

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

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4. INFECTIOUS DISEASE CONTROL POLICY.
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CHAPTER 1

SOCIAL SECURITY

SECTION

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- 4-103. Withholdings from salaries or wages.
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4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this municipality to provide for all eligible employees and officials of the municipality, 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 municipality shall take such action as may be required by applicable state and federal laws or regulations. (1963 Code, § 1-701)

4-102. 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. (1963 Code, § 1-702)

4-103. 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. (1963 Code, § 1-703)

4-104. 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. (1963 Code, § 1-704)

4-105. Records and reports. The municipality shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1963 Code, § 1-705)

4-106. Persons not covered. There is hereby excluded from this chapter any authority to make any agreement with respect to any position or any employee or official not covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of the city. There is further excluded from this chapter any authority to make any agreement with respect to any position or any employee or official, compensation for which is on a fee basis or any position, or any employee or official not authorized to be covered by applicable state or federal laws or regulations. (1963 Code, § 1-706)

## CHAPTER 2

CIVIL SERVICE

## SECTION

## 4-201. Creation.

4-201. Creation. There is hereby created a civil service system for the City of Lenoir City, Tennessee. The rules and regulations for said system are incorporated herein by reference.<sup>1</sup>

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<sup>1</sup>The rules and regulations for the civil service system are available in the recorder's office.

## CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

## SECTION

4-301. Title.

4-302. Lenoir City utility board risk manager designated program director.

4-303. Program standards.

4-304. Effective date of plan.

4-301. Title. This chapter shall be known as the "Occupational Safety and Health Program for the Employees of the City of Lenoir City." (Ord. #20-B, June 1974)

4-302. Lenoir City utility board risk manager designated program director. The City of Lenoir City hereby designates the Lenoir City utility board risk manager, hereinafter referred to as the "director," to establish a safety and health program in compliance with the requirements of the Tennessee Occupational Safety and Health Act of 1972, and he is hereby given the authority to implement a plan which shall encompass the issues and standards which have been promulgated by applicable state standards. (Ord. #20-B, June 1974, modified)

4-303. Program standards. This plan shall be at least as effective as the federal or state standards on the same issues and shall include the following:

1. The director or his authorized representatives shall have the right to enter at any reasonable time any establishment, construction site, plant or other area, workplace or environment where work is performed in the City of Lenoir City; and to inspect and investigate any such place of employment and all pertinent conditions, processes, machines, devices, equipment and materials therein, and to question privately any supervisor or employee.

2. The director may issue subpoenas to require the attendance and testimony of witnesses and the production of evidence under oath for the purpose of confirming or supplementing his findings.

3. The director shall provide for education and training of personnel for the administration of the program, and he shall provide for the education and training of all employees of the city to the extent that same is necessary for said employees to recognize and report safety and health problems as defined in the applicable standards.

4. All employees shall be informed of the policies and the standards set forth by the Tennessee Occupational Safety and Health Act.

5. All employees of the city shall be informed of safety hazards, exposure to toxic or harmful materials and imminent danger situations that may occur in their jobs.

6. The director or his authorized representative shall upon any allegation of imminent danger immediately ascertain whether there is a reasonable basis for the complaint. He shall make a preliminary determination of whether or not the complaint appears to have merit. If such is the case he or his authorized representative shall report the same to the governing body.

7. Any employee shall be given the right to participate in an investigation or inspection which involves a safety and/or health situation which concerns his work area.

8. The director shall establish a safety and health training program designed to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment.

9. The director shall contact the Commissioner of Labor of the State of Tennessee by telephone in the event of the death of an employee involved in a work-related accident. This notification will be done as soon after the fatality as possible but not to exceed 48 hours.

10. The director shall set up a procedure for requesting a variance from the Tennessee Department of Labor in the event an operation within the city does not meet the standards set by the Occupational Safety and Health Act and immediate action to alleviate the discrepancy is not possible.

11. The director shall establish and maintain a system for collecting and reporting safety and health data required under the Tennessee Occupational Safety and Health Act.

12. The director shall apply this program to employees of each administrative department, commission, board, division or other agency of the City of Lenoir City.

13. The director shall make an annual report to the Commissioner of Labor for the State of Tennessee showing the accomplishments and progress of the City of Lenoir City in its Occupational Safety and Health Program.

14. The director shall provide a means whereby any employee may submit a report of what he feels is a safety and/or health hazard to his immediate supervisor and the director without fear of jeopardizing his job or chances for future promotion. Such reports shall be preserved and the action thereon shall be noted on said reports and signed by the director or his designees.

15. In implementing the plan the director shall adopt therein all the words and phrases designated as "definitions" in the Tennessee Occupational Safety and Health Act, promulgated regulations and standards thereunder.

