

Roane County Government

**Employee Handbook
Personnel Guidelines**

Roane County Government Personnel Guidelines

Notice To Employees

- Employee Acknowledgement
- General Information
- Recruitment
- Hiring and Employment
- Employee Conduct
- Compensation Policies
- Employee Benefits Leave Time
- Employee Personnel Records
- Employee Discipline

Policies

- Equal Employment Opportunity Policy
- Workplace Harassment Policy
- Employee Discipline Policy
- Offensive Behavior Policy

**OFFICE OF THE COUNTY ATTORNEY
ROANE COUNTY, TENNESSEE**

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April 4, 2006

Mr. Kenneth E. Yager
Roane County Executive
Post Office Box 643
Kingston, Tennessee 37763-0643

RE: Roane County Personnel Guidelines
Roane County Commission Resolution No.: 06-0S-14

Dear Ken:

I have reviewed the Roane County Personnel Guidelines adopted by the Roane County Commission pursuant to the above-referenced resolution and find that they are acceptable.

Should you have any questions, please let me know.

Sincerely,

Tom McFarland

WTM/tl

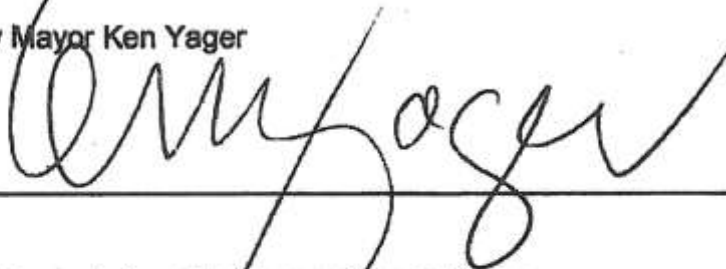
cc: Dorothy Marshall

NOTICE TO EMPLOYEES

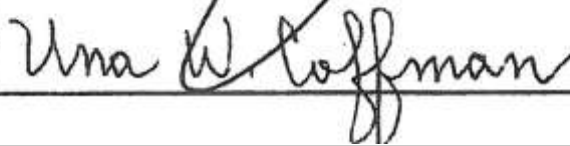
Roane County employment practices operate under the legal doctrine known as "employment at will". Within state and federal employment law, Roane County has the right to terminate an employee at any time and for any reason, with or without notice except that Roane County will comply with all state and federal legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal. Roane County will attempt to ensure that employee terminations are not made in an arbitrary or capricious manner. However, this handbook and the personnel policies referenced do not constitute or imply a contract, agreement, promise or guarantee of employment or continued employment. Roane County also reserves the right to change these policies at any time and without prior notice to employees.

Employees covered by union contract, or those working in specifically covered jobs, such as emergency, law enforcement or detention facility personnel, should use the handbook supplement supplied to them by their department head. Roane County is an "**Equal Opportunity Employer.**" It is the policy of Roane County that all personnel actions are conducted in a manner that provides equal opportunity to all employees and prospective employees. Every effort is taken to ensure that employees and prospective employees are treated fairly and their civil rights protected.

County Mayor Ken Yager

A handwritten signature in cursive script, appearing to read "Ken Yager", written over a horizontal line.

County Commission Chairperson Una Coffman

A handwritten signature in cursive script, appearing to read "Una W. Coffman", written over a horizontal line.

GENERAL INFORMATION

Purpose

- This handbook outlines the employment policies of Roane County. The policies will inform employees of their benefits and responsibilities of their employment. The county has developed these policies for the purpose of promoting fair and consistent practices by managers and employees.

Roane County's employment practices policies **will apply equally to all employees**, *unless exempted by law, contract or the terms of a policy*. Where federal or state laws or regulations supersede Roane County policies, employees will be instructed to observe the requirements of these state and federal laws. **This handbook provides a summary of the employment policies of Roane County. Employment practices and policies, in their complete form, are available in the Payroll Office. Copies have been given to employees at orientation.**

Employment-At-Will

- Roane County employment practices operate under the legal doctrine known as "Employment at Will". Within state and federal employment law, Roane County has the right to terminate an employee at any time and for any reason, with or without notice, except that Roane County will comply with all state and federal legal requirements that requiring notice and an opportunity to be heard in the event of discipline or dismissal. Roane County will attempt to ensure that employee terminations are not made in an arbitrary or capricious manner. **However, this handbook and the personnel policies referenced do not constitute or imply a contract, agreement, promise or guarantee of employment or continued employment.** Roane County also reserves the right to change these policies at any time and without prior notice to employees.

