

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

1. SOCIAL SECURITY FOR OFFICERS AND EMPLOYEES.
2. PERSONNEL RULES AND REGULATIONS
3. PERSONNEL SYSTEM
4. OCCUPATIONAL SAFETY AND HEALTH PROGRAM.
5. INFECTIOUS DISEASE CONTROL POLICY.
6. TRAVEL REIMBURSEMENT REGULATIONS.

CHAPTER 1**SOCIAL SECURITY FOR OFFICERS AND EMPLOYEES****SECTION**

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
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- 4-105. Records and reports to be made.
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4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of the Town of Monterey, to provide (as of January 1, 1954) 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. (1980 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. (1980 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. (1980 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. (1980 Code, § 1-704)

4-105. Records and reports to be made. The town shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1980 Code, § 1-705)

4-106. Exclusions. There is hereby excluded from this chapter any authority to make any agreement with respect to any position or any employee or official now covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of the town. There is also hereby excluded from this chapter any authority to make an agreement with respect to the following listed classifications of employees and officials in all departments of the government:

- (1) Employees engaged in rendering services of an emergency nature.
- (2) Employees engaged in rendering services in positions the compensation of which is on a fee basis.
- (3) Elective officials engaged in rendering "legislative" services.
- (4) Elective officials engaged in rendering "executive" services.

Notwithstanding any provision(s) heretofore contained in the Social Security Agreement between said parties, it is now the intent and purpose of the Board of Mayor and Aldermen of the Town of Monterey, Tennessee to amend the Social Security Agreement by and between the Town of Monterey, Tennessee and the State Old Age and Survivors Insurance Agency, to exclude from it coverage group under the Federal System of Old Age, Survivors, Disability, Health Insurance, the services of election workers and election officials if the enumeration paid for such services in a calendar year is less than \$1,000 on or after January 1, 1995, ending on or before December 31, 1999, and the adjusted amount thereafter determined under Section 218(c)(8)(B) of the Social Security Act, for any calendar year commencing on or after January 1, 2000. (1980 Code, § 1-706, as amended by Ord. #338, Jan. 1995)

CHAPTER 2**PERSONNEL RULES AND REGULATIONS¹****SECTION**

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- 4-231. Amendment of personnel rules.
- 4-232. Sick leave.
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¹Municipal code reference:

See chapter 3 of this title and Appendix 1 to this municipal code.

4-201. General purpose. It is the purpose of these rules to establish a fair and uniform system of personnel administration for all employees in order that the most effective services possible may be delivered to the citizens of the community in keeping with the social and economic needs of the citizens. It shall therefore be the policy that:

(1) Employment shall be based on merit and fitness, without regard to race, religion, national origin, political affiliations, handicaps, sex, or age.

(2) Just and equitable incentives and conditions of employment shall be established.

(3) Tenure of employees shall be subject to good behavior, satisfactory work, necessity for the performance of work, and availability of funds. (1980 Code, § 1-1001)

4-202. Definitions. As used in these rules, the following words and terms shall have the meanings enumerated hereinafter:

(1) "Absence without leave." An absence from duty which was not authorized or approved.

(2) "Appeals." Procedures as prescribed by these regulations for appealing disciplinary actions and other individual grievances.

(3) "Applicant." An individual who has or is applying in writing on an application form for employment with the town.

(4) "Appointment." The offer to and acceptance by a person of a position either on a regular or temporary basis.

(5) "Compensatory leave." Time off work in lieu of monetary payment of overtime worked.

(6) "Demotion." Assignment of an employee from one position to another which has a lower maximum rate of pay and rank.

(7) "Department." The primary organizational unit which is under the immediate charge of a department head who reports directly to the mayor.

(8) "Disciplinary action." Action which may be taken when an employee fails to follow the departmental rules and regulations or any provision of these rules and regulations.

(9) "Dismissal." A type of disciplinary action which separates an employee from the payroll.

(10) "Employee." Any individual who is legally employed by the town and is compensated through the town payroll.

(11) "Full-time employees." Individuals who work the equivalent of forty (40) hours or more per week for the town.

(12) "Grievance." Any employee's feeling of differences, disagreements or disputes arising between an employee and his supervisor relative to some aspect of his employment, application, or interpretation of regulations and policies or some management decision affecting him.

(13) "Immediate family." Spouse and children, and the brother, sister, parents, or step-parents and grandparents of both the employee and spouse.

