

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

1. SOCIAL SECURITY.
2. TRAVEL REIMBURSEMENT REGULATIONS.
3. PERSONNEL RULES AND REGULATIONS.
4. INFECTIOUS DISEASE CONTROL POLICY.

CHAPTER 1

SOCIAL SECURITY

SECTION

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
- 4-104. Appropriations for employer's contributions.
- 4-105. Records and reports.

4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this town to provide for all eligible employees and officials of the town, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the town shall take such action as may be required by applicable state and federal laws or regulations.

4-102. Necessary agreements to be executed.<sup>1</sup> The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.

4-103. 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.

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<sup>1</sup>See Ordinance No. LXIII (April 1995) of record in the office of the recorder for amendments to the Social Security Agreement by and between the Town of Pleasant Hill, Tennessee, and the State Old Age and Survivors Insurance Agency.

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.

4-105. Records and reports. The town shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

## CHAPTER 2

TRAVEL REIMBURSEMENT REGULATIONS

## SECTION

- 4-201. Purpose.
- 4-202. Enforcement.
- 4-203. Travel policy.
- 4-204. Travel reimbursement rate schedules.
- 4-205. Administrative procedures.

4-201. Purpose. The purpose of this chapter and referenced regulations is to bring the city 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 city employees. It's the intent of this policy to assure fair and equitable treatment to all individuals traveling on city business at city expense. (as added by Ord. #LV, July 1993)

4-202. Enforcement. The chief administrative officer (CAO) of the city or his or her designee shall be responsible for the enforcement of these travel regulations. (as added by Ord. #LV, July 1993)

4-203. 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 city 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 city. Reimbursement 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 city 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 city. 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 city 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 city or misuse city travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the city aren't ordinarily considered eligible expenses for reimbursement. (as added by Ord. #LV, July 1993)

4-204. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates. The city'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. (as added by Ord. #LV, July 1993)

4-205. Administrative procedures. The city 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. (as added by Ord. #LV, July 1993)

CHAPTER 3

PERSONNEL RULES AND REGULATIONS

SECTION

- 4-301. Personnel rules and regulations.
- 4-302. Classes of employees.
- 4-303. Hiring procedures.
- 4-304. Compensation.
- 4-305. Benefits.
- 4-306. Disciplinary and grievance procedures.
- 4-307. Miscellaneous personnel policies.

4-301. Personnel rules and regulations. (1) Purpose. The purpose of this chapter is to establish a system of personnel administration the Town of Pleasant Hill that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal work force through the impartial application of personnel policies and procedures free of personal and political considerations and regardless of race or color, sex, age, creed or religion, ancestry or national origin, marital status, or disability.

(2) Coverage. All offices and positions of the municipal government are divided into the classified service and the exempt service. The classified service shall include all regular and part-time positions in the town's service unless specifically placed in the exempt service. All offices and positions of the municipal government placed in the exempt service are as follows:

- (a) All elected officials.
- (b) Members of appointed boards and commissions.
- (c) Consultants, advisers, legal counsel rendering temporary professional service.
- (d) The town attorney
- (e) The town auditor
- (f) Independent contractors
- (g) Persons employed by the municipality for not more than three months during a fiscal year.
- (h) Temporary employees paid by the hour or the day, and not considered regular part-time employees.
- (i) Volunteer personnel appointed without compensation.

All employment positions of the municipal government not expressly exempted from coverage by this section shall be subject to the provisions of the town charter. (as added by Ord. #C, April 2002)

4-302. Classes of employees. (1) Regular. Regular employees are individuals employed by the municipal government who work 30 hours or more per week and have completed a three (3) month probationary period.

(2) Part-time. Part-time employees are individuals who do not work on a daily basis and whose hours cannot exceed 20 hours per week unless approved by the council.

(3) Temporary. Temporary employees are individuals who hold a position which is of a temporary, seasonal, casual or emergency nature. (as added by Ord. #C, April 2002)

4-303. Hiring procedures. (1) Policy statement. Pursuant to Article III, § I of the Charter of the Town of Pleasant Hill, the primary objective of this hiring policy is to insure compliance with the law and to obtain qualified personnel to serve the citizens of the town. Appointments to positions are based on merit, technical knowledge and work experience, and no person shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of race or color, sex, age, creed or religion, ancestry or national origin, marital status, or disability.

(2) Recruitment. When a vacancy occurs, the recorder will prepare and post the appropriate position description at various locations in town; in the local media, if necessary, in an effort to bring notice of the vacancy to as many qualified persons as possible, and in any appropriate state job service bureau.

(3) Application process. All persons seeking employment with the town shall complete an application form as provided by the municipal government or by the job service bureau. Applications for employment shall be accepted in the recorder's office during regular office hours only.

