

***KNOX COUNTY BOARD OF COMMISSIONERS***

The Knox County Board of Commissioners met in Regular Session on Monday, November 15, 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. 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:**

Commissioner Durrett gave the devotional.

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

Commissioner Biggs led the Pledge of Allegiance to the Flag.

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

1. Commissioner Jay moved to amend the agenda to add the following items: Item #50 – Resolution R-21-11-910 - Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing Knox County to join the State of Tennessee and other local governments as participants in the Tennessee State-Subdivision Opioid Abatement Agreement and approving the related settlement agreements; Item #53 - Discussion item regarding Blue Oval Development; and Item #54 - Discussion item regarding TDOT and Right of Ways. 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.

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2. Commissioner Jay moved to amend the agenda to defer the following item to the January 2022 Board of Commissioners meeting: Item #65 - Request of Stephanie Walther for rezoning from I (Industrial) to A (Agricultural),

property located at 0 Amherst Road/Parcel ID 92 05802, Commission District 3. 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.

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**IN RE: EDUCATION CONSENT CALENDAR**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AMENDMENT TO CONTRACT WITH ANLAR, LLC FOR THE PROVISION OF EXTERNAL EVALUATOR SERVICES - R-21-11-201:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Amendment to Contract with Anlar, LLC for the provision of external evaluator services was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-201 - Resolution of the Commission of Knox County, Tennessee, approving an Amendment to Contract with Anlar, LLC for the provision of external evaluator services. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A MASTER SERVICES AGREEMENT WITH ELLEVATION INC. FOR THE USE OF ELLEVATION'S PLATFORM OF SERVERS, SOFTWARE, AND RELATED TECHNOLOGY FOR A ONE-YEAR TERM AT A COST OF \$58,832.81 – R-21-11-202:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Master Services Agreement with Ellevation Inc. for the use of Ellevation's platform of servers, software, and related technology for a one-year term at a cost of \$58,832.81 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-202 - Resolution of the Commission of Knox County, Tennessee, approving a Master Services Agreement with Ellevation Inc. for the use of Ellevation's platform of servers, software, and related technology for a one-year term at a cost of \$58,832.81. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING CONTRACTS WITH E. LUKE GREENE COMPANY, INC., HELTON AND ASSOCIATES, INC., AND NEO CORPORATION FOR THE PROVISION OF ASBESTOS ABATEMENT AND DEMOLITION SERVICES FOR THE TERM OF DECEMBER 1, 2021 THROUGH NOVEMBER 30, 2022, WHICH MAY BE EXTENDED FOR FOUR (4) ADDITIONAL YEARS AT A MAXIMUM COST OF \$500,000.00 ANNUALLY - R-21-11-203:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving contracts with E. Luke Greene Company, Inc., Helton and Associates, Inc., and NEO Corporation for the provision of asbestos abatement and demolition services for the term of December 1, 2021 through November 30, 2022, which may be extended for four (4) additional years at a maximum cost of \$500,000.00 annually was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-203 - Resolution of the Commission of Knox County, Tennessee, approving contracts with E. Luke Greene Company, Inc., Helton and Associates, Inc., and NEO Corporation for the provision of asbestos abatement and demolition services for the term of December 1, 2021 through November 30, 2022, which may be extended for four (4) additional years at a maximum cost of \$500,000.00 annually. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN INCREASE OF \$85,200.07 TO THE CONSTRUCTION CONTRACT WITH MERIT CONSTRUCTION, INC. FOR RENOVATIONS AND ADDITIONS AT POWELL HIGH SCHOOL - R-21-11-204:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an increase of \$85,200.07 to the construction contract with Merit Construction, Inc. for renovations and additions at Powell High School was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-204 - Resolution of the Commission of Knox County, Tennessee, approving an increase of \$85,200.07 to the construction contract with Merit Construction, Inc. for renovations and additions at Powell High School. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN INCREASE OF \$100,000.00 TO THE CONSTRUCTION CONTRACT WITH PATH CONSTRUCTION NORTHEAST, INC. FOR THE GIBBS HIGH SCHOOL STADIUM REPLACEMENT PROJECT - R-21-11-205:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an increase of \$100,000.00 to the construction contract with Path Construction Northeast, Inc. for the Gibbs High School stadium replacement project was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-205 - Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an increase of \$100,000.00 to the construction contract with Path Construction Northeast, Inc. for the Gibbs High School stadium replacement project. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE SCHEMATIC DESIGN FOR THE NEW WEST HIGH SCHOOL SOFTBALL FACILITY BY GEORGE ARMOUR EWART ARCHITECT - R-21-11-206:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the schematic design for the new West High School Softball Facility by George Armour Ewart Architect was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-205 - Resolution of the Commission of Knox County, Tennessee, approving the schematic design for the new West High School Softball Facility by George Armour Ewart Architect. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A SAFE SCHOOLS GRANT AWARD FOR 2021-2022 FROM THE TENNESSEE DEPARTMENT OF EDUCATION IN THE AMOUNT OF \$1,306,422.31 WITH REQUIRED MATCHING FUNDS IN THE AMOUNT OF \$474,950.00 THAT WILL BE PROVIDED BY IN-KIND SERVICES FROM**

**THE KNOX COUNTY SHERIFF'S OFFICE AND KNOXVILLE POLICE DEPARTMENT - R-21-11-207:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a Safe Schools Grant award for 2021-2022 from the Tennessee Department of Education in the amount of \$1,306,422.31 with required matching funds in the amount of \$474,950.00 that will be provided by in-kind services from the Knox County Sheriff's Office and Knoxville Police Department was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-207 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a Safe Schools Grant award for 2021-2022 from the Tennessee Department of Education in the amount of \$1,306,422.31 with required matching funds in the amount of \$474,950.00 that will be provided by in-kind services from the Knox County Sheriff's Office and Knoxville Police Department.

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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A DONATION OF 1.1 ACRES OF LAND LOCATED AT CLINTON HIGHWAY (PARCEL ID 055 052) FROM LITTLE RABBIT HOLDINGS LLC WITH A TAX APPRAISAL OF \$52,700.00 - R-21-11-208:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation of 1.1 acres of land located at Clinton Highway (Parcel ID 055 052) from Little Rabbit Holdings LLC with a tax appraisal of \$52,700.00 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-208 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation of 1.1 acres of land located at Clinton Highway (Parcel ID 055 052) from Little Rabbit Holdings LLC with a tax appraisal of \$52,700.00. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FOR THE KNOX COUNTY SCHOOLS AS SHOWN ON THE ATTACHED LIST AND IN THE TOTAL AMOUNT OF \$58,981.00 - R-21-11-209:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of grant funds for the Knox County Schools as shown on the attached list and in the total amount of \$58,981.00 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-209 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of grant funds for the Knox County Schools as shown on the attached list and in the total amount of \$58,981.00. 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.

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

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REAPPOINTING DR. MARCY SOUZA, DVM, MPH, MPPA, DACVPM, DABVP (AVIAN) TO THE KNOX COUNTY ADVISORY BOARD OF HEALTH (TERM EXPIRES DECEMBER 31, 2025) - R-21-11-110:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, reappointing Dr. Marcy Souza, DVM, MPH, MPPA, DACVPM, DABVP (Avian) to the Knox County Advisory Board of Health (term expires December 31, 2025) was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-110 - Resolution of the Commission of Knox County, Tennessee, reappointing Dr. Marcy Souza, DVM, MPH, MPPA, DACVPM, DABVP (Avian) to the Knox County Advisory Board of Health (term expires December 31, 2025). 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES (OCDEF) FY 2022 OVERTIME AGREEMENT (OPERATION RECKONING) FOR REIMBURSEMENT OF UP TO \$25,000.00 IN OVERTIME EXPENSES INCURRED BY THE KNOX COUNTY SHERIFF'S OFFICE - R-21-11-301:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the Organized Crime Drug Enforcement Task Forces

(OCDETF) FY 2022 Overtime Agreement (Operation Reckoning) for reimbursement of up to \$25,000.00 in overtime expenses incurred by the Knox County Sheriff's Office was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-301 - Resolution of the Commission of Knox County, Tennessee, approving the Organized Crime Drug Enforcement Task Forces (OCDETF) FY 2022 Overtime Agreement (Operation Reckoning) for reimbursement of up to \$25,000.00 in overtime expenses incurred by the Knox County Sheriff's Office. 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.