(14) "Lay-off." The involuntary nondisciplinary separation of an employee from a position because of shortage of work, materials, or funds.

(15) "Leave." An approved type of absence from work as provided for by these rules.

(16) "Maternity leave." The excused absence without pay, after using sick and annual leave, for a period of time not to exceed six (6) months for the purpose of childbirth.

(17) "Military leave, reserve." The period of fifteen (15) working days or less per calendar year granted to employees who are members of a reserve military component.

(18) "Occupational disability or injury leave." An excused absence from duty because of an injury or illness sustained in the course of employment and determined to be compensable under the provisions of the Worker's Compensation Act.

(19) "Overtime." Authorized time worked by an employee in excess of his normal working hours or work period.

(20) "Overtime pay." Compensation paid to an employee for overtime work performed in accordance with these rules.

(21) "Probationary period." The designated period of time after an applicant is appointed or an employee is promoted in which the employee is required to demonstrate his fitness for the position by actual performance.

(22) "Promotion." Assignment of an employee from one position to another which has a higher maximum rate of pay and rank.

(23) "Reprimand." A type of disciplinary action, oral or written, denoting a less serious violation of personnel regulations which becomes part of the employee's personnel record.

(24) "Seniority." Length of service with the town as a regular employee in the classified service.

(25) "Supervisor." Any individual having authority on behalf of the town to assign, direct, or discipline other employees, if the exercise of such authority is not a mere routine or clerical nature, but requires the use of independent judgment.

(26) "Suspension." An enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

(27) "Temporary employee." An employee holding a position other than permanent, which is of a temporary, seasonal, casual, or emergency nature.

(28) "Transfer." Assignment of an employee from one position to another position.

(29) "Work day or work period." Scheduled number of hours an employee is required to work per day or per scheduled number of days. (1980 Code, § 1-1002)

4-203. Coverage. These rules and regulations shall apply only to the classified service unless otherwise specifically provided or necessarily implied.

The classified service shall include all full-time positions which are specifically placed in the exempt service. The exempt service shall include the following:

- (1) All elected officials and persons appointed to fill vacancies in elective offices.
- (2) All members of appointive boards, commissions, or committees.
- (3) City attorney.
- (4) Consultants, advisors, and counsel rendering temporary professional service.
- (5) Independent contractors.
- (6) Emergency employees who are hired to meet the immediate requirements of an emergency condition, such as extraordinary fire, flood, or earthquake which threatens life or property.
- (7) Seasonal employees who are employed by the town for not more than three (3) months during the fiscal year.
- (8) Persons rendering part-time service.
- (9) Volunteer personnel, such as volunteer firefighters; and all other personnel appointed to serve without compensation. (1980 Code, § 1-1003)

4-204. Administration. The mayor, or his delegated representative, shall have the basic responsibility for the personnel program. In addition to other duties as set forth in this chapter, the mayor shall:

- (1) Exercise leadership in developing a system of effective personnel administration within the municipal departments subject to this chapter.
- (2) Develop programs from improvement of employee effectiveness, including training, safety, and health.
- (3) Recruit qualified applicants for town employment and assist department heads in identifying qualified employees for promotion.
- (4) Maintain records of all employees of the municipal departments.
- (5) Perform such other duties as may be assigned by the board of mayor and aldermen. (1980 Code, § 1-1004)

4-205. Recruitment. Individuals shall be recruited from a wide geographic area to assure obtaining well-qualified applicants for the various types of positions. In cases where residents and non-residents are equally qualified for a position, the resident shall receive first consideration.

The mayor may, after consultation with the department head concerned, prescribe minimum qualifications as required by the nature of the work to be performed. Such requirements shall be announced to all applicants. Where certification is required, applicant will be required to obtain necessary certification within one (1) year from date of employment.

The mayor may reject any applicant when he has determined: the application was not timely filed or was not filed on the prescribed form; that the applicant does not possess the minimum qualifications; that the applicant has established an unsatisfactory employment or personnel record (as evidenced by

reference check) of such a nature as to demonstrate unsuitability for employment; that the applicant has made false statement of any material fact; that the applicant is afflicted with any mental or physical disease or defect that would prevent satisfactory performance of his duties; that the applicant is addicted to the habitual use of drugs or intoxicants; that the applicant does not reply to a mail or telephone inquiry; that the applicant fails to accept appointment within the time prescribed in the offer; that the applicant was previously employed and was removed for cause or resigned not in good standing. (1980 Code, § 1-1005)

4-206. Employment examinations. All appointments may be subject to competitive examination. All examinations shall fairly and impartially test those matters relative to the capacity and fitness of the applicant to discharge efficiently the duties of the positions to be filled.

