

TITLE 4**MUNICIPAL PERSONNEL****CHAPTER**

1. PERSONNEL REGULATIONS, JOB DESCRIPTIONS AND BENEFITS.
2. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1**PERSONNEL REGULATIONS, JOB DESCRIPTIONS AND BENEFITS****SECTION**

- 4-101. Regulations to be followed by all employees of the town and disciplinary action for violation.
- 4-102. Job descriptions for employees and disciplinary actions for violations.
- 4-103. Employee duties.
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4-101. Regulations to be followed by all employees of the town and disciplinary action for violation. (1) No employee shall authorize any other person to operate town vehicles or equipment or perform work for the town without the express approval of the administrator.

(2) No employee shall use or allow to be used any vehicle or equipment on private property without the express consent of the administrator.

(3) Every employee shall be courteous and helpful to all citizens of the Town of Cornersville while performing official duties.

(4) Employees cannot drink alcoholic beverages, be intoxicated or exhibit disorderly conduct while on the job.

(5) Violations of any of the above described regulations will be cause for discipline or suspension by the administrator or discharge by the board. (Ord. #53, Oct. 1982, modified)

4-102. Job descriptions for employees and disciplinary actions for violations. (1) Town administrator, recorder and treasurer. These positions shall perform all duties and obligations as defined by the charter of the Town of Cornersville which includes, but is not limited to, the following: (a) The recorder shall keep all town records of all transactions accurately and safely;

(b) The treasurer shall see that all collections are properly entered, warrants issued, and receipts delivered to taxpayers and funds economically distributed;

(c) The treasurer, acting as the tax assessor, shall issue tax notices and enter dates taxes are collected.

(d) The town water and wastewater superintendent shall, but not limited to, perform the following duties:

(i) Maintain all equipment, water and sewer lines, facilities, sewer treatment plant, and related appurtenances to town's water/sewer system;

(ii) Operate and maintain the town's wastewater treatment plant in compliance with permits issued for the operation of such plant. (Ord. #53, Oct. 1982, modified)

4-103. Employee duties. All employees shall perform such duties as may be assigned to them by the town administrator.

4-104. At-will employees. Town employees are employees at the will of the board and as at-will employees are subject to dismissal by the board at any time with or without cause for such dismissed employees have no vested interest in their jobs or future employment by the town and are subject to dismissal at any time.

4-105. Job benefits. (1) Vacation.

(a) After one (1) year of continuous employment five (5) days of vacation;

(b) After three (3) years of continuous employment ten (10) days of vacation;

(c) After five (5) years of continuous employment fifteen (15) days of vacation;

(d) Vacation days means scheduled working days.

(e) Vacation days shall not be carried over to the next year. Vacation days shall be approved by the town administrator. Employees shall be paid for unused vacation days within thirty (30) days following the anniversary date of employment.

(2) Sick leave.

(a) Employees shall earn eight (8) days of sick leave per year for each year or fraction of year after the first (1st) full year of employment.

(b) Sick leave may be taken for the following:

(i) Sickness of employee;

(ii) Death or sickness of employee's spouse, child, father, mother, grandparent, or relative who resides at employee's home.

(iii) Employees may accrue no more than thirty (30) days of sick leave.

(iv) Employees, at retirement, shall receive credit (paid per day) for unused sick days.

(v) Sick leave days mean scheduled working days.

(3) Personal leave. Employees shall receive personal leave:

(a) Two (2) days per year after one (1) year of continuous service;

(b) Personal leave shall not be cumulative. (Ord. #53, Oct. 1982, modified)

CHAPTER 2

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

4-201. Reimbursement of travel expenses.

4-201. Reimbursement of travel expenses. Travel expenses of the mayor, aldermen, any board or committee member elected or appointed by the mayor or the board of mayor and aldermen and any appointed official or employee of the town incurred when conducting official business shall be reimbursed in accordance with a written policy as from time to time adopted by the board of mayor and aldermen. (Ord. #93-02, Nov. 1993)