TITLE 4

MUNICIPAL PERSONNEL

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CHAPTER 1

SOCIAL SECURITY--POWER SYSTEM EMPLOYEES

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4-101. **Policy and purpose as to coverage.** It is hereby declared to be the policy and purpose of the City of Mount Pleasant, Tennessee, to extend to the employees of the Mount Pleasant Power System, a municipal power corporation, the benefits of the system of federal old-age and survivors insurance as authorized by the Federal Social Security Act and amendments thereto, including Public Law 734, 81st Congress. In pursuance of said policy and for that purpose the city shall take such action as may be required by applicable state or federal laws or regulations. (1984 Code, § 1-701)

4-102. **Necessary agreements to be executed.** The Mayor of the City of Mount Pleasant, Tennessee, is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age and survivors insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section. (1984 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. (1984 Code, § 1-703)

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds of the said Mount Pleasant Power System, 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. (1984 Code, § 1-704)

4-105. Records and reports. The city shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1984 Code, § 1-705)

4-106. Exclusions from coverage. There is hereby excluded from this chapter any authority to make any agreement with respect to any position, 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 city. There is also excluded from this chapter any authority to make any agreement with respect to any position, employee or official, compensation for which is on a fee basis, or any employee engaged in rendering only services of an emergency nature, or in part-time positions, or any position, employee, or official not authorized to be covered by applicable state or federal laws or regulations. (1984 Code, § 1-706)

4-107. When chapter effective. This chapter shall take effect retroactive to July 1, 1951, the public welfare requiring it. (1984 Code, § 1-707)
CHAPTER 2

SOCIAL SECURITY--CITY EMPLOYEES AND OFFICIALS

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4-201. **Policy and purpose as to coverage.** It is hereby declared to be the policy and purpose of the City of Mount Pleasant, Tennessee, to extend at the earliest date, to employees and officials thereof, not excluded by law or this chapter, and whether employed in connection with a governmental or proprietary function, the benefits of the System of Federal Old-Age and Survivors Insurance as authorized by the Federal Social Security Act and amendments thereto, including Public Law 734, 81st Congress. 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. (1984 Code, § 1-801)

4-202. **Necessary agreements to be executed.** The Mayor of the City of Mount Pleasant, Tennessee, is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age and survivors insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section. (1984 Code, § 1-802)

4-203. **Withholdings from salaries or wages.** Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations. (1984 Code, § 1-803)

4-204. **Appropriations for employer's contributions.** There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations. (1984 Code, § 1-804)
4-205. **Records and reports.** The city shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1984 Code, § 1-805)

4-206. **Exclusions from coverage.** There is hereby excluded from this chapter any authority to make any agreement with respect to any position, 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 city. (1984 Code, § 1-806)

4-207. **When chapter effective.** This chapter shall take effect retroactive to July 1, 1956, the public welfare requiring it. (1984 Code, § 1-807)
CHAPTER 3

VACATIONS AND SICK LEAVE

SECTION
4-301. Applicability of chapter.
4-302. Vacation leave.
4-303. Sick leave.
4-304. Leave records.
4-305. Family and Medical Leave Policy for city employees.

4-301. **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. (1984 Code, § 1-901)


4-304. **Leave records.** The city manager shall cause to be kept, for each officer and employee, a record currently up to date at all times showing credit earned and leave taken under this chapter. (1984 Code, § 1-904)

4-305. **Family and Medical Leave Policy for city employees.** There is hereby established for all employees of the City of Mt. Pleasant the benefits conferred in the Family and Medical Leave Act as provided in Title 29, United States Code, Chapter 28, section 2601, et seq. (Ord. #93-750, Oct. 1993)
CHAPTER 4
PERSONNEL REGULATIONS

SECTION
4-401. Employee handbook.
4-402. Business dealings.
4-403. Political activity.
4-404. Strikes and unions.
4-405. Employee’s pension trust system adopted.

4-401. **Employee handbook.** The document entitled City of Mount Pleasant, Tennessee Employee Handbook effective January 1, 2009 is hereby approved as the personnel employee handbook for the uses and purposes described in the preambles above, which said handbook shall be made available to all city employees and all city employees shall be required to acknowledge its receipt. The personnel policies described in said document will remain in effect until formally amended and approved by the board of commissioners and a copy of said document is annexed hereto and incorporated herein as if fully copied verbatim. (Ord. #2008-889, Feb. 2008)

4-402. **Business dealings.** Except for the receipt of such compensation as may be lawfully provided for the performance of his city duties, it shall be unlawful for any city officer or employee to be privately interested in, or to profit, directly or indirectly, from business dealings with the municipality. (1984 Code, § 1-1201)