Examinations may consist of one or more of the following types: an oral interview; a performance test of manual skills; a physical test of strength, agility, and fitness; a written test of mental ability; an evaluation of training and experience.

Applicants for positions may be required to undergo a medical examination to determine physical and mental fitness to perform work in the position to which appointment is to be made. All employees may be required by their department with the approval of the governing body to undergo periodic medical examinations to determine their continued physical and mental fitness to perform the work of the position in which they are employed. Determination of physical or mental fitness will be by a physician or physicians designated by the governing body. Medical examinations shall be at no expense to the employee. (1980 Code, § 1-1006)

4-207. Appointments. All vacancies in the classified service shall be filled through promotional appointment, original appointment, transfer, or demotion. All appointments shall be initiated by the mayor and confirmed by the board of mayor and aldermen. (1980 Code, § 1-1007)

4-208. Promotions. Vacancies in positions above the entrance level shall be filled by promotion whenever in the judgment of the mayor it is in the best interest of the town to do so. Promotions shall be on a competitive basis and shall give appropriate consideration to the applicant's performance, qualifications, and seniority. (1980 Code, § 1-1008)

4-209. Transfers. Any employee who has successfully completed his probationary period may be transferred to the same or similar position in a different department without being subject to a probationary period. (1980 Code, § 1-1009)

4-210. Demotions. An employee may be demoted to a position of lower grade for which he is qualified for any of the following reasons: because his position is being abolished and he would otherwise be laid off; there is a lack of funds; because another employee, returning from authorized leave granted in accordance with rules on leave, will occupy the position to which the employee is currently assigned; the employee does not possess the necessary qualifications to render satisfactory service in the position he holds, or he is removed during probation or the employee voluntarily requests such demotion. (1980 Code, § 1-1010)

4-211. Probationary period. The probationary period for all regular appointments, including promotional appointments, shall be for a period of six (6) months. During the probational period, the employee's supervisor will tell the employee when he is not performing satisfactorily and is not meeting probationary test period requirements.

At least ten (10) days prior to the expiration of an employee's probationary period, the department head shall notify the mayor whether the service of the employee has been satisfactory and whether he recommends that the employee continue in his position. (1980 Code, § 1-1011)

4-212. Hours of work. The governing body shall establish hours of work per week for each position which shall be determined in accordance with the needs of service and which shall take into account the reasonable needs of the public who may be required to do business with various departments. (1980 Code, § 1-1012)

4-213. Attendance. An employee shall be in attendance at regular work in accordance with these rules and with general department regulations. All departments shall keep daily attendance records of their employees. (1980 Code, § 1-1013)

4-214. Overtime. Overtime may be authorized by prior approval of the department head or the mayor, and will be considered compensatory time to be readjusted upon authorization. When not feasible to adjust time it will be paid as overtime at regular hourly wage. (1980 Code, § 1-1014)

4-215. Outside employment. No full-time employee of a municipality shall accept any outside employment without written authorization from the mayor. The mayor shall not grant such authorization if the work is likely to interfere with the satisfactory performance of the employee's duties, or is incompatible with his municipal employment, or is likely to cast discredit upon or create embarrassment for the municipality. (1980 Code, § 1-1015)

4-216. Business dealings. Except for the receipt of such compensation as may be lawfully provided for the performance of his municipal duties, it shall be unlawful for any municipal officer or employee to be privately interested in, or to profit, directly or indirectly, from business dealings with the municipality. (1980 Code, § 1-1016)

4-217. Political activity. Municipal officers and employees may individually exercise their right to vote and privately express their political views as citizens. However, no municipal officer or employee shall solicit political campaign contributions or engage in or actively participate in any municipal political campaign. These restrictions shall not apply to elective officials. (1980 Code, § 1-1017)

4-218. Occupational disability or injury leave. Occupational disability or injury leave shall be granted employees who sustain an injury or an illness during the course of their employment which is determined to be compensable under the provisions of the Worker's Compensation Act.