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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 \$5,000.00 FROM LOWE'S FOR THE PURCHASE OF FLOCK CAMERAS - R-21-11-302:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation in the amount of \$5,000.00 from Lowe's for the purchase of Flock cameras was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-302 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a donation in the amount of \$5,000.00 from Lowe's for the purchase of Flock cameras. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF KNOXVILLE FOR THE ADMINISTRATION OF THE 2021 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) AWARD AND AUTHORIZING THE ACCEPTANCE OF THE GRANT FUNDING IN AN AMOUNT UP TO \$46,595.00 AS KNOX COUNTY'S PORTION OF THE GRANT AWARD – R-21-11-303:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with the City of Knoxville for the administration of the 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) award and authorizing the acceptance of the grant funding in an

amount up to \$46,595.00 as Knox County's portion of the grant award was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-303 - Resolution of the Commission of Knox County, Tennessee, approving a Memorandum of Understanding with the City of Knoxville for the administration of the 2021 Edward Byrne Memorial Justice Assistance Grant (JAG) award and authorizing the acceptance of the grant funding in an amount up to \$46,595.00 as Knox County's portion of the grant award. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES (OCDETF) FY 2022 OVERTIME AGREEMENT (MISSING PACKAGE) FOR THE REIMBURSEMENT OF UP TO \$15,000.00 IN OVERTIME EXPENSES INCURRED BY THE KNOX COUNTY SHERIFF'S OFFICE - R-21-11-304:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the Organized Crime Drug Enforcement Task Forces (OCDETF) FY 2022 Overtime Agreement (Missing Package) for the reimbursement of up to \$15,000.00 in overtime expenses incurred by the Knox County Sheriff's Office was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-304 - Resolution of the Commission of Knox County, Tennessee, approving the Organized Crime Drug Enforcement Task Forces (OCDETF) FY 2022 Overtime Agreement (Missing Package) for the reimbursement of up to \$15,000.00 in overtime expenses incurred by the Knox County Sheriff's Office. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES (OCDETF) FY 2022 OVERTIME AGREEMENT (NETFLX DOC AND CHILL) FOR THE REIMBURSEMENT OF UP TO \$10,000.00 IN OVERTIME EXPENSES INCURRED BY THE KNOX COUNTY SHERIFF'S OFFICE - R-21-11-305:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the Organized Crime Drug Enforcement Task Forces



(OCDETF) FY 2022 Overtime Agreement (NetFlx Doc and Chill) for the reimbursement of up to \$10,000.00 in overtime expenses incurred by the Knox County Sheriff's Office was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-305 - Resolution of the Commission of Knox County, Tennessee, approving the Organized Crime Drug Enforcement Task Forces (OCDETF) FY 2022 Overtime Agreement (NetFlx Doc and Chill) for the reimbursement of up to \$10,000.00 in overtime expenses incurred by the Knox County Sheriff's Office. 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.

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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 ALEKSANDR BOTEZAT AND DANA BOTEZAT FOR PROPERTIES LOCATED AT 0 CAIN ROAD (CLT PARCEL #092-102) AND 5107 CAIN ROAD (CLT PARCEL #092KK003) IN COMMISSION DISTRICT 3 - R-21-11-401:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Aleksandr Botezat and Dana Botezat for properties located at 0 Cain Road (CLT Parcel #092-102) and 5107 Cain Road (CLT Parcel #092KK003) in Commission District 3 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-401 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Aleksandr Botezat and Dana Botezat for properties located at 0 Cain Road (CLT Parcel #092-102) and 5107 Cain Road (CLT Parcel #092KK003) in Commission District 3. 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.

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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 HOMESTEAD LAND HOLDINGS, LLC FOR PROPERTY LOCATED AT 861 SOUTH GALLAHER**

**VIEW ROAD (CLT PARCEL #133-03101) IN COMMISSION DISTRICT 5 – R-21-11-402:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Homestead Land Holdings, LLC for property located at 861 South Gallaher View Road (CLT Parcel #133-03101) in Commission District 5 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-402 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Homestead Land Holdings, LLC for property located at 861 South Gallaher View Road (CLT Parcel #133-03101) in Commission District 5. 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.

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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 BEACON PARK, LLC FOR PROPERTIES LOCATED AT 0 ARCADIA PENINSULA WAY (CLT PARCEL #163-03006), 0 ARCADIA PENINSULA WAY (A PORTION OF CLT PARCEL #163-02861), AND 0 ARCADIA PENINSULA WAY (A PORTION OF CLT PARCEL #163-02862) IN COMMISSION DISTRICT 5 - R-21-11-403:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Beacon Park, LLC for properties located at 0 Arcadia Peninsula Way (CLT Parcel #163-03006), 0 Arcadia Peninsula Way (a portion of CLT Parcel #163-02861), and 0 Arcadia Peninsula Way (a portion of CLT Parcel #163-02862) in Commission District 5 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-403 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Beacon Park, LLC for properties located at 0 Arcadia Peninsula Way (CLT Parcel #163-03006), 0 Arcadia Peninsula Way (a portion of CLT Parcel #163-02861), and 0 Arcadia Peninsula Way (a portion of CLT Parcel #163-02862) in Commission District 5. 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.

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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 HARDIN VALLEY MEDICAL INVESTORS, LLC FOR PROPERTY LOCATED AT 2449 REAGAN ROAD (CLT PARCEL #104-01105) IN COMMISSION DISTRICT 6 - R-21-11-404:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Hardin Valley Medical Investors, LLC for property located at 2449 Reagan Road (CLT Parcel #104-01105) in Commission District 6 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-404 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Hardin Valley Medical Investors, LLC for property located at 2449 Reagan Road (CLT Parcel #104-01105) in Commission District 6. 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.

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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 DANNAHER MOB, LLC FOR PROPERTY LOCATED AT 7750 DANNAHER DRIVE (CLT PARCEL #047-033.29) IN COMMISSION DISTRICT 7 - R-21-11-405:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Dannaher MOB, LLC for property located at 7750 Dannaher Drive (CLT Parcel #047-033.29) in Commission District 7 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-405 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Dannaher MOB, LLC for property located at 7750 Dannaher Drive (CLT Parcel #047-033.29) in Commission District 7. 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.

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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 TURNER HOMES, LLC FOR PROPERTY LOCATED AT 0 THOMAS LANE (CLT PARCEL #029-05405) IN COMMISSION DISTRICT 7 - R-21-11-406:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Turner Homes, LLC for property located at 0 Thomas Lane (CLT Parcel #029-05405) in Commission District 7 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-406 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Turner Homes, LLC for property located at 0 Thomas Lane (CLT Parcel #029-05405) in Commission District 7. 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.

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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 DENALI, L.P. FOR PROPERTIES LOCATED AT 7409 THOMAS LANE (CLT PARCEL #029-05409) AND 7415 THOMAS LANE (CLT PARCEL #029-05408) IN COMMISSION DISTRICT 7 - R-21-11-407:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Denali, L.P. for properties located at 7409 Thomas Lane (CLT Parcel #029-05409) and 7415 Thomas Lane (CLT Parcel #029-05408) in Commission District 7 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-407 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Denali, L.P. for properties located at 7409 Thomas Lane (CLT Parcel #029-05409) and 7415 Thomas Lane (CLT Parcel #029-05408) in Commission District 7. 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.

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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 KNOXVILLE HABITAT FOR HUMANITY FOR PROPERTY LOCATED AT 0 STRAWBERRY PLAINS PIKE, (CLT PARCEL #073-172) IN COMMISSION DISTRICT 8 – R-21-11-408:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Knoxville Habitat for Humanity for property located at 0 Strawberry Plains Pike, (CLT Parcel #073-172) in Commission District 8 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-408 - Resolution of the Commission of Knox County, Tennessee, approving Covenants for Permanent Maintenance of Stormwater Facilities and Best Management Practices with Knoxville Habitat for Humanity for property located at 0 Strawberry Plains Pike, (CLT Parcel #073-172) in Commission District 8. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING FIVE (5) AGREEMENTS WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR SAFETY IMPROVEMENTS AT THE FOLLOWING HIGHWAY-RAIL GRADE CROSSING LOCATIONS: CANDORA ROAD, FOSTER ROAD, JONES ROAD, MCCAMPBELL DRIVE AND OLD WASHINGTON PIKE – R-21-11-409:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving five (5) Agreements with the Tennessee Department of Transportation (TDOT) for safety improvements at the following highway-rail grade crossing locations: Candora Road, Foster Road, Jones Road, McCampbell Drive and Old Washington Pike was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-409 - Resolution of the Commission of Knox County, Tennessee, approving five (5) Agreements with the Tennessee Department of Transportation (TDOT) for safety improvements at the following highway-rail grade crossing locations: Candora

Road, Foster Road, Jones Road, McCampbell Drive and Old Washington Pike. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AMENDMENT NUMBER 4 TO AN AGREEMENT WITH THE TENNESSEE DEPARTMENT OF TRANSPORTATION (TDOT) FOR THE WIDENING OF STATE ROUTE 131 (LOVELL ROAD) FROM CEDARDALE LANE TO MIDDLEBROOK PIKE (KNOX COUNTY IS RESPONSIBLE FOR THE AMOUNT OF \$19,720.00 FOR THE PROJECT) - R-21-11-410:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment Number 4 to an Agreement with the Tennessee Department of Transportation (TDOT) for the widening of State Route 131 (Lovell Road) from Cedardale Lane to Middlebrook Pike (Knox County is responsible for the amount of \$19,720.00 for the project) was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-410 - Resolution of the Commission of Knox County, Tennessee, approving Amendment Number 4 to an Agreement with the Tennessee Department of Transportation (TDOT) for the widening of State Route 131 (Lovell Road) from Cedardale Lane to Middlebrook Pike (Knox County is responsible for the amount of \$19,720.00 for the project). 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A REVISED AGREEMENT WITH THE UNIVERSITY OF TENNESSEE FOR THE OPERATION OF THE KNOXVILLE HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) TO INCLUDE AN ADDITIONAL PROVISION AS REQUIRED BY STATE LAW - R-21-11-501:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a revised Agreement with the University of Tennessee for the operation of the Knoxville Homeless Management Information System (HMIS) to include an additional provision as required by State Law was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-501 - Resolution of the Commission of Knox County, Tennessee, approving a revised Agreement with the University of Tennessee for the operation of the Knoxville

Homeless Management Information System (HMIS) to include an additional provision as required by State Law. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AMENDMENT 1 TO A CONTRACT WITH THE TENNESSEE DEPARTMENT OF HEALTH FOR THE PROVISION OF CHILD FATALITY REVIEW SERVICES, WHICH AMENDMENT EXTENDS THE TERM OF THE CONTRACT TO SEPTEMBER 29, 2023 AND INCREASES THE MAXIMUM LIABILITY OF THE STATE UNDER THE CONTRACT BY \$5,000.00 FOR A NEW TOTAL CONTRACT AMOUNT OF \$25,000.00 - R-21-11-601:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving Amendment 1 to a contract with the Tennessee Department of Health for the provision of child fatality review services, which amendment extends the term of the contract to September 29, 2023 and increases the maximum liability of the State under the contract by \$5,000.00 for a new total contract amount of \$25,000.00 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-601 - Resolution of the Commission of Knox County, Tennessee, approving Amendment 1 to a contract with the Tennessee Department of Health for the provision of child fatality review services, which amendment extends the term of the contract to September 29, 2023 and increases the maximum liability of the State under the contract by \$5,000.00 for a new total contract amount of \$25,000.00.