Equal Employment Opportunity

- It is the policy of Roane County to provide equal employment opportunity to employees and applicants for employment without regard to race, creed, religion, color, sex, age, national origin, disability, military status, and any other classification protected under applicable law.

Equal employment opportunity applies to all of Tennessee as well as the conditions and privileges of employment including: hiring, probation, training, promotion, transfer, compensation, benefits and assistance, layoff, recall, employee facilities, discharge, and retirement.

This handbook is NOT a contract.

The policies and benefit offerings outlined in this handbook are subject to change at any time, without notice.

Workplace Discrimination

- Roane County policy prohibits any employee acts of discrimination. The use of racial or ethnic jokes or derogatory remarks will not be tolerated, will be investigated, and disciplinary action will be taken, if warranted.

Furthermore, any type of retaliation for reporting discrimination is prohibited, will be investigated, and disciplinary action will be taken, if warranted.

Offensive Behavior

- Any employee who engages in harassment on the basis of race, sex, religion, color; age, disability, national origin or sexual orientation; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Sexual harassment is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, as a Tennessee or condition of employment;
- submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

If you believe you have been a victim of harassment, take the following steps:

- discuss the matter with your supervisor or manager,
- if you believe that your supervisor or manager is the source or a party to the harassment, talk to any other supervisor or manager.

The supervisor/manager/elected official will investigate and attempt to resolve your complaint promptly. If, for any reason, you believe this has not occurred within a reasonable period of time, refer the matter to any other supervisor or manager.

Conflicts of Interest

- Employees may not enter into dealings or financial interests in contracts and services performed by Roane County.

This includes deriving any direct or indirect profit resulting from the sale, service, contracting or purchases made on behalf of Roane County.

Roane County employees may not accept financial benefits that would reasonably tend to influence decisions or encourage that employee to disclose confidential county business. Any offers of money, services, benefits, favors or other possible conflicts should be discussed with supervisors and/or county legal counsel.

Employees are protected from requirements, whether real or implied, to contribute time or money to any person or party. Soliciting political party campaign contributions, promoting fund-raising drives and even encouraging subordinates and colleagues to contribute to community non-profit organizations are prohibited activities. Violators will be subject to disciplinary procedures.

County employees, with the exception of elected officials, are not allowed to participate in political activities while working for Roane County. No county property such as equipment, buildings or vehicles can be used to display campaign materials and may not be used for any other political activity.

Drugs and Alcohol

- Possession or distribution of any controlled substance or alcoholic beverage at work, or while in a position representing county business is prohibited. Violation will result in disciplinary action, up to and including termination. It is also prohibited for an employee to illegally use prescription drugs or to report to work under the influence of illegal controlled substances and/or alcohol.

Safety and Health

- Roane County requires employees to conduct job tasks safely to protect themselves and others at work. Every accident, near-miss, or injury needs to be reported to a supervisor immediately. The supervisor or manager of the department will file an incident report, first report of injury, and/or incident investigation report, as appropriate.

In the case of an injury requiring medical attention, employees should seek the nearest medical facility in case of serious injury. In other cases, the injured employee should seek medical attention using county's preferred workers' compensation health provider list. Upon return to work, a physician's statement of medical condition and release to return to work must be submitted to the *supervisor*.

If a workplace injury requires long-term medical attention, the injured employee will work with the supervisor and the Safety Officer to decide on return to work, restricted duty job opportunities, and eligibility for continuing employment. In the case of permanent disability due to job injury, a final release and settlement will be arranged, if appropriate.

Criminal Conduct

- Employees will not engage in any criminal conduct or conduct which, even though not criminal, may reflect adversely upon the county or its officials. Activity of this nature will result in disciplinary action, up to and including termination.

Equipment and Property

- Employees are provided adequate tools, equipment, and vehicles to perform their job. It is the responsibility of employees to use them safely and to cooperate in the maintenance of equipment owned by Roane County. Any employee operating a county vehicle is required to have a current state driver's license.