Employees on occupational disability leave shall receive such benefits in lieu of pay as are provided by the Worker's Compensation Act. (1980 Code, § 1-1018)

4-219. Leave with pay. Leave with pay may be authorized in order that employees may serve required court and jury duty, provided that such leave is reported in advance to the supervisor. In order to receive pay for such leave, the employee must deposit the money which he receives for jury duty with the municipality.

A regular employee who is a member of any military reserve component will be allowed leave of absence with pay for a period not in excess of fifteen (15) working days during one (1) year. (1980 Code, § 1-1019)

4-220. Leave without pay. A regular employee may be granted leave of absence without pay for a period not to exceed six (6) months for temporary sickness, disability, or for other good and sufficient reasons. Such leaves shall require the prior approval of the mayor. (1980 Code, § 1-1020)

4-221. Use of position. No municipal officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the municipality, nor shall he otherwise use or attempt to use his position to secure unwarranted privileges or exemptions for himself or others. (1980 Code, § 1-1021)

4-222. Use of municipal time, facilities, etc. No municipal officer or employee shall use or authorize the use of municipal time, facilities, equipment, or supplies for private gain or advantage to himself or any other private person

or group. Provided, however, that this prohibition shall not apply where the board of mayor and aldermen has authorized the use of such time, facilities, equipment, or supplies, and the municipality is paid at such rates as are normally charged by private sources for comparable services. (1980 Code, § 1-1022)

4-223. Acceptance of gratuities. No municipal officer or employee shall accept any money or other consideration or favor from anyone other than the municipality for the performance of an act which he would be required or expected to perform in the regular course of his duties; nor shall any officer or employee accept, directly or indirectly, any gift, gratuity, or favor of any kind which might reasonably be interpreted as an attempt to influence his actions with respect to town business. (1980 Code, § 1-1023)

4-224. Separations. All separations of employees from positions in the classified service shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, layoff, disability and dismissal. At the time of separation and prior to final payment, all records, equipment, and other items of municipal property in the employee's custody shall be transferred to the department head. Any amount due to shortage in the above shall be withheld from the employee's final compensation.

(1) **Resignation.** An employee may resign by submitting in writing the reasons and the effective date, to his department head as far in advance as possible, but a minimum of two (2) weeks notice is requested. Failure to comply with this requirement may be cause for denying future employment. Unauthorized absence from work for a period of three (3) consecutive days may be considered by the department head as a resignation. Department heads shall forward all notices of resignation to the mayor immediately upon receipt.

(2) **Lay-off.** The board of mayor and aldermen may lay-off any employee when they deem it necessary by reason of shortage of funds or work, the abolition of a position, or other material changes in the duties or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon service of the employee. Temporary employees shall be laid off prior to probationary or regular employees. The order of lay-off shall be in reverse order to total continuous time served upon the date established for the lay-off to become effective.

(3) **Disability.** An employee may be separated for disability when he cannot perform required duties because of a physical or mental impairment. Action may be initiated by the employee or the municipality, but in all cases it must be supported by medical evidence acceptable to the board of mayor and aldermen. The municipality may require an examination at its expense and performed by a licensed physician of its choice. (1980 Code, § 1-1024)

4-225. Disciplinary action. Whenever employee performance, attitude, work habits or personal conduct fall below a desirable level, supervisors shall inform employees promptly and specifically of such lapses and shall give them counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident in and of itself may justify severe initial disciplinary action; however, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct.

In situations where an oral warning has not resulted in the expected improvement, or when more severe initial action is warranted, a written reprimand may be sent to the employee, and a copy shall be placed in the employee's personnel folder.

An employee may be suspended without pay by his department head, with the approval of the mayor, not to exceed a total of thirty (30) days in any twelve (12) month period. A written statement of the reason for the suspension shall be submitted to the employee affected at least twenty-four (24) hours prior to the time the suspension becomes effective. A regular employee may be suspended without pay for a longer period pending an investigation or hearing of any charges against him. An employee determined to be innocent of the charges against him shall be returned to duty with full pay for the period of suspension. (1980 Code, § 1-1025)

4-226. Dismissal and demotion. The mayor may initiate action for the dismissal or demotion of employee. Reasons for dismissal or demotion may include, but shall not be limited to: misconduct; negligence; incompetency; insubordination; unauthorized absence; falsification of records; violation of any of the provisions of the charter, ordinances, or these rules; or any other justified reason.