(4) Interviews. All applicants are subject to an interview with council members.

(5) Appointments. All appointments to positions in the Town of Pleasant Hill shall be made by the council.

(6) Probation. Applicants appointed to positions with the Town of Pleasant Hill are required to serve a three (3) month probationary period. An employee may be terminated during this period for any reason without respect or reference to the procedures set forth in this document.

(7) Transfers. Pursuant to Article III, § I of the Charter of the Town of Pleasant Hill, the council may make transfers of employees or delegate this authority if it deems advisable.

(8) Promotions/demotions. Pursuant to Article III, § I of the Charter of Pleasant Hill, the council may make promotions/demotions of employees or delegate this authority if it deems advisable. (as added by Ord. #C, April 2002)

4-304. Compensation. (1) Salaries. Pursuant to the town charter, Article III, § I, the council shall set by ordinance/resolution all salaries paid by the Town of Pleasant Hill. Due consideration shall be given to duties performed, responsibilities, technical knowledge and skills required to perform the work satisfactorily. In addition, consideration will be given to compensation as commensurate with general rates of pay for similar employment in private establishments and other public jurisdictions in the area, cost of living data, the financial condition of the town, and other factors.

(2) Hours of work. The council shall establish the hours of work per week for each position in the service of the town.

(3) Pay day. All employees of the Town of Pleasant Hill shall be paid on a weekly basis.

(4) Payroll deductions. (a) Federal income tax. Federal taxes are withheld from employee's paychecks based on the number of dependents claimed by the individual. Employees are required to keep on file with the municipal government a copy of the W-4 form. In the event of changes in the employee exemption status, a revised W-4 must be filed before payroll deduction adjustments will be made.

(b) Social security. Social security payments and deductions will be made in accordance with the Social Security Act. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

(c) Others. Other deductions may be made from an employee's pay only with a signed consent from the employee (i.e., hospitalization, life insurance, etc.).

(5) Overtime. An employee required to work overtime shall be compensated in accordance with the Fair Labor Standards Act at a rate of one-and-one half the employee's regular rate of pay. (as added by Ord. #C, April 2002)

4-305. Benefits. (1) Eligibility. All regular employees are eligible for all benefits provided by the town.

(2) Holidays. (a) Regular employees are allowed a day off with pay on the following 6 holidays:

- (i) New Years Day
- (ii) Memorial Day
- (iii) Independence Day
- (iv) Labor Day
- (v) Thanksgiving Day
- (vi) Christmas Day

An employee must be in a pay status on the work day before and on the work day after the holiday, unless excused by the supervisor, in order to receive compensation for the holiday.

(b) All employees are allowed a day off without pay on the following holidays:

- (i) Martin Luther King Day
- (ii) Good Friday

(3) Vacation leave. After one full year's interrupted employment as a regular employee, the following vacation schedule will be followed:

- After 1 year--5 days
- After 2 years--10 days
- After 10 years--15 days

Such vacation leave shall be taken at a time approved by the employee's immediate supervisor. All vacations must be taken within one year after the

anniversary date of employment. Upon separation, employees are entitled to be reimbursed for any unused earned vacation.

(4) Sick leave. All regular employees shall be given one day of sick leave pay for each month of employment, not exceeding 12 days. Any employee who shall have accumulated more than twelve days at the effective date of this chapter shall carry over such additional day until they are used or the employee leaves the service of the town. Sick leave may be granted for any of the following reasons:

- (a) Personal illness or physical incapacity resulting from causes beyond the employee's control.
- (b) Exposure to contagious disease so that their presence at work might jeopardize the health of other employees.
- (c) Medical, dental, optical or other professional treatments or examinations.
- (d) Acute illness of a member of the employee's family (i.e., spouse, parents, children.)

In order to be granted sick leave the employee must notify his/her immediate supervisor, prior to the beginning of the scheduled work day, of the reason for his/her absence.

Upon termination or resignation any unused sick leave shall not be cashed in for compensation.

(5) Funeral leave. Employees will be allowed to use a maximum of 3 sick days during the death of an immediate family member. A member of their immediate family shall be defined as, and limited to: spouse, children, father, mother, brother, sister, step-parents and grandparents of the employee and of the employee's spouse.

(6) Civil leave. Civil leave with pay may be granted to employees for the following reasons:

- (a) Serve on jury duty. (Fees received, except for mileage reimbursement, for these services shall be returned to the town.)
- (b) Answer a subpoena to testify for the town.
- (c) Emergency duty for volunteer fire department when occurring during normal working hours.
- (d) Active duty be a member of the National Guard or Reserve, when called up by appropriate officials.