When using a personal vehicle for conducting county business, the employee must provide proof of personal automobile liability coverage.

Any accident involving a county vehicle or a personal vehicle while conducting county business must be reported immediately to the appropriate law enforcement agency, to the employee's supervisor and an incident report completed.

RECRUITMENT, HIRING, AND EMPLOYMENT

Applications

- Employment applications will be accepted in the Payroll Clerk's Office. Applications received at times other than when direct solicitations are made for a particular position, will be kept on file in that office for a period of six months to be accessed by any county department or function seeking an employee. Placement of a completed application in the Payroll Department will not constitute application for any specifically advertised position and will not require further action by any elected official or county administrative person.

Verification of Work Eligibility

The employing department is responsible for verifying the applicant's employment experience, education, and skills before extending a job offer to the applicant.

By federal law, each new employee must, within the first three days of employment, complete and sign an INS Form 1-9, and show proof of identity and eligibility. The new applicant must have also completed a W-4 form, insurance forms, insurance information about dependents, the employee acknowledgement from the Employee Handbook and any other necessary employee benefit forms.

If the applicant knowingly makes a false statement on the application form; cannot legally hold the position; offers money, service, or anything of value to win favor during the application process, he or she may be disqualified. Lastly, if the prospective employee does not meet the physical requirements when tested or has not provided proof of citizenship or legal work status within the first three days of employment, they may be disqualified.

Orientation

- The Payroll Office provides general orientation about Roane County and the benefits of employment. Each employee will receive a copy of the Employee Handbook. It is the responsibility of the employee to read and gain an understanding of the handbook and work rules. The employee will acknowledge receipt of the handbook; periodic updates will also be acknowledged.

Actual job duty orientation, training and specific work place guidelines will be given within the specific department he or she will work.

Employment Classification

- Full-time regular employment consists of between 35 and 40 hours of work each week. This group includes both, exempt and non-exempt classifications. Regular full-time employees are eligible for county benefits.

EMPLOYEE CONDUCT

Work Standards

- Every employee must remember that Roane County is a tax-supported entity and the citizens of county paying those taxes should receive the best quality and highest standard of service possible. Public employees should act in a professional manner, using good judgment and courtesy at all times, and should avoid any type of behavior that would even appear illegal or unethical.

Employees should carry out their work efficiently, honestly and with the intention of keeping good relationships with the public.

Individual employees must be responsible to their supervisor. Work directions and results, measurement of performance, and handling grievances are the responsibility of the supervisor.

Occasionally, someone may give employees directions other than their direct supervisor. In these instances, it is the employee's responsibility to inform the supervisor of the situation.

Communication with the public about county issues is the responsibility of the designated official or department head. Any controversial or unusual request or question from the public must be referred to that official.

Timeliness

- Employees are to report for work on time and to be punctual for appointments and meetings. Furthermore, work is to be completed at the time it is due.

Frequent tardiness can result in disciplinary action or termination.

Attendance

- If an employee is going to be absent, he/she must report that absence within the first 15 minutes of the scheduled start time. Failure to report, other than in an emergency situation, may result in disciplinary action.

Unexcused absences can lead to discipline or termination.

Appearance

Citizens observe employees of Roane County often in the course of their work. As the county's representatives, employees are asked to meet high standards both in the quality of their work and in presenting a professional image to the public. While there is not a formal dress code, employees are expected to maintain good physical grooming, have a neat and clean appearance, and display a pleasant disposition to citizens and colleagues.

Uniforms may be required for certain county jobs. Employees will be responsible to keep their uniforms clean and neat.

Gifts and Gratuities

- Roane County employees and officers are not allowed to receive gifts or gratuities in any personal or professional capacity that could even create the impression that the giver was seeking favor or trying to influence an opinion or a judgment from the employee or official.

Communications and Telecommunications

- Any communication with the public is the responsibility of the elected official or the person designated for that communication. Any non-routine or controversial questions or those out of the scope of the employee's job duties should be referred to the person designated to communicate on behalf of the elected official.

County telephones including cell phones are to be used for county business only. Long distance personal calls are not allowed, except in particular situations, which should have approval of the manager.