The employee shall be furnished an advance written notice containing the nature of the proposed action, the reasons therefor and his right to appeal the charges in writing to the board of aldermen. This notice shall be furnished at least one (1) calendar week prior to the proposed effective date of the action and during this period the employee may be retained on duty status, placed on leave, or suspended with or without pay at the discretion of the mayor. If the employee fails to respond to the advance notice, the proposed action shall be submitted to the board of aldermen on the date specified for final action.

If the employee requests a hearing on the proposed action, the board of aldermen shall promptly set a date and time for the hearing and shall carefully consider all evidence presented before making a decision. The decision of the board of aldermen shall be final. (1980 Code, § 1-1026)

4-227. Grievance procedure. When any grievance comes to or is directed to the attention of any department head, he shall discuss within two (2)

working days all relevant circumstances with the employee and remove the causes of the grievances to the extent that he deems advisable and possesses authority, recording both the grievance and his action in writing. Failing resolution at this level, the grievance shall be carried to the mayor within five (5) working days.

Grievances which cannot be resolved by the mayor shall be referred to the board of aldermen for final determination. (1980 Code, § 1-1027)

4-228. Holidays. The Town of Monterey will observe the following holidays:

- (1) New Year's Day
- (2) Memorial Day
- (3) Fourth of July
- (4) Labor Day
- (5) Standing Stone Day
- (6) Thanksgiving Day
- (7) The Friday after Thanksgiving
- (8) Christmas Eve
- (9) Christmas Day

(10) Other holidays as the board of mayor and aldermen approve. To be eligible for a paid holiday the employee must be at work the day before and the day after the holiday except when on authorized annual leave. (1980 Code, § 1-1028)

4-229. Annual leave. Annual leave will be provided for all full-time employees of the Town of Monterey. The following schedule will be followed in determining annual leave:

- | | | |
|-----|-------------------------|---------------|
| (1) | 1st year of Employment* | |
| | end of 3 months | 1 day |
| | end of 6 months | 1 day |
| | end of 9 months | 2 days |
| | end of 12 months | <u>2 days</u> |

TOTAL	6 days
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|-----|-------------------------|---------------|
| (2) | 2nd year of Employment* | |
| | end of 3 months | 2 days |
| | end of 6 months | 2 days |
| | end of 9 months | 2 days |
| | end of 12 months | <u>2 days</u> |

TOTAL	8 days
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(3)	3rd year through 10th year of Employment*	
	end of 3 months	3 days
	end of 6 months	4 days
	end of 9 months	4 days
	end of 12 months	<u>4 days</u>
	TOTAL	15 days
(4)	11th year of Employment and Thereafter	
	end of 3 months	5 days
	end of 6 months	5 days
	end of 9 months	5 days
	end of 12 months	<u>5 days</u>
	TOTAL	20 days

(a) Years of employment begin with the first day of work with the town.

(b) Total leave days in excess of ten days for a particular year of employment must be taken by the end of that year, either as days off with pay or the employee shall be compensated with pay for the period in excess of ten days.

(c) An eligible employee may take up to two consecutive weeks of annual leave with the prior approval of the immediate supervisor.

(d) No annual leave with pay may be taken until earned and accumulated according to the attached chart.

(e) Employees who plan to use two consecutive annual leave days must have the approval of their department head and notify the city recorder two weeks prior to time off, except in the case of emergency.

(f) Part-time employees will receive a prorated amount of leave time based on the above schedule.

(g) Appropriate leave forms must be completed by the employee and approved by the supervisor before leave will be compensated. (1980 Code, § 1-1029)

4-230. Employee job classifications and pay scales. (1) The following pay scales and requirements are established for each employee classification:

CLASS I

<u>Job Titles</u>	<u>Pay Scale</u>	<u>Job Requirements</u>
Street Dept. New Employee	\$4.75/hr.	Pass medical exam
Garbage Dept.	After 6 mos. - \$5.00/hr.	
Mechanics	After 1 year - \$5.40/hr.	

CLASS II

<u>Job Titles</u>	<u>Pay Scale</u>	<u>Job Requirements</u>
Meter Reader	New Employee - \$5.00/hr.	Must have a high non-certified school diploma or equivalent or 4 years experience in the town's system; Must pass medical exam.
Operator	After 6 mos. - \$5.62/hr.	