4-403. **Political activity.** Employees shall enjoy the same rights of other citizens of Tennessee to be a candidate for any state or local political office (except for membership on the municipal governing body), the right to participate in political activities by supporting or opposing political parties, political candidates, and petitions to governmental entities. Provided, however, no employee may campaign on municipal time or in municipal uniform nor use municipal equipment or supplies in any campaign or election. (1996 Code, § 1-1204, modified)

4-404. ** 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 city officer or employee to join any labor union which authorizes the use of strikes by government employees. (1984 Code, § 1-1207)

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1 A copy of the employee handbook (including any amendments) for Mount Pleasant is on file in the recorder’s office.
4-05. Employees' pension trust system adopted. The City of Mount Pleasant hereby adopts, effective as of the anniversary date designated hereinafter, to wit: January 1, 1966, the City of Mount Pleasant, Tennessee, Employees Pension Trust System, which is incorporated by reference herein and made a part of this chapter as fully as if copied herein.

The duly authorized representatives of the City of Mount Pleasant are hereby authorized and directed to bind the City of Mount Pleasant in regard to any and all actions which the said city is required to take pursuant to this trust agreement in order to effectively carry out the retirement and death benefit plans incorporated therein, and the duly authorized representatives of the city are hereby authorized to act in the name of the city in this regard without further action of the board of commissioners. (1984 Code, § 1-1208)
CHAPTER 5

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

SECTION
4-501. Program created.
4-502. Title.
4-503. Purpose.
4-504. Coverage.
4-505. Standards authorized.
4-506. Variances from standards authorized.
4-507. Administration.
4-508. Funding the program.

4-501. Program created. There is hereby created an Occupational Safety and Health Program for the employees of the City of Mount Pleasant, Tennessee, as follows. (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

4-502. Title. This section shall provide authority for establishing and administering the Occupational Safety and Health Program for the employees of the City of Mount Pleasant, Tennessee. (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

4-503. Purpose. The board of mayor and commissioners in electing to establish and maintain an effective occupational safety and health program for its employees, shall:

(1) Provide a safe and healthful place and condition of employment.
(2) Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development of the State of Tennessee, his designated representatives, or persons within the Tennessee Department 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.
(3) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
(4) Provide for educational and training personnel for the fair and efficient administration of occupational safety and health standards and provide for education and notification of all employees of the existence of this program. (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

4-504. Coverage. The provisions of the Occupational Safety and Health Program for the employees of the City of Mount Pleasant shall apply to all
employees of each administrative department, commission, board, division, or other agency of the City of Mount Pleasant whether part-time or full-time, seasonal or permanent. (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

4-505. Standards authorized. The occupational safety and health standards adopted by the board of mayor and commissioners 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 Occupational Safety and Health Act of 1972.¹ (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

4-506. Variances from standards authorized. The board of mayor and commissioners may, upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with "Rules of Tennessee Department of Labor, Occupational Safety, Chapter 0800-1-2, as authorized by the Occupational Safety and Health Act of 1972."² Prior to requesting such temporary variance, the board of mayor and commissioners shall notify or serve notice to employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board as designated by the board of mayor and commissioners shall be deemed sufficient notice to employees. (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

4-507. Administration. For the purpose of this chapter, the director of planning and codes is designated as the director of occupational safety and health to perform duties and to exercise powers assigned so as to plan, develop and administer the occupational safety and health program. The director shall develop a plan of operation for the program and said plan shall become a part of this chapter when it satisfies all applicable sections of the Occupational Safety and Health Act of 1972.³ (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)

¹State law reference
Tennessee Code Annotated, § 50-3-201, et seq.

²State law reference
Tennessee Code Annotated, § 50-3-601, et seq.

³State law reference
4-508. **Funding the program.** Sufficient funds for administering and staffing the program pursuant to the ordinance comprising this chapter shall be made available as authorized by the board of mayor and commissioners. (Ord. #2005-847, March 2005, as replaced by Ord. #2013-962, Sept. 2013)
4-601. Enforcement. The chief administrative officer (CAO) of the city or his or her designee shall be responsible for the enforcement of these travel regulations. (Ord. #93-753, Dec. 1993)

4-602. 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. 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 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:
(a) directly related to the conduct of the city business for which travel was authorized, and
(b) actual, reasonable, and necessary under the circumstances.
The CAO may make exceptions for unusual circumstances. Expenses considered excessive 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. (Ord. #93-753, Dec. 1993)

4-603. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the U.S. Government Federal travel regulation rates. The city's travel reimbursement rates will automatically change when the federal rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs. (Ord. #93-753, Dec. 1993)

4-604. 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.

This chapter shall take effect upon its final reading by the municipal governing body. It shall cover all travel and expenses occurring on or after July 1, 1993. (Ord. #93-753, Dec. 1993)