Use of Computer Resources

- All use of *county* provided computer resources must be appropriate and in accordance with policy. Inappropriate use may subject employees to discipline, up to and including termination. Inappropriate use includes, for example:
 - use of the systems in violation of any *county* policy, including the Offensive Behavior Policy
 - use of the systems to create, send, or receive messages, pictures or computer files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory or harassing
 - use of the resources to conduct illegal activities
 - loading software which is not approved in advance by management
 - making illegal copies of licensed software
 - using software that is designed to destroy data, provide unauthorized access to the county's computer or communications equipment, or which would disrupt *county's* computer or communication equipment in any way.
 - using the *county* e-mail and voicemail systems for personal business.Any message or file created, stored, and/or sent using the *county's* computer or communications equipment is *county* property. Employees should therefore have no expectation of privacy in any message stored, received or sent using *county* equipment.

Smoking

- Roane County is committed to providing a safe and healthy work place and prohibits smoking in county facilities and vehicles.

COMPENSATION POLICIES

Establishment of Pay System

- Roane County compensates employees in accordance with decisions by the County Legislative Commission, as budgets are set. Pay for any given position is subject to the annual budgetary process and, as such, may be subject to increase, reduction, or status quo maintenance for any time period. The supervising elected official or administrator may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the County Legislative Commission.

Compliance with State and Federal Pay Acts

- Roane County will comply with all state and federal pay acts respecting the compensation of employees for services performed.

Right to Change Compensation

- Roane County reserves the right to change compensation for any reason deemed appropriate by the County Legislative Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent county budget.

Pay Schedule

- Employees are paid on a bi-weekly basis throughout the year. The payroll clerk of the Accounting Department issues paychecks.

Paychecks are distributed at the workplace prior to 4:30 p.m. on payday.

Payroll Deductions

No payroll deduction will be made from an employee paycheck unless authorized by the employee or required by law. Employees are required to report changes in family status, address or other information that could affect the number of deductions withheld. These include Social Security and income taxes, retirement system contributions, court-ordered child support and any other deductions required by law. Additionally, deductions may be authorized for employee contributions to health and dental insurance, supplemental insurance and deferred compensation plans requested by the employee.

Reporting Hours Worked

- It is the responsibility of those employees who are required to maintain a time card, to properly record the time that he/she has worked during a payroll period. At the end of the reporting period, the employee will sign the timecard, verifying its accuracy. The supervisor will counter sign the time card, indicating that the hours claimed were actually worked.

Work Periods

- The work week for all regular employees who complete time cards will begin at 12:00 midnight on Sunday of each week and conclude at 11:59 p.m. of the succeeding Saturday. For these employees, if hours actually worked exceed 40 in a workweek, premium compensation will be paid or authorized compensatory time will be allowed to accrue. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency.

Overtime Compensation and Compensatory Time Policy

- Overtime work must be approved or when absolutely necessary in emergencies or special conditions. Overtime is the hours worked in **excess** of the allowable number of hours per day as written in the Fair Labor Standards Act

(FSLA), generally 40 hours per week. Overtime hours are paid at one and one-half times the usual hourly wage. By arrangement with the supervisor, compensatory time off will be calculated at a rate of one and one-half hours for every hour of overtime worked. Accumulation of compensatory time is strongly discouraged.

Certain employees are exempt from receiving overtime pay. They are expected, at times, to work extra hours. When the extra time is excessive and when agreed in advance, compensation can be taken in the form of paid leave hours.

This compensatory time should be used as soon as practical; accumulation of hours is discouraged. Compensatory time should be used before vacation or personal time is requested.

On-The-Job Injuries

- All on-the-job injuries must be reported to the *supervisor* as soon as practicable to allow filing workers compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she is eligible for workers compensation.

Expense Reimbursement

- An employee will be reimbursed for expenses incurred in completing his/her work-related assignment in accord with the policies established by the elected official. Each employee is responsible for providing verified receipts for any expense for which reimbursement is requested.

EMPLOYEE BENEFITS

Health, Dental, and Life Insurance

- Employees working regular full-time hours will be eligible to participate in the health, dental and life plans offered by Roane County

Social Security

- County employees are covered by Social Security. Roane County contributes to the Social Security Program on behalf of employees.