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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH THE UNIVERSITY OF TENNESSEE FOR THE PROVISION OF A COMMUNITY HEALTH ASSESSMENT - R-21-11-602:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with the University of Tennessee for the provision of a Community Health Assessment was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-602 - Resolution of the Commission of Knox County, Tennessee, approving a contract with the University of Tennessee for the provision of a Community Health

Assessment. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE SEVENTH AMENDMENT TO CONTRACT NUMBER 12-500 WITH RURAL METRO OF TENNESSEE, L.P. TO PROVIDE MEDIAL AMBULANCE SERVICES IN KNOX COUNTY, WHICH AMENDMENT DELETES AND REPLACES THE DEFINITION OF "ALS FIRST RESPONDER" AND ADDS THE DEFINITION "QUICK RESPONSE VEHICLE" - R-21-11-603:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the Seventh Amendment to Contract Number 12-500 with Rural Metro of Tennessee, L.P. to provide medial ambulance services in Knox County, which amendment deletes and replaces the definition of "ALS First Responder" and adds the definition "Quick Response Vehicle" was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-603 - Resolution of the Commission of Knox County, Tennessee, approving the Seventh Amendment to Contract Number 12-500 with Rural Metro of Tennessee, L.P. to provide medial ambulance services in Knox County, which amendment deletes and replaces the definition of "ALS First Responder" and adds the definition "Quick Response Vehicle". 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT IN THE AMOUNT OF \$47,025.00 WITH BAKER TILLY US, LLP FOR THE PROVISION OF EXECUTIVE SEARCH SERVICES - R-21-11-801:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract in the amount of \$47,025.00 with Baker Tilly US, LLP for the provision of Executive Search Services was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-801 - Resolution of the Commission of Knox County, Tennessee, approving a contract in the amount of \$47,025.00 with Baker Tilly US, LLP for the provision of Executive Search Services. 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.



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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AGREEMENTS FOR THE USE OF THE OMNIA PARTNERS (FORMERLY KNOWN AS THE COOPERATIVE PURCHASING NETWORK/REGION 4 ESC), MINNESOTA MULTI-STATE CONTRACTING ALLIANCE FOR PHARMACY (MMCAP), AND SOURCEWELL COOPERATIVE PURCHASING PROGRAMS AS ALLOWED UNDER THE CARES ACT WITH APPROVAL OF THE LOCAL LEGISLATIVE BODY - R-21-11-802:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving agreements for the use of the Omnia Partners (formerly known as the Cooperative Purchasing Network/Region 4 ESC), Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP), and Sourcewell cooperative purchasing programs as allowed under the CARES Act with approval of the local legislative body was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-802 - Resolution of the Commission of Knox County, Tennessee, approving agreements for the use of the Omnia Partners (formerly known as the Cooperative Purchasing Network/Region 4 ESC), Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP), and Sourcewell cooperative purchasing programs as allowed under the CARES Act with approval of the local legislative body. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING CONTRACTS WITH T-MOBILE USA, INC. AND VERIZON WIRELESS TO PROVIDE MOBILE SOLUTIONS FOR KNOX COUNTY - R-21-11-803:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving contracts with T-Mobile USA, Inc. and Verizon Wireless to provide mobile solutions for Knox County was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-803 - Resolution of the Commission of Knox County, Tennessee, approving contracts with T-Mobile USA, Inc. and Verizon Wireless to provide mobile solutions for Knox County. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING A CONTRACT WITH BASS, BERRY, SIMS, PLLC FOR THE PROVISION OF BOND COUNSEL SERVICES - R-21-11-804:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving a contract with Bass, Berry, Sims, PLLC for the provision of Bond Counsel Services was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-804 - Resolution of the Commission of Knox County, Tennessee, approving a contract with Bass, Berry, Sims, PLLC for the provision of Bond Counsel Services. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AMENDMENT TO THE KNOX COUNTY EMPLOYEE BENEFIT SYSTEM TO PROVIDE FOR A MEDICAL EXPENSE RETIREMENT PLAN (MERP) ENHANCEMENT TO FURTHER ENCOURAGE AND ASSIST ELIGIBLE EMPLOYEES TO SAVE FOR THEIR OWN RETIREE MEDICAL EXPENSES BY INCREASING THE MAXIMUM ANNUAL MATCHING EMPLOYER CONTRIBUTION FROM 50% OF THE FIRST \$416 TO 50% OF THE FIRST \$832 CONTRIBUTED BY THE PARTICIPANT - R-21-11-902:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an amendment to the Knox County Employee Benefit System to provide for a Medical Expense Retirement Plan (MERP) enhancement to further encourage and assist eligible employees to save for their own retiree medical expenses by increasing the maximum annual Matching Employer Contribution from 50% of the first \$416 to 50% of the first \$832 contributed by the participant was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-902 - Resolution of the Commission of Knox County, Tennessee, approving an amendment to the Knox County Employee Benefit System to provide for a Medical Expense Retirement Plan (MERP) enhancement to further encourage and assist eligible employees to save for their own retiree medical expenses by increasing the maximum annual Matching Employer Contribution from 50% of the first \$416 to 50% of the first \$832 contributed by the participant. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AMENDMENT TO AND ASSIGNMENT OF KNOX COUNTY CONTRACT NUMBER 20-304 WITH DELTA BLUE AND AHEAD, INC. TO ASSIGN THE CONTRACT TO AHEAD, INC. AND TO PROVIDE FOR ADDITIONAL AMENDMENTS TO THE CONTRACT - R-21-11-903:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Amendment to and Assignment of Knox County Contract Number 20-304 with Delta Blue and Ahead, Inc. to assign the Contract to Ahead, Inc. and to provide for additional amendments to the contract was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-903 - Resolution of the Commission of Knox County, Tennessee, approving an Amendment to and Assignment of Knox County Contract Number 20-304 with Delta Blue and Ahead, Inc. to assign the Contract to Ahead, Inc. and to provide for additional amendments to the contract. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, REQUESTING THE KNOXVILLE-KNOX COUNTY PLANNING COMMISSION TO RECOMMEND AMENDMENTS TO THE KNOX COUNTY ZONING ORDINANCE TO REFLECT THE NAME CHANGE OF THE PLANNING COMMISSION BY REMOVING "METROPOLITAN" FROM THE NAME IN THE ZONING ORDINANCE – R-21-11-904:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, requesting the Knoxville-Knox County Planning Commission to recommend amendments to the Knox County Zoning Ordinance to reflect the name change of the Planning Commission by removing "Metropolitan" from the name in the Zoning Ordinance was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-904 - Resolution of the Commission of Knox County, Tennessee, requesting the Knoxville-Knox County Planning Commission to recommend amendments to the Knox County Zoning Ordinance to reflect the name change of the Planning Commission by removing "Metropolitan" from the name in the Zoning Ordinance. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AMENDING RULE V OF THE KNOX COUNTY COMMISSION RULES BY ADDING A NEW SECTION S, COMMITTEE REPORTS, TO REQUIRE ALL COMMITTEES ON WHICH ONE OR MORE COMMISSIONERS SERVE TO SUBMIT AT LEAST ONE (1) WRITTEN REPORT TO THE COMMISSION CHAIR AND COMMISSION OFFICE SUMMARIZING THE WORK OF THE COMMITTEE BY AUGUST 1<sup>ST</sup> OF EACH YEAR - R-21-11-905:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, amending Rule V of the Knox County Commission Rules by adding a new Section S, Committee Reports, to require all committees on which one or more Commissioners serve to submit at least one (1) written report to the Commission Chair and Commission Office summarizing the work of the committee by August 1<sup>st</sup> of each year was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-905 - Resolution of the Commission of Knox County, Tennessee, amending Rule V of the Knox County Commission Rules by adding a new Section S, Committee Reports, to require all committees on which one or more Commissioners serve to submit at least one (1) written report to the Commission Chair and Commission Office summarizing the work of the committee by August 1<sup>st</sup> of each year. 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING AN AMENDMENT TO THE CONTRACT WITH DATABANK IMX FOR THE IMPLEMENTATION OF AN ONLINE DOCUMENT MANAGEMENT SYSTEM FOR THE KNOX COUNTY CRIMINAL, CRIMINAL SESSIONS, FOURTH CIRCUIT, JUVENILE, CIRCUIT, AND CIVIL SESSIONS COURTS, WHICH AMENDMENT PROVIDES FOR THE LICENSING MODEL CHANGE TO SUBSCRIPTION BASIS ON ALL NEW SOFTWARE MODULE PURCHASES GOING FORWARD - R-21-11-907:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving an Amendment to the Contract with Databank IMX for the implementation of an online document management system for the Knox County Criminal, Criminal Sessions, Fourth Circuit, Juvenile, Circuit, and Civil Sessions

Courts, which amendment provides for the licensing model change to subscription basis on all new software module purchases going forward was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-907 - Resolution of the Commission of Knox County, Tennessee, approving an Amendment to the Contract with Databank IMX for the implementation of an online document management system for the Knox County Criminal, Criminal Sessions, Fourth Circuit, Juvenile, Circuit, and Civil Sessions Courts, which amendment provides for the licensing model change to subscription basis on all new software module purchases going forward. 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.