16. The director shall submit said plan to the Tennessee Department of Labor for approval on or before July 1, 1974. (Ord. #20-B, June 1974, modified)

4-304. Effective date of plan. The plan, upon its approval by the Tennessee Department of Labor, shall become effective to the City of Lenoir City

and at that time shall become a part of this chapter as fully and completely as if set out herein. (Ord. #20-B, June 1974)

## CHAPTER 4

INFECTIOUS DISEASE CONTROL POLICY

## SECTION

- 4-401. Purpose.
- 4-402. Coverage.
- 4-403. Administration.
- 4-404. Definitions.
- 4-405. Policy statement.
- 4-406. General guidelines.
- 4-407. Hepatitis B vaccinations.
- 4-408. Reporting potential exposure.
- 4-409. Hepatitis B virus post-exposure management.
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- 4-411. Disability benefits.
- 4-412. Training regular employees.
- 4-413. Training high risk employees.
- 4-414. Training new employees.
- 4-415. Records and reports.
- 4-416. Legal rights of victims of communicable diseases.

4-401. Purpose. It is the responsibility of the City of Lenoir City to provide employees a place of employment which is free from recognized hazards that may cause death or serious physical harm. In providing services to the citizens of the City of Lenoir City, employees may come in contact with life-threatening infectious diseases which can be transmitted through job related activities. It is important that both citizens and employees are protected from the transmission of diseases just as it is equally important that neither is discriminated against because of basic misconceptions about various diseases and illnesses.

The purpose of this policy is to establish a comprehensive set of rules and regulations governing the prevention of discrimination and potential occupational exposure to Hepatitis B Virus (HBV), the Human Immunodeficiency Virus (HIV), and Tuberculosis (TB).

4-402. Coverage. Occupational exposures may occur in many ways, including needle sticks, cut injuries or blood spills. Several classes of employees are assumed to be at high risk for blood borne infections due to their routinely increased exposure to body fluids from potentially infected individuals. Those high risk occupations include but are not limited to:

1. Paramedics and emergency medical technicians;
2. Occupational nurses;
3. Housekeeping and laundry workers;

4. Police and security personnel;
5. Firefighters;
6. Sanitation and landfill workers; and
7. Any other employee deemed to be at high risk per this policy and an exposure determination.

4-403. Administration. This infection control policy shall be administered by the mayor or his/her designated representative who shall have the following duties and responsibilities:

1. Exercise leadership in implementation and maintenance of an effective infection control policy subject to the provisions of this chapter, other ordinances, the city charter, and federal and state law relating to OSHA regulations;
2. Make an exposure determination for all employee positions to determine a possible exposure to blood or other potentially infectious materials;
3. Maintain records of all employees and incidents subject to the provisions of this chapter;
4. Conduct periodic inspections to determine compliance with the infection control policy by municipal employees;
5. Coordinate and document all relevant training activities in support of the infection control policy;
6. Prepare and recommend to the city council any amendments or changes to the infection control policy;
7. Identify any and all housekeeping operations involving substantial risk of direct exposure to potentially infectious materials and shall address the proper precautions to be taken while cleaning rooms and blood spills; and
8. Perform such other duties and exercise such other authority as may be prescribed by the city council.

4-404. Definitions. 1. "Body fluids" - fluids that have been recognized by the Center for Disease Control as directly linked to the transmission of HIV and/or HBV and/or to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses.

2. "Exposure" - the contact with blood or other potentially infectious materials to which universal precautions apply through contact with open wounds, non-intact skin, or mucous membranes during the performance of an individual's normal job duties.

3. "Hepatitis B Virus (HBV)" - a serious blood-borne virus with potential for life-threatening complications. Possible complications include: massive hepatic necrosis, cirrhosis of the liver, chronic active hepatitis, and hepatocellular carcinoma.

4. "Human Immunodeficiency Virus (HIV)" - the virus that causes acquired immunodeficiency syndrome (AIDS). HIV is transmitted through



sexual contact and exposure to infected blood or blood components and perinatally from mother to neonate.

5. "Tuberculosis (TB)" - an acute or chronic communicable disease that usually affects the respiratory system, but may involve any system in the body.

6. "Universal precautions" - refers to a system of infectious disease control which assumes that every direct contact with body fluid is infectious and requires every employee exposed to direct contact with potentially infectious materials to be protected as though such body fluid were HBV or HIV infected.

4-405. Policy statement. All blood and other potentially infectious materials are infectious for several blood-borne pathogens. Some body fluids can also transmit infections. For this reason, the Center for Disease Control developed the strategy that everyone should always take particular care when there is a potential exposure. These precautions have been termed "universal precautions."

Universal precautions stress that all persons should be assumed to be infectious for HIV and/or other blood-borne pathogens. Universal precautions apply to blood, tissues, and other potentially infectious materials. Universal precautions also apply to semen, (although occupational risk or exposure is quite limited), vaginal secretions, and to cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, human breast milk, sputum, saliva, sweat, tears, urine, and vomitus unless these substances contain visible blood.