Pension

- Employees are required to join the pension system and to contribute to that fund, and the county also contributes to the fund on behalf of the employee, based on a percentage of gross salary. The employee must participate in the pension system upon hiring. After *five* years, employees are fully vested in this program. If employment with the county is terminated before retirement, employees may receive a refund of their portion of the pension account, plus interest.

A retirement pension, that is determined by a formula involving years of age and years of service, is provided for retiring employees. A brochure outlining the program is available in the Payroll Clerk's Office.

Workers Compensation

- Employees are covered under the workers compensation program, and the county pays the premium for that program. Workers' compensation pays medical coverage and 2/3 of wage replacement for employees injured on the job. Workers' Compensation laws apply.

Unemployment Compensation

- Employees of Roane County, except for elected officials, are paid unemployment compensation benefits under the state program when the employee meets the requirements for unemployment compensation. Roane County pays the cost of this benefit.

Education and Training

- When the county requires employees to participate in training programs, all training costs are paid or reimbursed by the county. The time an employee spends away from work to attend the training program is considered work time. Authorization to attend professional seminars and certification courses are decided on a case-by-case basis by managers, within the constraints of the training and education budget.

LEAVE TIME

PAID TIME OFF

- Each Elected Official will determine appropriate leave policies in regard to their employees.

UNPAID TIME OFF

- **Military Leave, Voting, and Jury Duty**

Full-time regular employees will be granted unpaid leave to participate in ordered and authorized field training under the National Defense Act, up to two weeks in a calendar year.

A reasonable amount of time will be given employees to vote in public elections. Permission from the immediate supervisor should be requested before using time to vote. Employees are also eligible for leave with pay, subject to certain restrictions, if called for jury duty or to serve as a witness in court proceedings.

- **Family and Medical Leave Act (FMLA)**

In accordance with federal law, Roane County will grant 12 weeks of unpaid leave of absence for employees (1) to care for a family member with a serious health condition, (2) because a serious health condition of an employee makes the employee unable to perform the functions of his or her job, or (3) in conjunction with the birth, adoption or foster placement of a child. This leave will be granted to any employee who has been employed by Roane County at least 12 months and has worked 1,250 hours within those 12 months.

The employee must give advance notice of 30 days for foreseeable events like planned medical treatment. For medical emergencies, the employee must give notice as promptly as possible. Parenting leave begins at the time requested, but no later than six weeks after the birth or adoption, or when the child leaves the hospital, whichever is later.

Upon request for medical leave, Roane County will require certification of the condition from an appropriate healthcare provider. Depending upon the need, which is certified, leave may be taken Intermittently or on a reduced leave schedule.

Employees on FMLA leave will be required to take accrued vacation or sick leave concurrently. Necessary forms are available from the Payroll Clerk.

Part-time regular employees are those whose work hours are fewer than 29 per week. They are not eligible to receive employee benefits.

Full-time or part-time temporary employees may be exempt or non-exempt, but are only eligible to receive benefits mandated by law (e.g., Social Security, workers compensation).

Probation Period

- New employees or those that are promoted or transferred to another work group will serve a probation period to be determined by the hiring official. The hiring official will set the Tennessee of the probation period.

EMPLOYEE PERSONNEL RECORDS

Personnel Files

- In each employee's files, records regarding position, pay, and other employee status actions will be retained. Other items that may be contained in the file are written notes of explanation, grievances filed, employee forms for taxes and retirement application. The file may also contain disciplinary actions, awards received, training records, and performance reviews. Employee access to his/her own personnel file is by appointment with the payroll clerk. If the employee prefers, personal information such as phone and address can be omitted from the file. Employee medical records will be kept in a separate, confidential file in the Payroll Clerk's Office

Leave Records

- Records of leave accrual and leave taken are kept with payroll information in employee records. These records are updated with payroll information. Changes in leave requested or taken can be corrected on the time card or by notice to the payroll department from the manager.

EMPLOYEE DISCIPLINE

At-Will Employment

- Since employees of Roane County are employed, dismissal can take place at any time and for any reason, with or without notice. Discipline or dismissal may result from such policy violations as insubordination, dangerous behavior or horseplay, felony or misdemeanor conviction, neglect of duty, drug or alcohol use, theft or unauthorized use of county resources, falsification of documents, incompetence, or other actions that violate policies or disrupt the workplace.