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**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-21-11-908:**

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 was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-908 - 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 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.

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**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING THE ACCEPTANCE OF A GRANT AWARD IN THE AMOUNT OF \$392,453.00 FROM THE OFFICE OF JUSTICE PROGRAMS (OJP) FOR THE KNOX COUNTY PUBLIC DEFENDER'S COMMUNITY LAW OFFICE FOR THE PURPOSE OF ENHANCING JUVENILE INDIGENT DEFENSE - R-21-11-909:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a grant award in the amount of \$392,453.00 from the Office of Justice Programs (OJP) for the Knox County Public Defender's Community Law Office for the purpose of Enhancing Juvenile Indigent Defense was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-909 - Resolution of the Commission of Knox County, Tennessee, authorizing the acceptance of a grant award in the amount of \$392,453.00 from the Office of Justice Programs (OJP) for the Knox County Public Defender's Community Law Office for the purpose of Enhancing Juvenile Indigent Defense. 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.

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**IN RE: HONORARY RESOLUTION:**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, HONORING THE BOARD OF DIRECTORS OF THE BOYS & GIRLS CLUB FOR BEING NAMED THE HIGH PERFORMANCE BOARD TEAM OF THE YEAR FOR THE SOUTHEAST REGION - R-21-11-101:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, honoring the Board of Directors of the Boys & Girls Club for being named the High Performance Board Team of the Year for the Southeast Region was before the Board of Commissioners.

Commissioner Hill moved to approve Resolution R-21-11-101 - Resolution of the Commission of Knox County, Tennessee, honoring the Board of Directors of the Boys & Girls Club for being named the High Performance Board Team of the Year for the Southeast Region. Commissioner Dailey 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.

Commissioner Biggs read the resolution into the record.

Mr. Bart McFadden, President and CEO for Boys & Girls Clubs of the Tennessee Valley, and Mr. Wes Stowers, Chairman for the Board of Directors for Boys & Girls Clubs of the Tennessee Valley, were present to accept the resolution and expressed appreciation to the commission for the resolution.

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**IN RE: PRESENTATION:**

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: PUBLIC FORUM – AGENDA ITEMS ONLY:**

No one requested to speak.

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

Consideration of approval of the minutes of the previous meeting held on October 21, 2021 (Special Session); October 25, 2021 (Regular Session); and October 28, 2021 (Special Session) was before the Board of Commissioners.

Commissioner Smith moved to approve the minutes of the previous meeting held on October 21, 2021 (Special Session); October 25, 2021 (Regular Session); and October 28, 2021 (Special Session). 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.

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**IN RE: DRIVES AND ROADS:**

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

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

- A. Broady Glen Lane, Broady Glen, District W6.
- B. Free Range Lane, Gray Bell Springs, District E6.
- C. Hay Wagon Lane, Gray Bell Springs, District E6.
- D. Big Sky Lane, Laurel Ridge, Phase II, District 6.
- E. Jacobs Canyon Lane, Laurel Ridge, Phase II, District 6.
- F. Timber Highlands Lane, Laurel Ridge, Phase II, District 6.
- G. Blackberry Ridge Boulevard, Laurel Ridge, Phase II, District 6.
- H. Windjammer Lane, Laurel Ridge, Phase II, District 6.

Commissioner Hill moved to approve the above new county roads. 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: CONSIDERATION OF THE CLOSURE OF THE RIGHT OF WAY ADJACENT TO 7001 CUNNINGHAM ROAD AT THE CORNER OF MAYNARDVILLE PIKE - (SECOND READING):**

Consideration of the closure of the right of way adjacent to 7001 Cunningham Road at the corner of Maynardville Pike was before the Board of Commissioners on second reading.

Commissioner Biggs moved to approve the closure of the right of way adjacent to 7001 Cunningham Road at the corner of Maynardville Pike on second reading. 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.

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**IN RE: LINE ITEM TRANSFERS:**

**IN RE: LINE ITEM TRANSFERS - TOTAL AMOUNT \$1,692,566.38:**

Line Item Transfers – Total amount \$1,692,566.38 was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve the Line Item Transfers – Total amount \$1,692,566.38. 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: BUDGET AMENDMENTS:**

**IN RE: BUDGET AMENDMENTS - TOTAL AMOUNT \$2,316,419.76:**

Budget Amendments – Total amount \$2,316,419.76 was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve the Budget Amendments – Total amount \$2,316,419.76. 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: NOTARY APPLICATIONS:**

145 Notary Public Applications received.

Commissioner Biggs moved to approve the 145 Notary Public Applications. 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:      SPREAD OF RECORD:**

**IN RE:      SPREAD OF RECORD THE EMPLOYEE HANDBOOK OF THE  
KNOX COUNTY PROPERTY ASSESSOR'S OFFICE:**

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

No action was taken.

***(SEE BELOW)***

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KNOX COUNTY  
PROPERTY ASSESSOR  
EMPLOYEE HANDBOOK

John R. Whitehead  
Property Assessor

Revised October 2021

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## Introduction

We are pleased to introduce the revised Knox County Property Assessor 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 Property Assessor employees.

Knox County Property Assessor 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 Property Assessor'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 Property Assessor or Knox County Property Assessor handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Knox County Property Assessor'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

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modification, amendment, or revocation by Knox County Government at any time, without advance notice.

It is the intention of Knox County Property Assessor 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 Property Assessor,
- approved by the Knox County Law Director,
- communicated to all Knox County Property Assessor 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 Property Assessor.

#### ***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 Property Assessor. The Property Assessor will provide the handbook and policies for Property Assessor employees.



*This employee handbook is not intended to nor does it create an employee contract with employees of Knox County or the Property Assessor's Office. All employees are at-will employees and may be terminated at the will and discretion of the Property Assessor.*

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## DIVISION I

### State and Federal Policies

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#### ***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.

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#### ***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.



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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 Property Assessor.

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

Knox County Property Assessor 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 Knox County Property Assessor'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 Property Assessor, 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.

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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 Property Assessor 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.



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

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

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;

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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 Property Assessor, 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)***

The Knox County Property Assessor complies with the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability. The ADA prohibits employers with 15 or more employees from discriminating against qualified job applicants and employees who are or become disabled.

The Knox County Property Assessor is committed to providing reasonable accommodations to qualified individuals with disabilities, unless it would impose an undue hardship on the employer. If you have a disability, you may request a reasonable accommodation at any time during the application process or during the 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 Knox County Human Resources Department.



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

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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.

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#### ***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 215-2952.

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#### ***Veteran's Preference***

The Property Assessor 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.

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

If you are selected for employment with Knox County a background check will be conducted at the discretion of the Assessor. 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:
  - Criminal background checks will be conducted on all applicants once they are selected for employment.

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- Vehicle driving records are checked if your job duties require you to drive a vehicle on county business.
  - Credit history background checks. A credit history background will only be conducted if your primary job duties will include handling money, finances, or auditing.
  - Verification of Education and Professional Credentials. Some county departments may verify educational or professional certification of all selected job applicants in that department.
  - 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.

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#### **HIPAA**

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

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#### **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.

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#### **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 Human Resources Department at 215-2321 for questions about eligibility and the procedures associated with the Sick Leave Donation Program.

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

- Eighty (80) hours per calendar year is the maximum donation allowed per donor;
- 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, maternity leave, 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:



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- 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 Property Assessor's Office may donate any part of their sick leave to any Knox County Property Assessor 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 Property Assessor shall approve all sick leave donations.

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

## Classification and Compensation

### ***Probationary Employees***

Your first twelve consecutive months of employment are considered the probationary period. During this time, you may be terminated without right of appeal, except in the case of alleged discrimination on the basis of political affiliation, race, national origin, sex, age, religion, disability, or veteran status.

Your supervisor or the Property Assessor may evaluate your performance periodically during the probationary period. The evaluation will be in writing, reviewed with you, and placed in your personnel file.

If the hiring authority determines that your services should be terminated before the end of the probationary period, you will be notified in writing.

If you transfer to another position under the administration of the Knox County Property Assessor, you will not begin a new probationary period. However, employees who transfer from the offices of another elected official (i.e., Sheriff, court systems, etc.) will begin their probationary period on the transfer date.

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**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.

## EMPLOYEE AT WILL

**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 Property Assessor may terminate your employment at-will, without cause or prior notice, at any time. None of the County's or Property Assessor'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 Property Assessor. 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.



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### **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 Property Assessor'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 Property Assessor.

### **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 Property Assessor is paid on the periods in accordance with the Knox County Charter. The Property Assessor 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.

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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 Property Assessor.

#### **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.



*If you wish to use “comp time,” you should request leave using the procedure in place in your department. Be aware that work and staffing may impact approval, but your supervisor should make a reasonable effort to honor your request.*

Compensatory time shall be awarded (for actual overtime worked) to all eligible Knox County Property Assessor employees. No hours of compensatory time may be accrued beyond the maximum of 120 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

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through the lunch period is not to be used as an on-going solution for scheduling issues.