(7) Voting. When elections are held in the state, leave for the purpose of voting he/she shall be in accordance with Tennessee Code Annotated, § 2-1-106 herein reprinted:

#### EMPLOYERS MAY DESIGNATE PERIODS OF PERMISSIBLE ABSENTEEISM

Any person entitled to vote in an election held in this state may be absent from any service or employment on the day of the election for a reasonable period of time, not to exceed three hours, necessary to vote during the time the polls are open in the County when he/she is a resident. A voter who is absent from work



to vote in compliance with this section may not be subjected to any penalty or reduction in pay for his/her absence. If the tour of duty of an employee begins three or more hours after the opening of the polls or ends three or more hours before the closing of the polls or the county where he/she is a resident, he/she may not take time off under this section. The employee may specify the hours during which the employee may be absent. Request for such an absence shall be made to the employer before twelve noon of the day before the election.

(8) Insurance allowance. The Town of Pleasant Hill will contribute toward the monthly premium of a health insurance policy for each regular employee.

(9) Workers compensation. All employees of the Town of Pleasant Hill are covered under the Worker's Compensation Insurance. (as added by Ord. #C, Aug. 2002)

4-306. Disciplinary grievance procedures. (1) General policy statement.

(a) It is the responsibility of each employee of the Town of Pleasant Hill to conduct himself/herself in a manner that will reflect credit upon the town. Any misconduct while acting on behalf of the municipal government or in the judgment of the town council that brings adverse publicity or discredit upon the municipality may be regarded as grounds for dismissal.

(b) The town council, under Article III, § I of the charter, may discharge an employee when it deems their services to be unsatisfactory or no longer needed. Reasons for dismissal may include, but shall not be limited to: misconduct, negligence, incompetence, insubordination, unauthorized absences, falsification of records, violation of any of the provisions of the charter, ordinances, or these rules.

It is expected that grievances will arise. If and when they do, they are not to be considered as reflecting unfavorably on the employee or the municipal government.

(2) Purpose. The purpose of this policy is to set forth the principles of the Town of Pleasant Hill and to prescribe uniform disposition procedures of grievances presented by individual employees.

(3) Policy. A grievance can be something real, alleged, or a misunderstanding concerning rules and regulations or administrative orders involving the employee's health, safety, physical facilities, equipment or material used, employee evaluation, promotion, transfer, layoff, recall and/or any other related items. Employees will be treated fairly in all respects.

Those who feel they have been subjected to unfair treatment have the right to present their grievances to the proper person for prompt consideration and a fair decision. The employee may present the case for himself/herself or have a representative of his/her choosing.

(4) Procedure. Employees must remember that there is no grievance until the immediate supervisor or other appropriate person has been made aware of the dissatisfaction. Once this is done, the following steps are to be taken:

Step 1. Discuss the problem with the immediate supervisor within two working days of the grievance. If satisfaction is not obtained within five working days the grievance is advanced to step 2.

Step 2. Discuss the problem with the mayor. If the grievance is not resolved within five working days, it is advanced to the 3<sup>rd</sup> step along with documentation.

Step 3. Present the problem to town council. The council's decision is the last and final step in the process. The decision of the council shall be final and binding to all parties.

(5) Policies governing the grievance procedure. An employee with a grievance shall be notified in writing of these rights:

(a) The right to a grievance hearing as specified in this policy.

(b) The right to receive written notification of the reason for the action that led to the grievance.

(c) The right to be represented at all stages of the grievance proceedings by legal counsel retained at the employee's expense.

(d) The right to present witnesses in his/her behalf and the right to cross examine witnesses in support of the municipal government's action.

(e) The right to examine a copy of all documents that will be used by the municipality as justification for its actions.

(f) The right to be free from threats, coercion, intimidation, or discrimination from other employees because he/she has made complaints, testified, or assisted in any manner in the above stated grievance procedures.

(6) Records. Records shall be made of all proceedings pertaining to grievance actions and these records shall be maintained in the municipal government's permanent file by the recorder. (as added by Ord. #C, April 2002)

4-307. Miscellaneous personnel policies. Pursuant to chapter 9 of the charter of the Town of Pleasant Hill, the following miscellaneous personnel policies shall be enforced:

(1) Business dealings. Except for the receipt of such compensation as may be lawfully provided for the performance of his/her 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.

(2) 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/she would be required or expected to perform in the regular course of his/her 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/her actions with respect to town business.

(3) Outside employment. No regular officer or employee of the 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 officer's or employee's duties, or is incompatible with his/her municipal employment, or is likely to cast discredit upon or create embarrassment for the municipality.

(4) 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 campaign during hours such officer or employee is working for the town. These restrictions shall not apply to elected officials.

(5) 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/herself or any other private person or group. Provided, however, that this prohibition shall not apply where the governing body 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.