CLASS III

Certified Operator	New Employee - \$5.25/hr After 6 mos. - \$5.55/hr After 18 mos. and certification - \$6.15/hr	Must have a high school diploma or equivalent; Must pass medical exam; Must obtain certification after 18 months.
Water Serviceman	New Employee - \$5.25/hr. After 6 mos. - \$5.75/hr. After 1 yr. - \$6.16/hr.	

CLASS IV

Water Clerk	New Employee - \$5.50/hr. After 6 mos. - \$5.80/hr. After 1 yr. - \$6.69/hr.	Must have a high school diploma or equivalent; must pass medical exam; Must have proper office skills.
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CLASS V

Patrolman	New Employee-\$500.91/Bi/Wk. After 6 mos.-\$529.40 Bi/Wk. After Cert. -\$542.44 Bi/Wk. (A new employee who already	Must meet all standards set by state law; Must be at least 18 has the academy training years old; Must
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will begin at \$529.40)

have a high school diploma or equivalent; Must pass medical and mental exams; and must not have prior convictions.

(2) The pay scales established above may be modified by a uniform percentage increase or decrease as the board of aldermen may determine by resolution. (1980 Code, § 1-1030)

4-231. Amendment of personnel rules. Amendments or revisions to these rules may be recommended for adoption by the mayor or by any member of the board of aldermen. Such amendments or revisions of these rules shall become effective upon adoption by ordinance of the board of mayor and aldermen. (1980 Code, § 1-1031)

4-232. Sick leave. Sick leave is to be used for personal illness of the employee or immediate family members. Temporary employees do not receive sick leave benefits. Sick leave accrues at the rate of twenty-four (24) minutes per one (1) eight (8) hour day worked. Employees may not borrow sick leave that is not yet earned. Employees are not paid for unused sick leave at the time of separation. There is no qualifying period for accrual of sick leave. For sick leave of more than three (3) consecutive days, a certificate signed by an attending physician must be turned into the city recorder's office for reimbursement as sick leave. Sick leave days may be carried over for year to year as they accumulate. (1980 Code, § 1-1032)

4-233. Funeral leave. It is the policy of the Town of Monterey to provide time away from work with pay due to the death of an immediate family member. An employee shall be granted up to three days off due to the death of an immediate family member. If additional time off is required because of extenuating circumstances, arrangements should be made with the employee's immediate supervisor. Any additional time off from work shall be without pay unless the employee is approved for the use of accrued leave. (1980 Code, § 1-1033)

CHAPTER 3¹

PERSONNEL SYSTEM

SECTION

- 4-301. Purpose.
- 4-302. Coverage.
- 4-303. Administration.
- 4-304. Personnel rules and regulations.
- 4-305. Records.
- 4-306. Right to contract for special services.
- 4-307. Discrimination.
- 4-308. Amendments

4-301. Purpose. The purpose of this chapter is to establish a system of personnel administration in the Town of Monterey that is based on merit and fitness. The system shall provide a means to select, develop, and maintain an effective municipal work force through impartially applying personnel policies and procedures free of personal and political considerations and regardless of race, color, gender, age, creed, national origin, or disability. (as added by Ord. # 364, § 1, June 1997)

4-302. Coverage. All offices and positions of the municipal government are classified service. All employment positions of the municipal government shall be subject to the provisions of the town charter. (as added by Ord. # 364, § 1, June 1997)

4-303. Administration. The personnel system shall be administered by the mayor and the personnel committee, who shall have the following duties and responsibilities:

(1) exercise leadership in developing an effective personnel administration system subject to provisions in this chapter, other ordinances, the town charter, and federal and state laws relating to personnel administration;

(2) recommend to the mayor and board of aldermen policies and procedures for recruiting, appointing, and disciplining all employees of the municipality subject to those policies as set forth in this chapter, the town charter, and the municipal code;

(3) fix and establish the number of employees in the various town departments and offices and determine the duties, authority, responsibility, and

¹Municipal code reference:

See chapter 2 of this title and Appendix 1 to this municipal code.

compensation in accordance with the policies as set forth in the town charter and code, and subject to the approval of the mayor and board of aldermen and budget limitations;

(4) foster and develop programs for improving employee effectiveness, including training, safety, and health;

(5) maintain records of all employees, subject to the provisions of this chapter of the town code, which shall include each employee's class, title, pay rates, and other relevant data;

(6) make periodic reports to the mayor and board of aldermen regarding administering the personnel system;

(7) recommend to the mayor and board of aldermen a position classification plan and install and maintain such a plan upon approval by the mayor and board of aldermen.