*If you need to make a one-time adjustment to your work schedule, you may ask your immediate supervisor for approval to reduce or eliminate your lunch period on the day in question. This may not be used on an on-going basis.*

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#### **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 Property Assessor. 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**

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#### **Attendance**

You are an important member of the Knox County Property Assessor's 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 Property Assessor's Office of your absence.



*You must telephone your supervisor (or next level manager or designee) and speak directly to that person to give notification of absence or tardiness. Leaving a message does not meet this requirement.*

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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 37.5 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 Property Assessor 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. Even if you are classified as "exempt" (from overtime), completing your time sheet in full provides the most complete information to the person designated by the Knox County Property Assessor to maintain annual leave and sick leave.

Your supervisor or the person designated by the Knox County Property Assessor 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.



*You will be subject to immediate dismissal if you willfully falsify your time record. The same consequence applies if you falsify, or interfere with, the time record of any other employee.*

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 Property Assessor employees or the general public for commercial purposes during work hours in work areas.

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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 Property Assessor 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 Property Assessor.



*If you wish to schedule activities in Knox County offices or solicit other employees for charitable purposes, first:*

- *submit a request in writing to the Property Assessor (or the official in charge), and*
- *receive approval.*

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### ***Inclement Weather***

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing of the Knox County Property Assessor'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 Property Assessor will determine if you must use accrued leave for late arrival.

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Official Delays or Closings of Knox County Government Due to Inclement Weather: The Knox County Property Assessor or the Knox County Mayor will decide if the Knox County Property Assessor'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 Property Assessor's Office shall likewise be delayed or closed. The Property Assessor or his/her designee may also directly notify employees of closings.

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

The Knox County Property Assessor 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.

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### **Promotions, Transfers, and Reassignments**

Promotions: Knox County Property Assessor 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 Property Assessor 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 Property Assessor reserves the right to hire professional and staff personnel



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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 Property Assessor 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 Property Assessor.



*If you want to transfer to another job within Knox County Property Assessor's Office, you should submit an application for the desired position. (It must be currently posted.) You must have held your current position at least six months, had satisfactory performance and discipline records during that time, and be qualified for the new position. Transfers are not automatic – you will compete with all other applicants for the vacant position.*

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### **Suspensions**

The Property Assessor 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.

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### **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.

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**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.

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***Dismissals / Terminations***

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

**The following are guidelines for dismissals:**

- Work in progress is not to be discussed outside of the office;
- 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 Property Assessor is under no obligation to follow these steps in sequence or even to follow them at all. Knox County Property Assessor reserves the right to terminate anyone's employment immediately without warning.



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### **Resignations**

If you want to resign your position, you should notify the Knox County Property Assessor 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 Property Assessor can release you from the job in less than **ten (10)** calendar days provided that all state and federal legal requirements are met.



*To resign your job, give a written notice to the Property Assessor. You must do this at least ten (10) calendar days before your last day of work.*

### **Flextime Work Schedule**

Flextime is a work schedule that allows employees to work hours that are not within the normal workweek. A flextime work schedule for full-time, non-exempt employees may be authorized by the Property Assessor upon the determination that staffing coverage is adequate and sufficient to meet the operating requirements of the Property Assessor. No flextime 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 flextime as for those working a normal workweek as defined herein.

### **Safety**

Knox County Property Assessor 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.



*You must report workplace accidents, incidents, or injuries to your direct supervisor as soon as possible. You will also have to complete a report and return it to the Knox County Risk Management Department.*

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.



*If your wages are garnished, be sure that all correspondence to your employer is sent to:*

*Knox County Payroll Department  
Room 635 City-County Building  
400 Main Street  
Knoxville, TN 37902*

#### **Alcohol and Drugs – Drug Free Workplace Policy**

Knox County Property Assessor 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.

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Knox County Property Assessor 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 Property Assessor'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 Property Assessor no later than five (5) days after the conviction. Within thirty (30) days after receiving notice of a conviction, the Property Assessor 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.



*A consequence of violating Knox County's Alcohol and Drug Policy may include automatic dismissal, meaning that the usual progressive discipline process is by-passed.*

**Reasonable Suspicion of Drug or Alcohol Use:** Whenever a supervisor or the Knox County Property Assessor 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 Property Assessor.

**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.

## 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 1<sup>st</sup> through December 31<sup>st</sup>.
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 37.5-hour workweek.

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

**Annual Leave Accrual Table**

Years of Service	Maximum Accrued Hours per Year*
Less than 1	96
1	104
2	112
3	120
4	128
5	136
6	144
7	152
8	160
9-20	168
Over 20	192

\*Based on a 37.5-hour workweek.

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	336

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

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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 6% mandatory employee contribution, and 457(b) deferred compensation plan and MERP employee contributions, if applicable. These amounts are also counted for purposes of computing the County match contributions to the Asset Accumulation Plan and MERP and for Closed DB benefit purposes.

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

For termination or retirement on or before July 1, 2017, (i) your maximum amount listed on the table as of your last employment anniversary date prior to July 1, 2016, plus (ii) any unused annual leave you accrued since that anniversary.

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.

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#### ***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 Property Assessor's Office of your intent to take annual leave.

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#### ***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 Property Assessor 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 Property Assessor 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 Property Assessor 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<sup>†</sup> 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

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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 Property Assessor's Office as much advance notice of an absence as possible. You must notify the Property Assessor's Office on each day of absence. Exemption from this notice requirement may be approved by the Knox County Property Assessor 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 or injury. If you are absent for less than two (2) consecutive working days, the Property Assessor 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 two (2) working days, you must, upon request of the Property Assessor, 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 Property Assessor.



*Upon request, you must provide the Property Assessor with a statement from a health care provider if you are absent for more than 3 consecutive days due to illness or injury. The Property Assessor may decide to accept some other form of written statement.*

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 Property Assessor is responsible for notifying you and ensuring that all FMLA guidelines are followed.



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### ***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

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 Property Assessor 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 Property Assessor, provide a healthcare provider's statement certifying that you are needed to provide care for the family member.

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### ***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."

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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 (7.5) hours per calendar year for teacher/advising 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 or grandchild lives with you, you may use sick leave for his or her school 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.

#### ***Sick Leave Summary***

*You may use your accrued Sick Leave for:*



- *Your own illness or injury*
- *Family illness or injury (specified family members only)*
- *Medical appointments for self or family*
- *School conferences (7.5-hour limit per year)*
- *Death of persons not in your immediate family*

#### ***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."

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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 Property Assessor 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 Property Assessor and you must use your annual time.



*At the death of any family member listed above, you may have up to 3 consecutive days off work for the funeral or bereavement and will receive your regular pay. Up to 2 additional consecutive days, if used, will be taken from your sick leave.*

**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 Property Assessor will make the final decision on the number of days approved for this leave.

The Property Assessor 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.



*If you want to attend the funeral or observe a period of bereavement at the death of any person not listed in the immediate family section, you must use time from your leave balance.*

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#### **Leave of Absence**

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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 Property Assessor at least thirty (30) days prior to the start of the requested leave unless the leave is an emergency.



*To request a leave of absence, submit a written request to the Property Assessor at least 30 days in advance, unless the leave is an emergency. State the reason for the leave, date you want it to begin, and date you expect to return to work.*

Regardless of the reason for the leave, it is essential that the 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 Property Assessor) 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 Property Assessor of the anticipated date of your return to work prior to that date. The Property Assessor 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.

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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 Property Assessor.

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

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#### **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.



*You must provide certification from your treating healthcare provider when you request leave for your own serious health condition, and you may need a modified statement if your request is to care for another family member.*

**Measuring:** 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.



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*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.



*If you need to be off work occasionally for medical reasons, you must work with your supervisor to arrange a schedule that does not unduly disrupt the department's work – but, it has to also have the approval of your healthcare provider.*

The Property Assessor 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

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- 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.



*While on FMLA leave, you must continue to pay your portion of your health insurance premiums.*

If you do not return to work at the end of FMLA leave, you will be required to reimburse the County for payment of health insurance premiums, unless you do not return because of the presence of a serious health condition which prevents you from performing your job or circumstances beyond 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 vacation time during FMLA leave, and available sick days will be used when family leave is taken because of serious health conditions. Accrued leave and FMLA leave are used at the same time – you do not take your accrued leave first and then take FMLA.



*When your circumstance qualifies for FMLA, you may not first use your accrued leave and then start FMLA leave. These two types of leave run concurrently – you are required to use them at the same time.*

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.

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**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 Property Assessor (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 Property Assessor and obtain special approval for an extended leave of absence due to special circumstances. The Property Assessor, 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 Property Assessor reserves the right to grant or deny such extensions in whole or part in accordance with state and federal law.

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### **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. Accrued leave and maternity/paternity leave are used at



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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.



*Notify the Property Assessor at least 4-6 weeks in advance of your anticipated date of departure for maternity/paternity leave.*

#### **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.

#### **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.

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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.



*You must give at least 2 weeks written notice when you need leave for military duty that lasts more than 10 working days.*

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.

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#### **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 Property Assessor.

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 Property Assessor 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.



*Notify your supervisor and the Property Assessor if you must appear for jury or witness duty. Witness duty must be job-related in order to receive your regular pay.*

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**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 Property Assessor. Your supervisor or the Property Assessor may select the hours during which you may be absent for voting.