(6) 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/she otherwise use or attempt to use his/her position to secure unwarranted privileges or exemptions for himself/herself or others.

(7) Strikes and unions. No municipal officer or employee shall participate in any strike against the municipality.

(8) Repeal of ordinances. All ordinances, resolutions, previous actions contained in minutes, in conflict herewith are hereby repealed.

(9) Severability. Each section, subsection, paragraph, sentence, and clause of the chapter is hereby declared to be separable and severable. The invalidity of any section, subsection, paragraph, sentence or clause shall not affect the validity of any other portion of the chapter, and only any portion declared to be invalid by a court of competent jurisdiction shall be deleted here from.

(10) Effective date. This chapter shall take effect twenty days from and after its first passage, or upon final passage, whichever is later, the public welfare requiring it. (as added by Ord. #C, April 2002)

## CHAPTER 4

INFECTIOUS DISEASE CONTROL POLICY

## SECTION

- 4-401. General information.
- 4-402. General policies and procedures.
- 4-403. Vaccinations, testing, and post-exposure management.
- 4-404. Training.
- 4-405. Records and reports.
- 4-406. Legal rights of victims of communicable diseases.

4-401. General information. (1) Purpose. It is the responsibility of the Town of Pleasant Hill 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 Pleasant Hill, 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 if 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).

(2) Coverage. Occupational exposures may occur in many ways, including needle sticks and cut injuries. Several classes of employees are assumed to be at high risk for blood borne infections due to their routinely increased exposure to infectious materials from potentially infected individuals. Those high-risk occupations include but are not limited to sanitation and landfill workers and any other employee deemed to be at high risk per this policy and exposure determination.

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

- (a) 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;
- (b) Make an exposure determination for all employee positions to determine a possible exposure to blood or other potentially infectious materials;
- (c) Maintain records of all employees and incidents subject to the provisions of this chapter;
- (d) Conduct periodic inspections to determine compliance with the infection control policy by municipal employees;

(e) Coordinate and document all relevant training activities in support of the infection control policy;

(f) Prepare and recommend to the town council any amendments or changes to the infection control policy;

(g) Perform such other duties and exercise such other authority as may be prescribed by the town council.

(4) Definitions. (a) "Body fluids" - fluids that have been recognized by the Center of 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.

(b) "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.

(c) "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.

(d) "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.

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

(f) "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. (as added by Ord. #CVII, Aug. 2003)

4-402. General policies and procedures. (1) 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. The precaution has 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 potential 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, tears, urine, and vomitus unless these substances contain visible blood.

(2) General guidelines. General guidelines which shall be used by everyone include:

(a) Keep all open cuts and abrasions covered with adhesive bandages, which repel liquids.

(b) Soap and water kill many bacteria and viruses on contact. If hands are contaminated with 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 hand washing facilities are not available, then use a waterless antiseptic hand cleaner according to the manufacturers recommendation for the product.

(c) All workers shall take precautions to prevent injuries caused by needles and other sharp instruments.

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

(e) Whenever possible, disposable equipment shall be used to minimize and contain clean up. (as added by Ord. #CVII, Aug. 2003)

4-403. Vaccinations, testing, and post-exposure management.

(1) Hepatitis B vaccinations. The Town of Pleasant Hill shall offer the appropriated 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 that shall make the appropriate arrangements through the infectious disease control coordinator.

(2) 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 infection (e.g., needle sticks, etc.)

(a) Notify the infectious disease control coordinator of the contact incident and details thereof.

(b) Complete the appropriate accident reports and any other specific form required.

(c) 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 appropriated pretest counseling is available. Post-test counseling and referral for treatment should also be provided.

(3) Disability benefits. The Tennessee Worker's Compensations Bureau in accordance with the provision of Tennessee Code Annotated, § 50-6-303 will determine entitlement to disability and any other benefits available for

employees who suffer from on-the-job injuries. (as added by Ord. #CVII, Aug. 2003)

4-404. Training. (1) 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.

(2) Training new employees. During the new employee's orientation to his/her job, all new employees will be trained on the effects of infectious disease prior to putting them to work. (as added by Ord. #CVII, Aug. 2003)

4-405. Records and reports. (1) Reports. The infectious disease control coordinator shall maintain occupational injury and illness records. Statistics shall be maintained on the OSHA-300 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-300 form.

(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 U.S. Department of Labor Office of Health Compliance inspect the town, the compliance safety and health officer may wish to interview employees. Employees are expected to cooperate fully with the compliance officers. (as added by Ord. #CVII, Aug. 2003)

4-406. Legal rights of victims of communicable diseases. Victims of communicable diseases have the legal right to expect, and town employees are duty bound to provide, the same level of service as any other individual would receive. (as added by Ord. #CVII, Aug. 2003)