

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

1. SOCIAL SECURITY.
2. VACATION AND SICK LEAVE.
3. PERSONNEL REGULATIONS.
4. OCCUPATIONAL SAFETY AND HEALTH PROGRAM.

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 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. (1984 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. (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 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 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. (1984 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. (1984 Code, § 1-801)

4-202. Vacation leave. (1) All full-time employees of the municipality shall accrue vacation leave monthly upon the completion of each calendar month of service. Vacation leave will begin to accrue as of the first full month of employment, but cannot be taken until the employee has completed twelve (12) months of employment. Full-time employees may accrue 3.333 hours of vacation per month for a maximum accrual of forty (40) hours for one (1) year of service. For all the years of service following year one (1), full-time employees may accrue 6.666 hours of vacation per month for a maximum accrual of 80 hours.

(2) Vacation leave exceeding the maximum accrual limit shall be forfeited.

(3) Vacation leave shall be taken at a time approved by the employee's supervisor. Upon separation employees are entitled to be reimbursed for any unused vacation leave, not to exceed the maximum accrual allowed for the years of service completed. All employees must have a minimum of one thousand nine hundred fifty (1,950) work hours per year before they are eligible for paid vacation time. (1984 Code, § 1-802, as amended by Ord. #14-02-01, March 2014)

4-203. Sick leave. All full-time employees of the municipality shall accumulate 2.67 hours of sick leave with pay for each month of work completed for the municipality. Sick leave may be granted for any of the following reasons:

(1) Personal illness or physical incapacity resulting from causes beyond the employee's control.

(2) Exposure to contagious disease so that employee's presence at work might jeopardize the health of other employees.

(3) Medical, dental or other professional treatments or examinations.

(4) Acute illness or death of a member of the employee's immediate family (i.e., spouse, parents, children). (1984 Code, § 1-803, as replaced by Ord. #14-02-01, March 2014)

4-204. Leave records. The mayor shall cause to be kept, for each officer and employee, a record currently up to date at all times showing credits earned and leave taken under this chapter. (1984 Code, § 1-804)

CHAPTER 3

PERSONNEL REGULATIONS

SECTION

4-301. [Deleted.]

4-302. [Deleted.]

4-303. [Deleted.]

4-304. Political activity.

4-305. [Deleted.]

4-306. [Deleted.]

4-307. Strikes and unions.

4-301. [Deleted.] (1984 Code, § 1-901, as deleted by Ord. #04-01, Feb. 2004)

4-302. [Deleted.] (1984 Code, § 1-902, as deleted by Ord. #04-01, Feb. 2004)

4-303. [Deleted.] (1984 Code, § 1-903, as deleted by Ord. #04-01, Feb. 2004)

4-304. Political activity. Town officers and employees may individually exercise their right to vote and privately express their political views as citizens. However, no town 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. (1984 Code, § 1-904)

4-305. [Deleted.] (1984 Code, § 1-905, as deleted by Ord. #04-01, Feb. 2004)

4-306. [Deleted.] (1984 Code, § 1-906, as deleted by Ord. #04-01, Feb. 2004)

4-307. Strikes and unions. No town officer or employee shall participate in any strike against the town, nor shall he join, be a member of, or solicit any other town officer or employee to join any labor union which authorizes the use of strikes by government employees. (1984 Code, § 1-907)

CHAPTER 4

OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN¹

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 chapter shall be known as "The Occupational Safety and Health Program Plan" for the employees of the Town of Huntsville. (1984 Code, § 1-1001, as replaced by Ord. #14-03-02, June 2014)

4-402. Purpose. The board 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 the 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, or persons within the 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.

¹The Plan of Operation for the Occupational Safety and Health Program Plan for the employees of the Town of Huntsville, including Appendices I through IV are available in the office of the recorder.

(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.

(8) The Town of Huntsville reserves the option to opt out of the Occupational Safety and Health Program Plan at any time the board deems necessary, by amending § 4-401, title: The Occupational Safety and Health Program Plan. (1984 Code, § 1-1002, as replaced by Ord. #14-03-02, June 2014)

4-403. Coverage. The provisions of the Occupational Safety and Health Program Plan for the employees of the Town of Huntsville shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent. (1984 Code, § 1-1003, as replaced by Ord. #14-03-02, June 2014)

4-404. Standards authorized. The occupational safety and health standards adopted by the board 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 (1984 Code, § 1-1004, as replaced by Ord. #14-03-02, June 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

¹State law reference

Tennessee Code Annotated, § title 50, chapter 3.

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. (1984 Code, § 1-1005, as replaced by Ord. #14-03-02, June 2014)

4-406. Administration. For the purposes of this chapter, the city recorder 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. #14-03-02, June 2014)

4-407. Funding the program plan. Sufficient funds for administering and staffing the program plan pursuant to this chapter shall be made available as authorized by the board. (as added by Ord. #14-03-02, June 2014)