4-406. General guidelines. General guidelines which shall be used by everyone include:

1. Think when responding to emergency calls and exercise common sense when there is potential exposure to blood or other potentially infectious materials which require universal precautions.

2. Keep all open cuts and abrasions covered with adhesive bandages which repel liquids.

3. Soap and water kill many bacteria and viruses on contact. If hands are contaminated with blood or other potentially infectious materials to which universal precautions apply, then wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the gloves appear to be intact. When soap and water or handwashing facilities are not available, then use a waterless antiseptic hand cleaner according to the manufacturers recommendation for the product.

4. All workers shall take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp

items shall be placed in puncture resistant containers for disposal. The puncture resistant container shall be located as close as practical to the use area.

5. The city will provide gloves of appropriate material, quality and size for each affected employee. The gloves are to be worn when there is contact (or when there is a potential contact) with blood or other potentially infectious materials to which universal precautions apply:

- a. While handling an individual where exposure is possible;
- b. While cleaning or handling contaminated items or equipment;
- c. While cleaning up an area that has been contaminated with one of the above;

Gloves shall not be used if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration. Employees shall not wash or disinfect surgical or examination gloves for reuse.

6. Resuscitation equipment shall be used when necessary. (No transmission of HBV or HIV infection during mouth-to-mouth resuscitation has been documented.) However, because of the risk of salivary transmission of other infectious diseases and the theoretical risk of HIV or HBV transmission during artificial resuscitation, bags shall be used. Pocket mouth-to-mouth resuscitation masks designed to isolate emergency response personnel from contact with a victims' blood and blood contaminated saliva, respiratory secretion, and vomitus, are available to all personnel to provide or potentially provide emergency treatment.

7. Masks or protective eyewear or face shields shall be worn during procedures that are likely to generate droplets of blood or other potentially infectious materials to prevent exposure to mucous membranes of the mouth, nose, and eyes. They are not required for routine care.

8. Gowns, aprons, or lab coats shall be worn during procedures that are likely to generate splashes of blood or other potentially infectious materials.

9. Areas and equipment contaminated with blood shall be cleaned as soon as possible. A household (chlorine) bleach solution (1 part chlorine to 10 parts water) shall be applied to the contaminated surface as a disinfectant leaving it on for a least 30 seconds. A solution must be changed and re-mixed every 24 hours to be effective.

10. Contaminated clothing (or other articles) shall be handled carefully and washed as soon as possible. Laundry and dish washing cycles at 120° are adequate for decontamination.

11. Place all disposable equipment (gloves, masks, gowns, etc...) in a clearly marked plastic bag. Place the bag in a second clearly marked bag (double bag). Seal and dispose of by placing in a designated "hazardous" dumpster. NOTE: Sharp objects must be placed in an impervious container and shall be properly disposed of.

12. Tags shall be used as a means of preventing accidental injury or illness to employees who are exposed to hazardous or potentially hazardous conditions, equipment or operations which are out of the ordinary, unexpected or not readily apparent. Tags shall be used until such time as the identified hazard is eliminated or the hazardous operation is completed.

All required tags shall meet the following criteria:

- a. Tags shall contain a signal word and a major message. The signal word shall be "BIOHAZARD", or the biological hazard symbol. The major message shall indicate the specific hazardous condition or the instruction to be communicated to employees.
- b. The signal word shall be readable at a minimum distance of five (5) feet or such greater distance as warranted by the hazard.
- c. All employees shall be informed of the meaning of the various tags used throughout the workplace and what special precautions are necessary.

13. Linen soiled with blood or other potentially infectious materials shall be handled as little as possible and with minimum agitation to prevent contamination of the person handling the linen. All soiled linen shall be bagged at the location where it was used. It shall not be sorted or rinsed in the area. Soiled linen shall be placed and transported in bags that prevent leakage.

The employee responsible for transported soiled linen should always wear protective gloves to prevent possible contamination. After removing the gloves, hands or other skin surfaces shall be washed thoroughly and immediately after contact with potentially infectious materials.

14. Whenever possible, disposable equipment shall be used to minimize and contain clean-up.

4-407. Hepatitis B vaccinations. The City of Lenoir City shall offer the appropriate Hepatitis B vaccination to employees at risk of exposure free of charge and in amounts and at times prescribed by standard medical practices. The vaccination shall be voluntarily administered. High risk employees who wish to take the HBV vaccination should notify their department head who shall make the appropriate arrangements through the Infectious Disease Control Coordinator.

4-408. Reporting potential exposure. City employees shall observe the following procedures for reporting a job exposure incident that may put them at risk for HIV or HBV infections (i.e., needle sticks, blood contact on broken skin, body fluid contact with eyes or mouth, etc...):

1. Notify the Infectious Disease Control Coordinator of the contact incident and details thereof.
2. Complete the appropriate accident reports and any other specific form required.

