

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

1. IN GENERAL.
2. SOCIAL SECURITY.
3. OCCUPATIONAL SAFETY AND HEALTH PROGRAM.
4. TRAVEL REIMBURSEMENT REGULATIONS

CHAPTER 1

IN GENERAL

SECTION

- 4-101. Employment of town personnel.
- 4-102. Supervision of town personnel.

4-101. Employment of town personnel. (1) Any individual desiring to be employed by said town shall first complete an application and submit it to the secretary/treasurer.

(2) The recorder shall be the individual responsible for preparing the necessary form for application.

(3) Upon receipt of application, the recorder shall present said application with a statement of necessity if any exists for the hiring of additional personnel to the board meeting in public assembly at its next regularly scheduled meeting.

(4) The board shall evaluate the applications and those of any others presented at anytime up to and including the consideration by the board and determine the employment needs of the town and who shall be hired to meet same.

(5) Said hiring shall be done by simple motion, public necessity requiring it.

(6) Any increase beyond the previously budgeted funds for salaries and personnel shall be made by ordinance pursuant to the charter of the town.

(7) This chapter shall not apply to any of the charter designated officers of the town. (Ord. # 1981-3)

4-102. Supervision of town personnel. Individuals employed by the Town of Graysville shall perform duties under the supervision of the recorder or some other person designated by the board of commissioners. The board of commissioners shall submit orders for work to be performed either in writing or orally to the recorder or such other designated person. (Ord. # 1982-2)

CHAPTER 2

SOCIAL SECURITY

SECTION

- 4-201. Policy and purpose as to coverage.
- 4-202. Necessary agreements to be executed.
- 4-203. Withholdings from salaries or wages.
- 4-204. Appropriations for employer's contributions.
- 4-205. Records and reports.
- 4-206. Exemptions from coverage.

4-201. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this town to provide for all eligible employees and officials of the town, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the town shall take such action as may be required by applicable state and federal laws or regulations.

4-202. Necessary agreements to be executed. The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.

4-203. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations.

4-204. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations.

4-205. Records and reports. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

4-206. Exemptions from coverage. There is hereby exempted from this chapter any authority to make any agreement with respect to any position, any

employee or official not authorized to be covered by applicable state and federal laws or regulations.

CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

SECTION

- 4-301. Title.
- 4-302. Purpose.
- 4-303. Coverage.
- 4-304. Standards authorized.
- 4-305. Variances from standards authorized.
- 4-306. Administration.
- 4-307. Funding the program.

4-301. Title. This section shall provide authority for establishing and administering the Occupational Safety and Health Program for the employees of the Town of Graysville. (Ord. #1999-5, Sept. 1999)

4-302. Purpose. The Mayor and Board of Commissioners of the Town of Graysville, in electing to establish and maintain an effective occupational safety and health program for its employees, shall:

- (1) Provide a safe and healthful place and condition of employment.
- (2) Make, keep, preserve, and make available to the Commissioner of Labor of the State of Tennessee, his designated representatives, or persons within the Tennessee Department of Labor to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- (3) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards and provide for education and notification of all employees of the existence of this program. (Ord. #1999-5, Sept. 1999)

4-303. Coverage. The provisions of the Occupational Safety and Health Program for the employees of the Town of Graysville shall apply to all employees of each administrative department, commission, board, division, or other agency of the Town of Graysville whether part-time or full-time, seasonal or permanent. (Ord. #1999-5, Sept. 1999)

4-304. Standards authorized. The occupational safety and health standards adopted by the Town of Graysville are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (Tennessee Code Annotated Title 50, Chapter 5). (Ord. #1999-5, Sept. 1999)

4-305. Variances from standards authorized. The Town of Graysville may, upon written application to the Commissioner of Labor of the State of Tennessee, request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with "Rules of Tennessee Department of Labor, Occupational Safety, Chapter 0800-1-2, as authorized by Tennessee Code Annotated, Title 5. Prior to requesting such temporary variance, the Town of Graysville shall notify or serve notice to employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board as designated by the Town of Graysville shall be deemed sufficient notice to employees. (Ord. #1999-5, Sept. 1999)

4-306. Administration. For the purposes of this chapter, the Recorder of the Town of Graysville is designated as the director of occupational safety and health to perform duties and to exercise powers assigned so as to plan, develop, and administer the Town of Graysville. The director shall develop a plan of operation for the program and said plan shall become a part of this chapter when it satisfies all applicable sections of the Tennessee Occupational Safety and Health Act of 1972 and Part IV of the Tennessee Occupational Safety and Health Plan. (Ord. #1999-5, Sept. 1999)

4-307. Funding the program. Sufficient funds for administering and staffing the program pursuant to this chapter shall be made available as authorized by the Town of Graysville. (Ord. #1999-5, Sept. 1999)

CHAPTER 4

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

4-401. Purpose.

4-402. Enforcement.

4-403. Travel policy.

4-404. Travel reimbursement rate schedules.

4-405. Administrative procedures.

4-401. Purpose. The purpose of this chapter and referenced regulations is to bring the town into compliance with Tennessee Code Annotated, § 6-54-901--907. This law requires Tennessee municipalities to adopt travel and expense regulations covering expenses incurred by "any mayor and any member of the local governing body and any board or committee member elected or appointed by the mayor or local governing body, and any official or employee of the municipality whose salary is set by charter or general law."

To provide consistent travel regulations and reimbursement, this chapter is expanded to cover regular town employees. It is the intent of this policy to assure fair and equitable treatment to all individuals traveling on town business at town expense. (Ord. #1999-6, Aug. 1999, as replaced by Ord. #2010-06, Jan. 2011)

4-402. Enforcement. The Chief Administrative Officer (CAO) of the town or his or her designee shall be responsible for the enforcement of these travel regulations. (Ord. #1999-6, Aug. 1999, as replaced by Ord. #2010-06, Jan. 2011)

4-403. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on town business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the town. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions and seminars; and other actual and necessary expenses related to official business as determined by the

CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request either a travel advance for the projected cost of authorized travel, or advance billing directly to the town for registration fees, air fares, meals, lodging, conferences and similar expenses.

Travel advance requests are not considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the town. It will be the responsibility of the CAO to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

(6) To qualify for reimbursement, travel expenses must be:

(a) Directly related to the conduct of the town business for which travel was authorized; and

(b) Actual, reasonable and necessary under the circumstances.

The CAO may make exceptions for unusual circumstances.

Expenses considered excessive will not be allowed.

(7) Claims of five dollars (\$5.00) or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee and other reimbursable costs.

(8) Any person attempting to defraud the town or misuse town travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the town are not ordinarily considered eligible expenses for reimbursement. (Ord. #1999-6, Aug. 1999, as replaced by Ord. #2010-06, Jan. 2011)

4-404. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the federal travel regulation rates. The town's travel reimbursement rates will automatically change when the federal rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging and registration fees for conferences, conventions, seminars and other education programs. (Ord. #1999-6, Aug. 1999, as replaced by Ord. #2010-06, Jan. 2011)

4-405. Administrative procedures. The town adopts and incorporates by reference, as if fully set out herein, the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee. A copy of the administrative procedures is on file in the office of the

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town recorder. (Ord. #1999-6, Aug. 1999, as replaced by Ord. #2010-06, Jan. 2011)