-G-21-RZ)

Mr. Myers Morton, Knox County Deputy Law Director, was present and swore in those who were to testify in the matter. He also spoke on the matter.

Ms. Amy Brooks, Executive Director for Knoxville-Knox County Planning, was present and spoke on the matter.

Mr. Pavel Gushtyuk and Ms. Emilia Gushtyuk, appellants, were present and spoke on behalf of the appeal.

Commissioner Schoonmaker moved to deny the appeal by Pavel and Emilia Gushtyuk and uphold Knoxville-Knox County Planning Commission's decision to deny rezoning from A Agricultural to CA General Business. Commissioner Dailey seconded the motion.

Commissioner Beeler moved as a substitute motion to defer this item to the October 2021 Board of Commissioners meeting. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The substitute motion carried 11-0-0-0.

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**IN RE: ZONING REQUEST – (CONTINUED):**

15. Consideration of the request of Lindsey Lieb for rezoning from A Agricultural to OB Office, Medical and Related Services was before the Board of Commissioners. Property located at 203 Fox Road, Parcel ID 131 L A 017, Commission District 5. (Planning Commission's file number: 6-C-21-RZ)

No one was present to represent the request.

Commissioner Beeler deferred this item to the October 2021 Board of Commissioners meeting.

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**IN RE: AMENDMENTS TO THE KNOX COUNTY ZONING ORDINANCE:**

No Amendments to the Knox County Zoning Ordinances received.

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**IN RE: OTHER BUSINESS:**

No Other Business received.

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**IN RE:      ADJOURNMENT:**

Commissioner Schoonmaker moved to adjourn the meeting. Commissioner Biggs seconded the motion and upon roll call vote Commissioners Lundy, Durrett, Smith, Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay and Biggs voted aye. The carried 11-0-0-0.

There being no further business to come before the Knox County Board of Commissioners, Commissioner Beeler declared the meeting adjourned.

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***KNOX COUNTY BOARD OF COMMISSIONERS***

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***RICHIE BEELER, CHAIRMAN***