

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

1. SOCIAL SECURITY.
2. VACATION AND SICK LEAVE.
3. PERSONNEL REGULATIONS.

**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 to be made.

**4-101. Policy and purpose as to coverage.** It is hereby declared to be the policy and purpose of this city to provide for all eligible employees and officials of the city, 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 city shall take such action as may be required by applicable state and federal laws or regulations.  
(1974 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.  
(1974 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.  
(1974 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.  
(1974 Code, § 1-704)

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

(1974 Code, § 1-705)

## CHAPTER 2

### VACATION AND SICK LEAVE

#### SECTION

4-201. Applicability of chapter.

4-202. Vacation leave.

4-203. Sick leave.

4-204. Leave records.

**4-201. Applicability of chapter.** This chapter shall apply to all full-time municipal officers and employees except those operating under the jurisdiction of a school, utility, or other separate board or commission. No part-time employees are covered under this chapter.

(1974 Code, § 1-801; Amended 03/11/1980)

**4-202. Vacation leave.** All officers and employees shall be given one (1) week of vacation leave with pay for their first year of employment by the City, and two (2) weeks of annual vacation leave with pay for each year of employment thereafter served. Such vacation leave shall be taken at a time approved by the Mayor or such other officer as he may designate, provided that said leave must be taken within one (1) year after it is earned. Credit or vacation leave of more than twenty (20) days may not be accumulated except as allowed under the Personnel Policy as set forth in §4-308 of this Title.

(1974 Code, § 1-802; Amended 03/11/1980, 12/17/2002)

**4-203. Sick leave.** All officers and employees shall be given a credit of one (1) working day of sick leave with pay for each month of employment hereafter served. Sick leave shall be taken only when approved by the mayor or by such other officer as he may designate. Sick leave, up to the number of days accrued, shall be approved for all officers and employees whose absence from duty is due to illness, bodily injury, exposure to contagious disease, or death in the immediate family of the officer or employee. However, the mayor or his designee may, in his discretion, require doctors' certificates or other satisfactory evidence that absences are properly chargeable as sick leave. The maximum credit for accrued sick leave under the provisions of this section shall be ninety (90) days.

(1974 Code, § 1-803; Amended 12/17/2002)

**4-204. Leave records.** The mayor or his designee shall cause to be kept, for each officer and employee, a record currently up to date at all time showing credit earned and leave taken under this chapter.

(1974 Code, § 1-804; Amended 12/17/2002)

## CHAPTER 3

### PERSONNEL REGULATIONS

#### SECTION

- 4-301. Business dealings.
- 4-302. Acceptance of gratuities.
- 4-303. Outside employment.
- 4-304. Political activity.
- 4-305. Use of municipal time, facilities, etc.
- 4-306. Use of position.
- 4-307. Strikes and unions.
- 4-308. Personnel policy.
- 4-309. Travel reimbursement procedures.

**4-301. 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.  
(1974 Code, § 1-901)

**4-302. Acceptance of gratuities.** No city officer or employee shall accept any money or other consideration or favor from anyone other than the city 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 city business.  
(1974 Code, § 1-902)

**4-303. Outside employment.** No full-time 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 municipal employment, or is likely to cast discredit upon or create embarrassment for the municipality.  
(1974 Code, § 1-903)

**4-304. 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 elected officials.  
(1974 Code, § 1-904)

**4-305. Use of municipal time, facilities, etc.** No city 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 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.  
(1974 Code, § 1-905)

**4-306. Use of position.** No city officer or employee shall make or attempt to make private purchases, for cash or otherwise, in the name of the city, nor shall he otherwise use or attempt to use his position to secure unwarranted privileges or exemptions for himself or others.  
(1974 Code, § 1-906)

**4-307. Strikes and unions.** No city officer or employee shall participate in any strike against the city, nor shall he join, be a member of, or solicit any other municipal officer or employee to join any labor union which authorizes the use of strikes by government employees.  
(1974 Code, § 1-907)

**4-308. Personnel policy.** Personnel issues with the City of Greenfield shall be governed by the Personnel Policy and any amendments thereto.<sup>1</sup>  
(Adopted 06/02/1998)

**4-309. Travel reimbursement procedures.** The purpose of this ordinance 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 ordinance is expanded to cover regular city employees. The intent of this policy is to assure fair and equitable treatment of all individuals traveling on city business at city expense. The city recorder or his or her designee shall be responsible for the enforcement of these travel regulations; however, in cases where the city recorder is seeking reimbursement, he or she shall submit travel expenses to the mayor for approval. Each person covered under this policy shall abide by the following guidelines:

- (a) The term "traveler" or "authorized traveler" as used herein shall mean 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 ordinance. "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 ordinance.

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<sup>1</sup>The Personnel Policy and any amendments thereto are published in a separate document and are of record in the office of the city recorder.

- (b) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the city. 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 city recorder. Under certain conditions, entertainment expenses may be eligible for reimbursement.
- (c) 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 are not considered documentation of traveling expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the city. The city recorder shall be responsible for the initiation of action to recover any undocumented travel advances.
- (d) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.
- (e) The travel expense reimbursement form will be used to document all expense claims.
- (f) To qualify for reimbursement, travel expenses must be:
  - (1) Directly related to the conduct of the city business for which travel was authorized, and
  - (2) Actual, reasonable, and necessary under the circumstances. The city recorder may make exceptions for unusual circumstances. (Excessive expenses will not be allowed.)
- (g) Claims of \$5.00 or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.
- (h) 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.
- (i) Mileage incurred within the city is not ordinarily considered expenses eligible for reimbursement.
- (j) 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 OF TENNESSEE's 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 educational programs.
- (k) The city adopts and incorporates by reference -- as if fully set out herein -- the administrative procedures submitted by MTAS to, and approval 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.

(Adopted 06/18/2002)