**Holidays**

Knox County observes the holidays listed below. You are eligible to be paid for these holidays if you work at least 18.5 hours per week on a regular basis. The County Mayor may announce any additional holidays. Offices may be closed without further notice on the following days:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Spring Holiday
5. Memorial Day
6. 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 25<sup>th</sup> 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.

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The amount of paid holiday credit you receive is based on a 37.5-hour normal workweek. For a 37.5-hour normal work week, you will receive 7.50 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 Property Assessor 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.

<b>Hours in the Regularly-Scheduled Work Week 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

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	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.

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## DIVISION II

## BENEFITS

### Employee Benefits

#### **Benefits Eligibility**

You are eligible for benefits when you work a minimum of thirty (30) hours per week. Temporary employees, seasonal employees, and interns are not eligible for benefits. These benefits include: medical coverage, dental coverage, vision coverage, and flexible benefit options.

If your hours drop below thirty (30) hours per week on a regular basis you will lose eligibility for health insurance and you and all covered dependents will be offered COBRA.

You are responsible to list only dependents who are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify Human Resources immediately. You must notify Human Resources of any changes in status within thirty (30) days of the status change. This includes: dependent status change, address changes, divorce, marriage, birth, adoption, reduction in work hours, or any other change that could affect benefit plan eligibility.



*To add or delete dependents from your insurance, you must notify Human Resources within 30 days of the qualifying event.*

#### **Benefits Effective and Termination Dates**

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Knox County Benefits Staff will determine the effective date of coverage. Typically, it is the first of the calendar month following thirty (30) days of continuous employment. For example, if you were hired on January 18 your coverage would go into effect March 1. This means deductions would not start until March 1.

Generally, benefits end the last day of the month in which you actively work. If you do not receive paychecks to cover the entire month (and have premiums deducted), you may be required to submit a personal check to cover your portion of benefit costs.

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#### **Medical Coverage**

You must enroll for coverage within thirty (30) days of employment or an eligible qualifying event, or during an announced Open Enrollment period. Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Knox County Human Resources.

Knox County offers a selection of medical insurance products with various types of coverage. Each plan is priced for individual and dependent coverage. Although the County pays a significant portion of your insurance premiums, you are responsible for the employee portion.

Information about current medical plans and premiums is available from Human Resources.

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#### **Dental and Vision Coverage**

You must sign up for coverage within thirty (30) days of either the start of employment or an eligible qualifying event, or during an announced Open Enrollment period. Temporary employees, seasonal employees, and interns are not eligible for dental or vision coverage. Complete benefit packets are provided at new hire orientation. Additional packets may be obtained by contacting Knox County Human Resources.

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#### **Identification Cards**

If you enroll in medical or dental benefits, identification cards will be mailed to your home address. Identification cards may not be provided for vision coverage.



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### **Annual Enrollment / Transfer Period**

Health plans, benefit designs, eligibility rules, and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during annual enrollment/transfer period each fall. You are responsible for reviewing your informational notices about the benefits for the upcoming year.

Human Resources conducts help sessions at various locations to accommodate those needing assistance and information regarding benefit changes. Typically, the enrollment/change period is from October 15 until November 15. It is your responsibility to stay informed of benefit changes.



*You are responsible for reviewing your informational notices about benefits for the upcoming year. Failure to do so may result in no coverage for the new year.*

### **Benefit Premiums / Payroll Deductions**

You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin with the first check in the month in which your coverage starts. Your medical, dental, and vision deductions will be taken out of 26 pay periods per year.



*You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken.*

If you miss a paycheck due to work absence or unpaid time, you are responsible to contact Human Resources at 215-2321 to make payment arrangements.



*Contact Human Resources to make payment arrangements for insurance premiums if you miss a paycheck because of absence.*



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

### **Employee Assistance Program**

Knox County Property Assessor is very much concerned with the physical and emotional well-being of its employees and their families.

The Employee Assistance Program (EAP) provides free and confidential counseling and information to employees and their immediate families who are dealing with difficult issues.

If you have questions about EAP or would like more information regarding any of the programs, contact the Human Resources Department at 215-2321.

### **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 in this benefit.

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

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

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### **Change in Status**

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

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



*You must report personal changes and/or changes in work status to the Property Assessor and Human Resources within 30 days of the change.*

*Documentation may be required to make benefit changes.*

### **Supplemental Benefits**

Knox County offers supplemental voluntary benefits such as:

- additional life insurance,
- dependent life insurance,
- short-term disability, and
- other voluntary products.

These additional benefit options can be administered through payroll deduction.

Supplemental benefits are subject to change without notice. For more information, contact Human Resources at 215-2321.

### **Workers' Compensation**

You are protected under the State of Tennessee's Workers' Compensation Law for injuries and occupational diseases that result primarily "out of and in the

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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 48 hours.
- Complete a TN 1<sup>st</sup> Report of Injury. It is your responsibility to send it to the Knox County Risk Management Office.
- Choose a physician from the listed panel of primary physicians. Risk Management and/or the Knox County Law Department – Workers’ Compensation Division will schedule your initial appointment for you.
- Keep all appointments with physicians as scheduled or notify the Knox County Law Department – Workers’ Compensation Division in order to have the appointment rescheduled for you.
- The Knox County Law Department – Workers’ Compensation Division must approve all physicians and appointments.
- Be aware that Knox County has a temporary duty (light duty) program for all employees. If Knox County can accommodate your restrictions, you will be required to return to work under the modified duties.
- Notify the Knox County Law Department – Workers’ Compensation Division 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.
- Give your supervisor a copy of Return to Work forms you receive from the physician.



*The Knox County Law Department – Workers’ Compensation Division must approve all physicians and appointments related to Workers’ Compensation.*

If you require emergency medical treatment, if feasible, please attempt to notify your supervisor and/or the Knox County Law Department – Workers’ Compensation Division. You should use the emergency room at any nearby hospital. Only one visit to the emergency room will be covered by Workers’ Compensation. Notification to the Knox County Law Department – Workers’ Compensation 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 Knox County Law Department – Workers’ Compensation Division will schedule this appointment for you. You are not authorized to return to the emergency room for follow-up treatment (i.e., removal of stitches, change of injury dressings, etc.).



*Only one visit to the emergency room will be covered by Workers' Compensation. All follow-up appointments must be handled by a physician chosen from the panel of primary physicians and scheduled by the Knox County Law Department – Workers' Compensation Division.*

Knox County has contracted with a pharmacy benefit manager to provide medications for work-related injuries. Prescriptions must be filled at participating network pharmacies and be approved by the Knox County Law Department – Workers' Compensation Division. Knox County will not approve prescriptions by non-authorized physicians.

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.



*You must return to work and attempt light duty if authorized by your treating physician. Failure to report for light duty may result in termination of disability benefits.*

Your authorized physician determines what light duty work is appropriate. If clarification of light duty restrictions is needed, you should contact the Knox County Law Department – Workers' Compensation 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 Knox County Law Department – Workers' Compensation Division has received the appropriate forms and approved your claim.

After your claim has been received by the Knox County Law Department – Workers' Compensation Division, it will be reviewed to determine whether it is approved. You will be notified if a problem arises in the decision process.

The Knox County Law Department – Workers' Compensation Division 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.

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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 Knox County Law Department – Workers' Compensation Division at 215-4573.

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## DIVISION III

### GENERAL PROVISIONS

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#### *General Provisions*

#### **Code of Ethics**

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

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#### *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.



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- 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.

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#### ***Conflict of Interest***

Employment with Knox County Property Assessor'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.

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#### ***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.

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#### ***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.

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If you engage in other employment, you must notify the Property Assessor. If the Property Assessor 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 Property Assessor.

You shall at all times give first priority to the performance of your Knox County Property Assessor 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 Property Assessor'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.



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### ***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 Property Assessor Handbook has an absolute, unqualified duty to immediately report such activities to his/her supervisor, the Knox County Property Assessor, 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 Property Assessor's Office or clients of Knox County Property Assessor 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 \$35. 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

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nature and value of the gift, entertainment, or favor in a letter to the Property Assessor.

- **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.

## EMPLOYEE AT WILL

### ***Probationary Employees***

Your first twelve consecutive months of employment are considered the probationary period. During this time, you may be terminated without right of appeal, except in the case of alleged discrimination on the basis of political affiliation, race, national origin, sex, age, religion, disability, or veteran status.

Your supervisor or the Property Assessor may evaluate your performance periodically during the probationary period. The evaluation will be in writing, reviewed with you, and placed in your personnel file.

If the hiring authority determines that your services should be terminated before the end of the probationary period, you will be notified in writing.

If you transfer to another position under the administration of the Knox County Property Assessor, you will not begin a new probationary period. However, employees who transfer from the offices of another elected official (i.e., Sheriff, court systems, etc.) will begin their probationary period on the transfer date.

### ***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.

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**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.

**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 Property Assessor may terminate your employment at-will, without cause or prior notice, at any time. None of the County's or Property Assessor'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 Property Assessor. 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.

**Note: Division I elements are at the discretion of the Elected Official through an opt out provision of the Ordinance O-16-8-101. Division II and Division III apply to all employees of both Knox County and those of the Elected Officials.**

**IN RE: GENERAL GOVERNMENT RESOLUTIONS – (NON-CONSENT):**

**IN RE: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, APPROVING THE EXECUTION OF AN INTERLOCAL PROJECT AGREEMENT (MULTI-USE STADIUM PROJECT) WITH THE CITY OF KNOXVILLE, TENNESSEE AND THE SPORTS AUTHORITY OF THE COUNTY OF KNOX AND THE CITY OF KNOXVILLE, TENNESSEE - R-21-11-901:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, approving the execution of an Interlocal Project Agreement (Multi-Use Stadium Project) with the City of Knoxville, Tennessee and the Sports Authority of the County of Knox and the City of Knoxville, Tennessee was before the Board of Commissioners.