3. Arrangements will be made for the person to be seen by a physician as with any job-related injury.

Once an exposure has occurred, a blood sample should be drawn after consent is obtained from the individual from whom exposure occurred and tested for Hepatitis B surface antigen (HBsAg) and/or antibody to human immunodeficiency virus (HIV antibody). Testing of the source individual should be done at a location where appropriate pretest counseling is available. Post-test counseling and referral for treatment should also be provided.

4-409. Hepatitis B virus post-exposure management. For an exposure to a source individual found to be positive for HBsAg, the worker who has not previously been given the hepatitis B vaccine should receive the vaccine series. A single dose of hepatitis B immune globulin (HBIG) is also recommended, if it can be given within seven (7) days of exposure.

For exposure from an HBsAg-positive source to workers who have previously received the vaccine, the exposed worker should be tested for antibodies to hepatitis B surface antigen (anti-HBs), and given one dose of vaccine and one dose of HBIG if the antibody level in the worker's blood sample is inadequate (ie., 10 SRU by RIA, negative by EIA).

If the source individual is negative for HBsAg and the worker has not been vaccinated, this opportunity should be taken to provide the hepatitis B vaccine series. HBIG administration should be considered on an individual basis when the source individual is known or suspected to be at high risk of HBV infection. Management and treatment, if any, of previously vaccinated workers who receive an exposure from a source who refuses testing or is not identifiable should be individualized.

4-410. Human immunodeficiency virus post-exposure management. For any exposure to a source individual who has AIDS, who is found to be positive for HIV infection, or who refuses testing, the worker should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The worker should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. Such an illness, particularly one characterized by fever, rash, or lymphadenopathy, may be indicative of recent HIV infection.

Following the initial test at the time of exposure, seronegative workers should be retested 6 weeks, 12 weeks, and 6 months after exposure to determine whether transmission has occurred. During this follow-up period (especially the first 6 - 12 weeks after exposure) exposed workers should follow the U.S. Public Health service recommendation for preventing transmission of HIV. These include refraining from blood donations and using appropriate protection during sexual intercourse. During all phases of follow-up, it is vital that worker confidentiality be protected.

If the source individual was tested and found to be seronegative, baseline testing of the exposed worker with follow-up testing 12 weeks later may be performed if desired by the worker or recommended by the health care provider. If the source individual cannot be identified, decisions regarding appropriate follow-up should be individualized. Serologic testing should be made available by the city to all workers who may be concerned they have been infected with HIV through an occupational exposure.

4-411. Disability benefits. Entitlement to disability benefits and any other benefits available for employees who suffer from on-the-job injuries will be determined by the Tennessee Worker's Compensations Bureau in accordance with the provisions of T.C.A. 50-6-303.

4-412. Training regular employees. On an annual basis all employees shall receive training and education on precautionary measures, epidemiology, modes of transmission and prevention of HIV/HBV infection and procedures to be used if they are exposed to needle sticks or potentially infectious materials. They shall also be counseled regarding possible risks to the fetus from HIV/HBV and other associated infectious agents.

4-413. Training high risk employees. In addition to the above, high risk employees shall also receive training regarding the location and proper use of personal protective equipment. They shall be trained concerning proper work practices and understand the concept of "universal precautions" as it applies to their work situation. They shall also be trained about the meaning of color coding and other methods used to designate contaminated material. Where tags are used, training shall cover precautions to be used in handling contaminated material as per this policy.

4-414. Training new employees. During the new employee's orientation to his/her job, all new employee will be trained on the effects of infectious disease prior to putting them to work.

4-415. Records and reports. 1. Reports. Occupational injury and illness records shall be maintained by the infectious disease control coordinator. Statistics shall be maintained on the OSHA-200 report. Only those work-related injuries that involve loss of consciousness, transfer to another job, restriction of work or motion, or medical treatment are required to be put on the OSHA-200.

2. Needle sticks. Needle sticks, like any other puncture wound, are considered injuries for recordkeeping purposes due to the instantaneous nature of the event. Therefore, any needle stick requiring medical treatment (i.e. gamma globulin, hepatitis B immune globulin, hepatitis B vaccine, etc...) shall be recorded.

3. Prescription medication. Likewise, the use of prescription medication (beyond a single dose for minor injury or discomfort) is considered medical treatment. Since these types of treatment are considered necessary, and must be administered by physician or licensed medical personnel, such injuries cannot be considered minor and must be reported.

4. Employee interviews. Should the city be inspected by the U.S. Department of Labor Office of Health Compliance, the compliance safety and health officer may wish to interview employees. Employees are expected to cooperate fully with the compliance officers.

4-416. Legal rights of victims of communicable diseases. Victims of communicable diseases have the legal right to expect, and municipal employees, including police and emergency service officers are duty bound to provide, the same level of service and enforcement as any other individual would receive.