(8) prepare and recommend to the mayor and board of aldermen a pay plan for all municipal government employees;

(9) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the employment needs of the municipal government;

(10) be responsible for certification of payrolls; and

(11) perform such other duties and exercise such other authority in personnel administration as may be prescribed by law. (as added by Ord. #364, § 1, June 1997)

4-304. Personnel rules and regulations. The mayor and board of aldermen shall develop rules and regulations¹ necessary for effectively administering the personnel system. The mayor and board of aldermen shall adopt the rules. If the mayor and board of aldermen has taken no action within ten (10) days after receiving the draft personnel rules and regulations, they shall become effective as if they had been adopted, and shall have the full force and effect of law.

Amendments to the rules and regulations shall be made in accordance with the procedure below. Nothing in the personnel rules and regulations document shall be deemed to give employees any more property rights in their job than may already be given by the town charter. The town reserves the right to alter or change any or all of these rules without prior notice to employees. (as added by Ord. # 364, § 1, June 1997)

4-305. Records. The mayor shall maintain adequate records of the employment record of every employee as specified herein. (as added by Ord. #364, § 1, June 1997)

¹See Appendix 1 to this municipal code for these rules and regulations.

4-306. Right to contract for special services. The mayor and board of aldermen may contract with any competent agency for performing such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary. (as added by Ord. # 364, § 1, June 1997)

4-307. Discrimination. No person in the classified service or seeking admission thereto shall be employed, promoted, demoted, discharged, or in any way favored or discriminated against because of political opinions or affiliations, race, color, creed, national origin, gender, age, religious belief, or disability. (as added by Ord. # 364, § 1, June 1997)

4-308. Amendments. Amendments or revisions of these rules may be recommended for adoption by the mayor and personnel committee. Such amendments or revisions of these rules shall become effective after approval by the mayor and board of aldermen. (as added by Ord. # 364, § 1, June 1997)

CHAPTER 4

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

SECTION

- 4-401. Title.
- 4-402. Purpose.
- 4-403. Coverage.
- 4-404. Standards authorized.
- 4-405. Variances from standards authorized.
- 4-406. Administration.
- 4-407. Funding the program plan.

4-401. Title. This section shall be known as "the occupational safety and health program plan" for the employees of the Town of Monterey. (1980 Code, § 1-801, as replaced by Ord. #412, July 2003, and Ord. #14-516, March 2014))

4-402. Purpose. The Town of Monterey in electing to update the established program plan will maintain an effective and comprehensive occupational safety and health program plan for its employees and shall:

- (1) Provide a safe and healthful place and condition of employment that includes:
 - (a) Top management commitment and employee involvement;
 - (b) Continually analyze the worksite to identify all hazards and potential hazards;
 - (c) Develop and maintain methods for preventing or controlling existing or potential hazards; and
 - (d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- (2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- (3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development 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.
- (4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- (5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the state.

(6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this program plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

(7) 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 plan. (1980 Code, § 1-802, as replaced by Ord. #412, July 2003, and Ord. #14-516, March 2014)

4-403. Coverage. The provisions of the occupational safety and health program plan for the employees of the Town of Monterey shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent. (1980 Code, § 1-803, as replaced by Ord. #412, July 2003, and Ord. #14-516, March 2014)

4-404. Standards authorized. The occupational safety and health standards adopted by the Monterey Board of Mayor and Aldermen 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 1972.¹ (1980 Code, § 1-804, as replaced by Ord. #412, July 2003, and Ord. #14-516, March 2014)

4-405. Variances from standards authorized. Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may 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 and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by Tennessee Code Annotated, title 50. Prior to requesting such temporary variance, we will notify or serve notice to our 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 shall be deemed sufficient notice to employees. (as added by Ord. #412, July 2003, and replaced by Ord. #14-516, March 2014)

¹State law reference

Tennessee Code Annotated, title 50, chapter 3.