Mr. Richard Bias, concerned citizen, was present and spoke on the matter.

Commissioner Lundy moved to approve Resolution R-21-11-901 - Resolution of the Commission of Knox County, Tennessee, approving the execution of an Interlocal Project Agreement (Multi-Use Stadium Project) with the City of Knoxville, Tennessee and the Sports Authority of the County of Knox and the City of Knoxville, Tennessee. 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: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AMENDING THE KNOX COUNTY COMMISSION RULES TO MOVE RULE VI, SECTION I, ZONING ORDINANCES, TO RULE VII AND TO PROVIDE FOR VARIOUS AMENDMENTS TO RULE VII, REZONING REQUESTS AND APPEALS – R-21-11-906:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, amending the Knox County Commission Rules to move Rule VI, Section I, Zoning Ordinances, to Rule VII and to provide for various amendments to Rule VII, Rezoning Requests and Appeals was before the Board of Commissioners.

Commissioner Jay moved to approve Resolution R-21-11-906 - Resolution of the Commission of Knox County, Tennessee, amending the Knox County Commission Rules to move Rule VI, Section I, Zoning Ordinances, to Rule VII and to provide for various amendments to Rule VII, Rezoning Requests and Appeals with the following amendment: Rule VII, Section G should be amended to

read as follows: “Zoning applicants must make postponement and withdrawal requests no later than 4:00 pm (EST) on the Wednesday in advance of the zoning session. Requests must be made in writing to the Chair and sent via email. Any postponement request must include a specific date they wish the matter to be postponed, with a maximum of 120 days. For any applicant who asks for a withdrawal at the Commission zoning session, the matter shall be considered a denial.” Commissioner Dailey 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: CONSIDERATION OF A RESOLUTION OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AUTHORIZING KNOX COUNTY TO JOIN THE STATE OF TENNESSEE AND OTHER LOCAL GOVERNMENTS AS PARTICIPANTS IN THE TENNESSEE STATE-SUBDIVISION OPIOID ABATEMENT AGREEMENT AND APPROVING THE RELATED SETTLEMENT AGREEMENTS - R-21-11-910:**

Consideration of a Resolution of the Commission of Knox County, Tennessee, authorizing Knox County to join the State of Tennessee and other local governments as participants in the Tennessee State-Subdivision Opioid Abatement Agreement and approving the related settlement agreements was before the Board of Commissioners.

Commissioner Schoonmaker moved to approve Resolution R-21-11-910 - Resolution of the Commission of Knox County, Tennessee, authorizing Knox County to join the State of Tennessee and other local governments as participants in the Tennessee State-Subdivision Opioid Abatement Agreement and approving the related settlement agreements. Commissioner Hill 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: ORDINANCE ON FIRST READING:**

**IN RE: CONSIDERATION OF AN ORDINANCE OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, AMENDING KNOX COUNTY CODE, CHAPTER 42 BY REPEALING SECTIONS 42-51 THROUGH 42-66 AND BY ADDING A NEW SECTION 42-51 TO ADOPT THE PROVISIONS OF TENNESSEE CODE ANNOTATED § 8-8-401 ET SEQ., KNOWN AS THE “COUNTY SHERIFF’S CIVIL SERVICE LAW OF 1974” IN ORDER TO BRING KNOX COUNTY INTO COMPLIANCE WITH**

**STATE LAW (AMENDS ORDINANCE O-90-9-111, ADOPTED SEPTEMBER 10, 1990; ORDINANCE O-91-8-114, ADOPTED NOVEMBER 25, 1991; ORDINANCE O-94-10-101, ADOPTED DECEMBER 1, 1994; ORDINANCE O-95-4-101, ADOPTED APRIL 24, 1995; ORDINANCE O-19-1-101, ADOPTED FEBRUARY 25, 2019; ORDINANCE O-20-7-102, ADOPTED SEPTEMBER 28, 2020; ORDINANCE O-21-7-105, ADOPTED AUGUST 23, 2021; AND ORDINANCE O-21-7-106, ADOPTED AUGUST 23, 2021) – O-21-11-101 - (FIRST READING):**

Consideration of an Ordinance of the Commission of Knox County, Tennessee, amending Knox County Code, Chapter 42 by repealing Sections 42-51 through 42-66 and by adding a new Section 42-51 to adopt the provisions of Tennessee Code Annotated § 8-8-401 et seq., known as the “County Sheriff’s Civil Service Law of 1974” in order to bring Knox County into compliance with state law (amends Ordinance O-90-9-111, adopted September 10, 1990; Ordinance O-91-8-114, adopted November 25, 1991; Ordinance O-94-10-101, adopted December 1, 1994; Ordinance O-95-4-101, adopted April 24, 1995; Ordinance O-19-1-101, adopted February 25, 2019; Ordinance O-20-7-102, adopted September 28, 2020; Ordinance O-21-7-105, adopted August 23, 2021; and Ordinance O-21-7-106, adopted August 23, 2021) was before the Board of Commissioners on first reading.

Ms. Gina Oster, Merit System Council Chairperson, and Mr. David Buuck, Knox County Law Director, were present and spoke on the matter.

Commissioner Dailey moved to approve Ordinance O-21-11-101 - Ordinance of the Commission of Knox County, Tennessee, amending Knox County Code, Chapter 42 by repealing Sections 42-51 through 42-66 and by adding a new Section 42-51 to adopt the provisions of Tennessee Code Annotated § 8-8-401 et seq., known as the “County Sheriff’s Civil Service Law of 1974” in order to bring Knox County into compliance with state law (amends Ordinance O-90-9-111, adopted September 10, 1990; Ordinance O-91-8-114, adopted November 25, 1991; Ordinance O-94-10-101, adopted December 1, 1994; Ordinance O-95-4-101, adopted April 24, 1995; Ordinance O-19-1-101, adopted February 25, 2019; Ordinance O-20-7-102, adopted September 28, 2020; Ordinance O-21-7-105, adopted August 23, 2021; and Ordinance O-21-7-106, adopted August 23, 2021) on first reading. Commissioner Busler seconded the motion.

Commissioner Dailey called for the question to end debate at this time. Upon roll call vote Commissioners Schoonmaker, Busler and Dailey voted aye. Commissioners Smith, Ward, Hill, Beeler, Jay, Biggs, Lundy and Durrett voted no. The vote failed 3-8-0-0.

Commissioner Jay moved as a substitute motion to defer this item to the January 24, 2022 Board of Commissioners meeting. Also included in the motion was for the Commission Chairman to work with the Knox County Law Director on formulating the question to have a legislator from the Knox County Delegation request the Attorney General’s opinion on this matter. 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 substitute motion carried 11-0-0-0.

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**IN RE:        ORDINANCE ON SECOND READING:**

**IN RE:        CONSIDERATION OF AN ORDINANCE OF THE COMMISSION OF KNOX COUNTY, TENNESSEE, TO REPEAL AND REPLACE KNOX COUNTY CODE, CHAPTER 26, ARTICLE V ENTITLED “LITTER” TO ADOPT UPDATED REGULATIONS FOR LITTER CONTROL IN KNOX COUNTY (AMENDS ORDINANCE O-96-4-101, ADOPTED MAY 28, 1996; ORDINANCE O-96-11-102, ADOPTED DECEMBER 23, 1996; AND ORDINANCE O-99-4-101, ADOPTED APRIL 26, 1999 - O-21-10-101 - (SECOND READING):**

Consideration of an Ordinance of the Commission of Knox County, Tennessee, to repeal and replace Knox County Code, Chapter 26, Article V entitled “Litter” to adopt updated regulations for litter control in Knox County (amends Ordinance O-96-4-101, adopted May 28, 1996; Ordinance O-96-11-102, adopted December 23, 1996; and Ordinance O-99-4-101, adopted April 26, 1999) was before the Board of Commissioners on second reading.

Commissioner Dailey moved to approve Ordinance O-21-10-101 - Ordinance of the Commission of Knox County, Tennessee, to repeal and replace Knox County Code, Chapter 26, Article V entitled “Litter” to adopt updated regulations for litter control in Knox County (amends Ordinance O-96-4-101, adopted May 28, 1996; Ordinance O-96-11-102, adopted December 23, 1996; and Ordinance O-99-4-101, adopted April 26, 1999) on second reading. Commissioner Schoonmaker seconded the motion and upon roll call vote Commissioners Ward, Schoonmaker, Hill, Busler, Beeler, Dailey, Jay, Biggs, Lundy, Durrett and Smith voted aye. The motion carried 11-0-0-0.

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**IN RE:        PUBLIC FORUM – OPEN TOPICS:**

No one requested to speak.

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**IN RE: OTHER BUSINESS:**

**IN RE: DISCUSSION ITEM REGARDING BLUE OVAL DEVELOPMENT:**

Discussion item regarding Blue Oval Development was before the Board of Commissioners.

No action was taken.

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**IN RE: DISCUSSION ITEM REGARDING TDOT AND RIGHT OF WAYS:**

Discussion item regarding TDOT and Right of Ways was before the Board of Commissioners.

No action was taken.

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**IN RE: AMENDMENT TO THE AGENDA – (CONTINUED):**

3. At this time, there was discussion regarding the appointment of a General Sessions Judge Division II to be made due to the retirement of Judge Geoff Emery.