1. Officers assume that a certain degree of risk exists in law enforcement and emergency service work and accept those risks with their individual appointments. This holds true with any potential risks of contacting a communicable disease as surely as it does with the risks of confronting an armed criminal.

2. Any officer who refuses to take proper action in regard to victims of a communicable disease, when appropriate protective equipment is available, shall be subject to disciplinary measures along with civil and, or criminal prosecution.

3. Whenever an officer mentions in a report that an individual has or may have a communicable disease, he shall write "contains confidential medical information" across the top margin of the first page of the report.

4. The officer's supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initiated by the supervisor.

5. The supervisor disseminating newspaper releases shall make certain the confidential information is not given out to the news media.

6. All requests (including subpoenas) for copies of reports marked "contains confidential medical information" shall be referred to the city attorney when the incident involves an indictable or juvenile offense.

7. Prior approval shall be obtained from the city attorney before advising a victim of sexual assault that the suspect has, or is suspected of having a communicable disease.

8. All circumstance, not covered in this policy, that may arise concerning releasing confidential information regarding a victim, or suspected victim, of a communicable disease shall be referred directly to the appropriate department head or city attorney.

9. Victims of a communicable disease and their families have a right to conduct their lives without fear of discrimination. An employee shall not

make public, directly or indirectly, the identity of a victim or suspected victim of a communicable disease.

10. Whenever an employee finds it necessary to notify another employee, police officer, firefighter, emergency service officer, or health care provider that a victim has or is suspected of having a communicable disease, that information shall be conveyed in a dignified, discrete and confidential manner. The person to whom the information is being conveyed should be reminded that the information is confidential and that it should not be treated as public information.

11. Any employee who disseminates confidential information in regard to a victim, or suspected victim of a communicable disease in violation of this policy shall be subject to serious disciplinary action and/or civil/and/or criminal prosecution.

CHAPTER 5

TRAVEL POLICIES AND PROCEDURES

SECTION

- 4-501. Travel authorization and procedures.
- 4-502. Mode of transportation.
- 4-503. Procurement card purchases.
- 4-504. Expense reimbursement.
- 4-505. Travel advances.
- 4-506. Per diem rates for meals, incidentals and hotels.
- 4-507. Expense reporting.
- 4-508. Modifications.

4-501. Travel authorization and procedures. (1) Travel in excess of fifty (50) miles one way may not be undertaken unless it is done in accordance with the following approval procedures:

(a) Department heads shall notify the city administrator or his designee in advance when traveling out of town on official city business and provide the following information:

- (i) Purpose and location of travel;
- (ii) Period of time expected to be away from the city; and
- (iii) Whether sufficient funds are budgeted for such travel.

(b) Employees shall obtain authorization of their department heads prior to traveling out of town on official business and shall provide the same information as required above. All travel not specifically authorized in the current budget shall be approved in advance by the city administrator or his designee.

(c) Any employee traveling outside of the geographical boundaries of the State of Tennessee shall have their travel approved in advance by the city administrator or his designee. Such approval should be requested at least seven (7) days in advance of the travel date.

(2) Attendance at conferences, conventions and meetings shall be limited to the number of persons necessary to cover the meetings adequately. When traveling, city employees are expected to be conservative as good practices and circumstances permit. Approval to attend conferences, conventions, and meetings shall be made at least one (1) week prior to such meeting by the city administrator or his designee.

(3) A department head shall submit to the city administrator's office a phone number and an address where they can be contacted when they are out of town on business.

(4) Employees are expected to commence the return trip to the city as soon as possible after conclusion of the business, provided that no employee will



be required to travel between the hours of 10:00 P.M. and 7:00 A.M. (as replaced by Ord. #2008-1813-05-12-A, May 2012)

4-502. Mode of transportation. (1) Any travel by public conveyance must be approved in advance by the city administrator or his designee, and reimbursement shall be for the actual cost of fare.

(2) City owned vehicles should be used on all trips subject to their availability and mechanical suitability for the distance involved. The use of a city vehicle should not interrupt or interfere with daily departmental operations. The city will pay the total cost of its vehicle operations and maintenance when used for approved travel.

(3) In cases where an employee chooses to utilize a mode of transportation for which the cost of travel is greater than another customary mode, the city shall reimburse the employee only the amount equal to the cost of the lesser expensive mode of transportation. Travel time, convenience to the city and other unusual circumstances and conditions shall be considered in such instances.

(4) Reasonable taxi fares are allowed from airports. In traveling between hotels or other lodging and meeting or conference sites, reasonable taxi fares will be allowed. No receipt is required for reimbursement of reasonable taxi fares. Reasonable tolls and ferry fees will be allowed when necessary; no receipt is required.