4-406. Administration. For the purposes of this chapter, (Name of Official or Title) is designated as the safety director of occupational safety and health to perform duties and to exercise powers assigned to plan, develop, and administer this program plan. The safety director shall develop a plan of operation for the program plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by Tennessee Code Annotated, title 50. (as added by Ord. #412, July 2003, and replaced by Ord. #14-516, March 2014)

4-407. Funding the program plan. Sufficient funds for administering and staffing the program pursuant to this chapter shall be made available as authorized by the Town of Monterey. (as added by Ord. #412, July 2003, and replaced by Ord. #14-516, March 2014)

CHAPTER 5

INFECTIOUS DISEASE CONTROL POLICY

SECTION

- 4-501. Purpose.
- 4-502. Coverage.
- 4-503. Administration.
- 4-504. Definitions.
- 4-505. Policy statement.
- 4-506. General guidelines.
- 4-507. Hepatitis B vaccinations.
- 4-508. Reporting potential exposure.
- 4-509. Hepatitis B virus post-exposure management.
- 4-510. Human immunodeficiency virus post-exposure management.
- 4-511. Disability benefits.
- 4-512. Training regular employees.
- 4-513. Training high risk employees.
- 4-514. Training new employees.
- 4-515. Records and reports.
- 4-516. Legal rights of victims of communicable diseases.

4-501. Purpose. It is the responsibility of the Town of Monterey 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 Town of Monterey, 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). (1980 Code, § 1-1201)

4-502. 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) Police and Security personnel;
- (2) Firefighters;
- (3) Sanitation and Landfill Workers;

(4) Any other employee deemed to be at high risk per this policy and an exposure determination. (1980 Code, § 1-1202)

4-503. Administration. This infection control policy shall be administered by the city recorder who shall have the following duties and responsibility:

(1) Exercise leadership in implementation and maintenance of an effective infection control policy subject to the provisions of this chapter, other ordinances, the town 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 the 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 board of mayor and aldermen 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 board of mayor and aldermen. (1980 Code, § 1-1203)

4-504. 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 and 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. (1980 Code, § 1-1204)

4-505. 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 which contain visible blood. 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. (1980 Code, § 1-1205)

4-506. 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) The town 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. Employee shall not wash or disinfect surgical or examination gloves for reuse.

(5) 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 who provide or potentially provide emergency treatment.

(6) 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.

(7) Place all disposable equipment (gloves, masks, 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. (1980 Code, § 1-1206)

4-507. Hepatitis B vaccinations. The Town of Monterey shall offer the appropriate Hepatitis B Vaccination to employee at risk of exposure free of charge and in amounts 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. (1980 Code, § 1-1207)

4-508. Reporting potential exposure. Town 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. (1980 Code, § 1-1208)

4-509. 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 the 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 (i.e., 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. (1980 Code, § 1-1209)

4-510. 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 town to all workers who may be concerned they have been infected with HIV through an occupational exposure. (1980 Code, § 1-1210)

4-511. Disability benefits. Entitlement to disability benefits and 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. (1980 Code, § 1-1211)

4-512. 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. (1980 Code, § 1-1212)

4-513. 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. (1980 Code, § 1-1213)

4-514. 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. (1980 Code, § 1-1214)

4-515. Records and reports. (1) Reports. Occupational injury and illness records shall be maintained by the infectious disease control coordinator. Statistics shall be maintain 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 town 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. (1980 Code, § 1-1215)

4-516. 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 town 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. (1980 Code, § 1-1216)

CHAPTER 6

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-601. Purpose.
- 4-602. Enforcement.
- 4-603. Travel policy.
- 4-604. Travel reimbursement rate schedules.
- 4-605. Administrative procedures.

4-601. Purpose. The purpose of this chapter and referenced regulations is to bring the town into compliance with Public Acts 1993, Chapter 433. This act 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's the intent of this policy to assure fair and equitable treatment to all individuals traveling on town business at town expense. (1980 Code, § 1-1301)

4-602. Enforcement. The chief administrative officer (CAO) of the town or his or her designee shall be responsible for the enforcement of these travel regulations. (1980 Code, § 1-1302)

4-603. 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 aren't 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:
 --directly related to the conduct of the town business for which travel was authorized, and
 --actual, reasonable, and necessary under the circumstances.

The CAO may make exceptions for unusual circumstances. Expenses considered excessive won't be allowed.

(7) Claims of \$5 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 aren't ordinarily considered eligible expenses for reimbursement. (1980 Code, § 1-1303)

4-604. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the state travel regulation rates. The town's travel reimbursement rates will automatically change when the state 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. (1980 Code, § 1-1304, modified)

4-605. 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, in June 1993. A copy of the administrative procedures is on file in the office of the city recorder. (1980 Code, § 1-1305)