Commissioner Beeler indicated he would work with the Commission Office to schedule a Special Session meeting to make the appointment.

No action was taken.

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**IN RE: ADJOURNMENT:**

Commissioner Biggs moved to adjourn the business session meeting. Commissioner Busler seconded the motion and upon voice vote the motion carried 11-0-0-0.

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**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: ZONING REQUESTS:**

1. Consideration of the request of Ball Homes, LLC 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 Andes Road/Parcel ID 105 02504 (part of), Commission District 6.

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



Mr. John Valliant, Attorney representing Ball Homes, LLC, was present and spoke on behalf of the request.

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-21-11-101 – Resolution of the Commission of Knox County, Tennessee, approving the request of Ball Homes, LLC for rezoning from A Agricultural to PR Planned Residential up to 3 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 0 Andes Road/Parcel ID 105 02504 (part of), Commission District 6. (Planning Commission’s file number: 10-D-21-RZ)

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2. Consideration of the request of Grassy Creek, LLC for Northwest County Sector Plan Amendment from MU-SD, NWCO-10 (Mixed Use Special District-Schaad Road/Oak Ridge Highway) and HP (Hillside Protection) to GC (General Commercial) and HP (Hillside Protection) was before the Board of Commissioners. Property located at 6805 Ball Camp Pike and 0 Schaad Road/Parcel ID 79 050 and 03301, Commission District 6.

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. Steve Maddox, representing Grassy Creek, LLC, 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-21-11-102 - Resolution of the Commission of Knox County, Tennessee, approving the request of Grassy Creek, LLC for Northwest County Sector Plan Amendment from MU-SD, NWCO-10 (Mixed Use Special District-Schaad Road/Oak Ridge Highway) 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 6805 Ball Camp Pike and 0 Schaad

Road/Parcel ID 79 050 and 03301, Commission District 6. (Planning Commission's file number: 10-D-21-SP)

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3. Consideration of the request of Grassy Creek, LLC for rezoning from A (Agricultural) to CA (General Business) was before the Board of Commissioners. Property located at 6805 Ball Camp Pike and 0 Schaad Road/Parcel ID 79 050 and 03301, Commission District 6.

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. Steve Maddox, representing Grassy Creek, LLC, 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-21-11-103 - Resolution of the Commission of Knox County, Tennessee, approving the request of Grassy Creek, LLC for rezoning from A (Agricultural) to CA (General Business) as per Planning Commission's recommendation. Commissioner Smith 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 6805 Ball Camp Pike and 0 Schaad Road/Parcel ID 79 050 and 03301, Commission District 6. (Planning Commission's file number: 10-E-21-RZ)

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4. Consideration of the request of Dominion Group for South County Sector Plan Amendment from LDR (Low Density Residential) to MDR/O (Medium Density Residential/Office) was before the Board of Commissioners. Property located at 3113 and 3117 Maloney Road, and 0 Jonathan Way/Parcel ID 135 G A 005, 00501 and 006, Commission District 9.

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. Daniel Leevy, representing Dominion Group, 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 Dailey moved to approve Resolution RZ-21-11-104 - Resolution of the Commission of Knox County, Tennessee, approving the request

of Dominion Group for South County Sector Plan Amendment from LDR (Low Density Residential) to MDR/O (Medium Density Residential/Office) 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 3113 and 3117 Maloney Road, and 0 Jonathan Way/Parcel ID 135 G A 005, 00501 and 006, Commission District 9. (Planning Commission's file number: 10-F-21-SP)

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5. Consideration of the request of Dominion Group for rezoning from RA (Low Density Residential) to PR (Planned Residential) up to 21 dwelling units per acre was before the Board of Commissioners. Property located at 3113 and 3117 Maloney Road, and 0 Jonathan Way/Parcel ID 135 G A 005, 00501 and 006, Commission District 9.

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 Dailey moved to approve Resolution RZ-21-11-105 - Resolution of the Commission of Knox County, Tennessee, approving the request of Dominion Group for rezoning from RA (Low Density Residential) to PR (Planned Residential) up to 21 dwelling units per acre 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 3113 and 3117 Maloney Road, and 0 Jonathan Way/Parcel ID 135 G A 005, 00501 and 006, Commission District 9. (Planning Commission's file number: 10-G-21-RZ)

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6. Consideration of the request of Jammie Davis for Northwest City Sector Plan Amendment from LDR (Low Density Residential) and HP (Hillside Protection) to GC (General Commercial) and HP (Hillside Protection) was before the Board of Commissioners. Property located at 0 Oak Ridge Highway/Parcel ID 79 K A 31 (part of) and 31.01 (part of), Commission District 6.

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. Katie Patterson, representing Jammie Davis, 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-21-11-106 - Resolution of the Commission of Knox County, Tennessee, approving the request of Jammie Davis for Northwest City Sector Plan Amendment from LDR (Low Density Residential) and HP (Hillside Protection) to GC (General Commercial) and HP (Hillside Protection) for all of Parcel 31 and the southern portion of Parcel 31.01 as shown on Exhibit A 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 Oak Ridge Highway/Parcel ID 79 K A 31 (part of) and 31.01 (part of), Commission District 6. (Planning Commission's file number: 10-G-21-SP)

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7. Consideration of the request of Jammie Davis for rezoning from A (Agricultural) to CA (General Business) was before the Board of Commissioners. Property located at 0 Oak Ridge Highway/Parcel ID 79 K A 31 (part of) and 31.01 (part of), Commission District 6.

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-21-11-107 - Resolution of the Commission of Knox County, Tennessee, approving the request of Jammie Davis for rezoning from A (Agricultural) to CA (General Business) for all of Parcel 31 and the southern portion of Parcel 31.01 as shown on Exhibit A 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 0 Oak Ridge Highway/Parcel ID 79 K A 31 (part of) and 31.01 (part of), Commission District 6. (Planning Commission's file number: 10-J-21-RZ)

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8. Consideration of the request of Graham Corporation for Northwest County Sector Plan Amendment from LDR (Low Density Residential) and SP (Stream Protection) to GC (General Commercial) and SP (Stream Protection) was

before the Board of Commissioners. Property located at 7000 and 7038 Oak Ridge Highway/Parcel ID 78 13602 (part of) and 137 (part of), Commission District 6.

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. Rob Graham, representing Graham Corporation, 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-21-11-108 - Resolution of the Commission of Knox County, Tennessee, approving the request of Graham Corporation for Northwest County Sector Plan Amendment from LDR (Low Density Residential) and SP (Stream Protection) to MU-CC (Mixed Use Community Commercial) and SP (Stream 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 7000 and 7038 Oak Ridge Highway/Parcel ID 78 13602 (part of) and 137 (part of), Commission District 6. (Planning Commission's file number: 10-M-21-SP)

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9. Consideration of the request of Graham Corporation for rezoning from A (Agricultural), PC (Planned Commercial) and OB (Office, Medical and Related Services) to CA (General Business) was before the Board of Commissioners. Property located at 7000 and 7038 Oak Ridge Highway/Parcel ID 78 13602 (part of) and 137 (part of), Commission District 6.

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. Rob Graham, representing Graham Corporation, 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-21-11-109 - Resolution of the Commission of Knox County, Tennessee, approving the request of Graham Corporation for rezoning from A (Agricultural), PC (Planned Commercial) and OB (Office, Medical and Related Services) 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 7000 and 7038 Oak Ridge Highway/Parcel ID 78 13602 (part of) and 137 (part of), Commission District 6. (Planning Commission's file number: 10-S-21-RZ)

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10. Consideration of the request of Walt Hillis for expansion of an existing surface mine and mineral extraction operation in I (Industrial) District was before the Board of Commissioners. Property located at 3112, 3114, 3121 and 3207 Vaughn Lane, 2925 Asbury Road and 5510 South National Drive/Parcel 097 037 and 039, and 111 003, 00702, 011 and 014, Commission District 8.

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. Ben Mullins, Attorney representing Walt Hillis, 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 Beeler moved to approve Resolution RZ-2-11-110 - Resolution of the Commission of Knox County, Tennessee, approving the request of Walt Hillis for expansion of the existing surface mining and mineral extraction operation as described in the Mining Plan of Operations (Amendment II) for BWI Forks of the River Quarry and as shown in Appendix C, Plan of Operations Map South, subject to 11 conditions. Commissioner Dailey 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 3112, 3114, 3121 and 3207 Vaughn Lane, 2925 Asbury Road and 5510 South National Drive/Parcel 097 037 and 039, and 111 003, 00702, 011 and 014, Commission District 8. (Planning Commission's file number: 10-B-21-UR)

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11. Consideration of the request of Stephanie Walther for rezoning from I (Industrial) to A (Agricultural) was before the Board of Commissioners. Property located at 0 Amherst Road/Parcel ID 92 05802, Commission District 3.

This item was deferred to the January 2022 Board of Commissioners meeting. (See Amendments to the Agenda, Page \_\_\_\_\_)

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**IN RE: AMENDMENT TO THE AGENDA – (CONTINUED):**

4. At this time, Commissioner Beeler acknowledged the presence of Mr. Jackson Connell, Sophomore at The University of Tennessee, and Mr. David Wilson, Junior at The University of Tennessee, who were present to observe the meeting.

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**IN RE: ZONING APPEALS:**

No Zoning Appeals received.

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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 Biggs moved to adjourn the meeting. Commissioner Schoonmaker seconded the motion and upon voice vote the motion 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***