(5) All airline reservations shall be made through the city administrator's office. Airfare will be limited to standard coach fare.

(6) Charges for automobile rental shall not be allowed unless specific authorization has been received in advance from the city administrator or his designee. A rental will be approved only if no other mode of transportation is available to the employee, or if the rental cost is less than other modes of transportation cost. (Example: If the cost of a taxi cab is greater than the automobile rental, then the rental will be approved.)

(7) Employees driving personal vehicles on city business are expected to drive vehicles registered in their name. According to the terms of the city's liability insurance policy, coverage may extend only to incidents involving vehicles registered under an employee's name. (as replaced by Ord. #2008-1813-05-12-A, May 2012)

4-503. Procurement card purchases. (1) The procurement card program has been established to provide a more efficient, cost-effective alternative by which departments can make purchases and travel. The procurement card may greatly reduce the department's need for petty cash and travel advances. The procurement card works similarly to a personal credit card, except the charges are billed directly to the City of Lenoir City and paid by the office of the city treasurer. The procurement card contains the department's name, the phrase "tax exempt" and the tax exempt number.

(2) Procurement card purchases should be made in accordance with travel ordinance 1049-A.

(3) All receipts received by those traveling using a procurement card should be turned in to the travel clerk, along with the "travel voucher" form.

(4) Expense reporting as it pertains to procurement card transactions should be made in accordance with sections IV, VI and VII, travel ordinance 1049-A. (as replaced by Ord. #2008-1813-05-12-A, May 2012)

4-504. Expense reimbursement. (1) Reimbursement for travel by personal vehicles will be paid only for the shortest usually traveled route plus mileage related to official business activity.

(2) The mileage reimbursement for use of personally owned cars shall be at the currently approved IRS rate. Only mileage on official city business may be claimed for reimbursement. Mileage is shown by the official state map (or determined by the city recorder/treasurer's office) and that published by Rand-McNally for out-of-state routes will be regarded as official. Reasonable vicinity mileage will be allowed.

(a) Procedures for calculating mileage are based on the premise that employees will not be reimbursed for normal commuting mileage.

(i) If an employee begins or ends a trip at his/her official station, reimbursable mileage will be the mileage from the official station to the destination.

(ii) If work is performed by an employee in route to or from his/her official station, reimbursable mileage is computed by deducting the employee's normal commuting mileage from the actual mileage driven.

(iii) If an employee begins or ends his/her trip at his/her residence without stopping at his/her official station, reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may be typically reimbursed for actual mileage from his/her residence to the destination.

(iv) If an employee travels between destinations without returning to his/her official station or his/her residence, reimbursable mileage is the actual mileage between those destinations.

(3) Reimbursement shall not be made to employees driving personally owned vehicles to their place of employment. However, reimbursement will be paid if a city vehicle is unavailable and employee must use his/her personal vehicle while conducting city-related business.

(4) Emergency out of pocket expenses such as gasoline, oil or other services and emergency repairs will be reimbursed, but must be accompanied

by proper receipt identifying the automobile and itemizing the services. Such expenditures must be of an emergency nature where immediate service is required.

(5) Charges for routine parking while on travel status will be reimbursed. Receipts are required if the parking charge exceeds the allowance stated in the rate schedule.

(6) If travel is by air the employee will be reimbursed for the lesser of:

(a) The allowable mileage reimbursement for one (1) round trip and long-term airport parking; or

(b) The cost of one (1) round trip taxi fare from the employee's official work station (or residence on weekends/evenings). The employee may also be allowed the appropriate mileage reimbursement for two (2) round trips from home when driven by a friend or relative, at the employee's option.

(7) The employee will be reimbursed for actual lodging costs plus tax incurred up to the applicable maximum amounts as indicated on the reimbursement rate schedule. Lodging receipts are required and must itemize room charges and taxes by date. If a convention rate exceeds the maximum reimbursement rate and is documented by a convention brochure or registration form, a higher reimbursement rate will be allowed. Employees are encouraged to share lodging and transportation when traveling to the same destination if appropriate.

(8) The maximum reimbursement rates for out-of-state travel are the same as those maintained by the U.S. General Services Administration for federal employees within the continental United States (CONUS)

(9) Tips are considered a reimbursable expense and should be based upon the level of service, but should not exceed twenty percent (20%). Special situations or contractual requirements exceeding twenty percent (20%) should be processed as an exception. The addition of a tip on a receipt does not constitute an alteration of the receipt.

(10) Employees receiving a monthly car allowance will not be reimbursed for local mileage or trips under fifty (50) miles one way.

(11) Meals for guests during which city business is transacted are allowable expenses, provided they are approved in advance.

(12) City employees (or other representatives or guests of the city) attending certain business meetings or official functions beneficial to the city's interest, and approved in advance by the city administrator's office, shall be reimbursed for expenses related to the event. All expenses must be detailed and properly documented.

(13) Expenditures for personal purchases such as entertainment, cover charges, alcoholic beverages, admission fees, valet services and laundry are not reimbursable.

(14) Employees who routinely travel on city business and meet the eligibility requirements may apply use department issued charge cards. Charges

made with these corporate cards should only involve transactions specially related to city travel, lodging and dining. (as replaced by Ord. #2008-1813-05-12-A, May 2012)

4-505. Travel advances. Travel advances are available under extraordinary circumstances. Advances are subject to approval of accounts and will be allowed only if the employee can justify the existence of an extraordinary circumstance that would warrant an advance.

Travel advances will be issued based upon the total estimated business expenses. Requests for advances must be made at least three (3) working days in advance of departure and must be itemized on an "employee travel advance request" for, (see attached form,) and approved by the department head (for regular employees) and the city administrator or designee (for department heads).

Immediately upon return the employee must submit a request for reimbursement regardless of whether he/she owes advance moneys back to the city or is due additional reimbursement. Each employee receiving a cash advance must sign a payroll deduction authorization form which will allow the city to recover the advance from any salary owed the employee in the event of termination of employment or failure to submit a travel claim. (as added by Ord. #2008-1813-05-12-A, May 2012)

4-506. Per diem rates for meals, incidentals and hotels. (1) The maximum per diem rates include a fixed allowance for meals and incidental expenses (M&I). The M&I rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. Incidentals are intended to include miscellaneous costs associated with travel such as tips for baggage handling, phone calls to home, etc.

(2) The per diem rates for meals, incidentals, and hotels are established on the reimbursement rate schedule (see below). The M&I rates for out-of-state travel are the same as those for federal employees, and are available on the General Services Administration's web site, [www.gsa.gov](http://www.gsa.gov). As with lodging, there is a standard rate for the continental United States (CONUS), and a list of exceptions. Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website). If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of seventy dollars (\$70.00) for lodging and thirty-nine dollars (\$39.00) for meals and incidental expenses (M&IE).

(3) When traveling to a conference or with a specific group/function, the conference rate will be paid for hotel rooms. In the event that the conference hotel is at capacity and rooms cannot be obtained, a hotel comparable to the conference hotel may be reserved with an allowable cost not to exceed the rate of conference hotel.

(4) Reimbursement for meals and incidentals for the day of departure shall be three-fourths (3/4) of the appropriate M&I rate (either the in-state rate or CONUS rate for out-of-state travel) at the rate prescribed for the lodging location. Reimbursement for M&I for the day of return shall be three fourths (3/4) of the M&I rate applicable to the preceding calendar day. To assist in this calculation, the following table lists partial per diem rates for meals and incidentals for in-state and out-of-state travel.

Primary Destination	County	Max Lodging	+	M&IE Rate	=	Max Per Diem Rate	First & Last Day (75% of M&I)
Brentwood/ Franklin	Williamson	91		49		140	36.75
Chattanooga	Hamilton	85		44		129	33.00
Knoxville	Knox	77		49		126	36.75
Memphis	Shelby	90		49		139	36.75
Nashville	Davidson	107		54		161	40.50
Oak Ridge	Anderson	79		39		118	29.25

(5) Reimbursement for a single meal (or meals) for employees on one (1) day travel status with no overnight stay is not permitted. While on travel status, if more than a single full meal is provided as part of a state-sponsored training session or conference, the employee should deduct the cost of those meals from the per diem for that day (see table below). This also applies to the day of departure and the day of return. In those instances where all meals are provided, only the incidental rate should be claimed. For non-state sponsored training or conferences the employee is not required to deduct from the per diem the cost of a meal or meals provided through a conference fee.

In-State and Out-of-State  
Meals & Incidentals - Allocated by Meal

Per Diem	\$31	\$38	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	6	8	8	8	9	10	11	12
Lunch	8	10	10	12	13	15	16	18

Dinner	14	17	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3	3	3

(6) Meal allowance for one (1) day trips. A meal allowance is available for one (1) day travel when the duration of the trip is greater than eight (8) hours. For trips lasting longer than eight (8) hours, the reimbursement rate will be seventy-five percent (75%) of the daily rate. For trips lasting greater than twelve (12) hours, the reimbursement rate will be one hundred percent (100%) of the daily rate. No reimbursement is applicable when the duration of a one (1) day trip is less than eight (8) hours.

(7) Local phone calls, fax charges and long distance calls for state business will be reimbursed. Employees must provide a statement furnishing the date, name and location called for long distance calls and fax charges.

(8) Department heads may authorize an employee to use his personal cellular phone in conducting state business. Authorized employees shall be reimbursed for any additional cost incurred in using their personal cellular phones on official business. An itemized statement indicating the date, name, location, and cost of each call plus a billing statement indicating that additional cost was incurred above the standard monthly charge is required for reimbursement. In some instances employees may be able to obtain lower cellular rates by purchasing a package that offers lower per minute rates for a higher threshold of minutes per month. Reimbursement is acceptable for such billing packages subject to review by fiscal officers. In such situations, the state would typically reimburse the employee for a portion of the monthly package used for business calls. (as added by Ord. #2008-1813-05-12-A, May 2012)

4-507. Expense reporting. (1) Claims for travel expenses shall be filed on the standard "travel voucher" forms approved by the recorder's office (see attached form.) Any recovery of the cost of travel by other methods is not allowed. This form must show movement and details of expenses. Receipts must accompany this form and a separate claim for expenses for each claimant is required.

(2) Claims for reimbursement of expenses shall be submitted to the city recorder no later than the fifth (5<sup>th</sup>) day of the following month. Expense checks will be issued no later than the fifteenth (15<sup>th</sup>) day of that month. Employees receiving travel advances must turn in expense reports and any monies due the city by the fifth (5<sup>th</sup>) day of the following month.

(3) Only one (1) request for reimbursement per trip will be accepted; therefore, all reimbursable expenses must be submitted at the same time.

(4) Personal expenses will not be reimbursed. These include, but are not limited to, laundry, hotel valet service, and other types of personal expenses.

(5) All expense reports will be approved in the following manner:

- (i) Department heads will approve all employee expense reports;
- (ii) The city administrator or designee will approve all department head expense reports; and
- (iii) The city recorder will approve the expense reports of the city administrator and council members. (as added by Ord. #2008-1813-05-12-A, May 2012)

4-508. Modifications. The city administrator shall have the power to revoke, modify or make exceptions to any of these rules if deemed necessary in the interest of the city. (as added by Ord. #2008-1813-05-12-A, May 2012)

## CHAPTER 6

MISCELLANEOUS PERSONNEL REGULATIONS

## SECTION

4-601. Time keeping procedures for non-exempt employees.

4-601. Time keeping procedures for non-exempt employees. 1. This section shall apply only to those departments, and their employees, served by a time clock as determined by the city administrator.

2. Upon reporting for work each non-exempt employee in departments served by a time clock shall cause the time clock to enter the time on the time card provided for said employee's use. All employees must report for work and have their time cards appropriately marked as of, or prior to, the designated time for the beginning of said employee's work shift. Said procedure shall be repeated when the employee leaves work for the day. Work time for payroll purposes shall commence at the designated starting time for the shift, or the time at which the employee's time card is marked, whichever occurs last, and shall end at the designated shift ending time, or the time marked on the employee's time card, whichever is earlier, unless excess time reflected on the time card constitutes approved overtime as hereinafter described.

3. Employees authorized to leave the work premises for meals shall cause the time clock to enter the time on their time cards at the beginning of, and again at the end of, the authorized meal period.

4. No employee shall have another employee's time card in his possession, or cause the time clock to enter the time on another employee's time card. No employee shall falsify their time record or allow another employee to punch their time card. Violation of this section shall constitute cause for dismissal of the employee who is found to be in violation.

5. In keeping with the federal law, the city is obligated to pay overtime to non-exempt employees who requested by their responsible supervisor to work, and who do work, more than 40 hours per work week (or the allowed tour of duty for the police and firefighters.) All overtime must be approved in advance by the responsible supervisor.

6. If an employee's time card reflects time in excess of the standard duration of a shift, the responsible supervisor in charge of that employee must place his initials on the time card next to the entry reflecting the excess time, and note whether such excess time, or overtime, was approved or not approved.

7. Employees shall be paid for actual approved overtime worked as reflected by the time card.

8. Any employee who reports for work after the designated starting time shall have such tardiness noted in his personnel file by their responsible supervisor. A time clock entry of a reporting time on an employee's time card



later than the designated starting time shall be considered evidence of such tardiness.

9. If the employee indicates a reason for being late for work, it shall also be noted in the employee's personnel file by the responsible supervisor, if the employee so requests within seven calendar days.

10. Employee shall be subject to discipline for tardiness as follows:

a. Tardy 2 times in a 30 consecutive calendar day period: written reprimand to be placed in employee's personnel file by the department supervisor.

b. Tardy 4 times within a 12 month period: 1 day suspension without pay.

c. Tardy 5 times within a 12 month period: 3 day suspension without pay.

d. Tardy 6 times within a 12 month period: 30 day suspension without pay.

e. Tardy 7 times within a 12 month period: discharge.

11. The absence of an employee from work on any given day shall be duly noted on that employee's attendance record, with an explanation by the responsible supervisor. Said attendance record shall be maintained in the employee's personnel file.

12. Department supervisors shall submit employee time cards to the city recorder on a bi-weekly basis, together with a bi-weekly departmental time summary sheet reflecting the number of hours worked by, and approved for, each employee in the department. (Ord. adopted Feb. 26, 1996)