Discipline is determined by supervisors and managers and may include a progressive discipline process. The progressive discipline process includes steps such as a verbal warning, written reprimand, suspension from duty, demotion, final warning, and separation by involuntary dismissal.

In the event of dismissal, the employee will be provided with such notice and rights to be heard as required by law.

Dispute Resolution Grievances

- Roane County wishes to prevent circumstances that lead to grievances. When a dispute occurs, it is to be resolved promptly. Employee will not face adverse consequences for filing a grievance. Grievances may be filed alleging unfair

treatment, discrimination, improper application of regulations and benefits of employment, and for improper working conditions.

Informal grievance is the first step in the process, attempting to resolve the problem through an informal meeting with the supervisor. If this attempt to resolve the problem fails, a more formal grievance, in writing, should be filed. This formal grievance, signed by the employee, is presented to his/her supervisor within two weeks of the occurrence. The employee should include a statement regarding what action they are requesting be taken as a result of the grievance.

The department head or appointed manager will initiate an appropriate investigation and will take steps to resolve the grievance. All documentation should be held by the department head or appointed manager. The employee may appeal at any time during the process if dissatisfied with the resolution of the grievance. Failure to appeal will imply agreement with the resolution.

Separation From Employment

- Separation usually results from resignation, retirement, layoff, termination, or death. If the reason is resignation, an employee is requested to give notice in writing at least two weeks before the last day of work. For separation due to retirement, more notice is requested. Layoff may occur if a position is eliminated or when there is a lack of funding or work. Termination can occur for any reason; however, Roane County intends to work with employees, where possible, to avoid involuntary separation.

Payment for the employee separated because of resignation, retirement, layoff or death will be made on the next scheduled payday. In the event of involuntary separation, payment will be made on the day of termination. The final check will include vacation and compensatory leave time, as appropriate.

Insurance Continuation After Separation

- The Consolidated Omnibus Reconciliation Act of 1985 (COBRA) permits employees leaving their employer to have the option of continuing some of their benefits (health insurance and dental insurance) at their own expense. A person employed by *Roane County* enrolled in the employee health plan, can choose to continue the insurance coverage if his/her position is lost due to reduction in hours or termination of employment. The spouse of an employee can choose to continue the coverage at his/her expense in the case of the death of the employee, termination of the employee, divorce or legal separation from spouse, or if the spouse qualifies for coverage by Medicare. Similar circumstances would permit the child of a separated employee to continue the coverage. Coverage may be continued for eighteen months, and in some circumstances, up to three years.

The Payroll Office will be able to provide more information on the COBRA options for affected employees and dependents.

ROANE COUNTY

ADMINISTRATIVE POLICY

SUBJECT: Equal Employment Opportunity (EEO)

DATE: April 10, 2017

1

Purpose:

It is the policy of the Roane County to provide equal opportunity in employment to all employees and applicants for employment and to prohibit discrimination in employment because of race, creed, religion, color, sex, age, national origin, disability, military status, or any other classification protected under applicable law.

Policy:

This policy applies to all terms, conditions, and privileges of employment, including hiring, probation, training, promotion, transfer, compensation, benefits and assistance, layoff, recall, employee facilities, discharge, and retirement.

Discrimination in employment will not be tolerated. In addition, the county will not tolerate retaliation against an employee for having opposed discrimination, having made a complaint of discrimination, having advised of allegedly discriminatory conduct, or having participated in any manner in an investigation or proceeding regarding an allegation of discrimination. Employees are prohibited from engaging in any discrimination or retaliation.

The county also prohibits the harassment of any employee on the basis of his or her being a member of any protected classification. See Harassment Policy.

The county has appointed _____ as Equal Employment Opportunity Coordinator, whose responsibilities include monitoring compliance with this policy and reporting in accordance with applicable law.

Every employee has an obligation to report any discriminatory conduct which he or she believes has occurred or is occurring, whether such conduct is directed toward that employee or another. If any employee or applicant for employment believes s/he has been discriminated against or believes s/he has observed or is aware of any discrimination, that should be immediately reported to the EEO Coordinator or, if the employee or applicant is uncomfortable reporting to the EEO Coordinator or if the allegation involves the EEO Coordinator, then to the appropriate supervisor.

An investigation will be conducted and remedial action will be taken as appropriate.

Every employee, contractor or subcontractor who does not comply with this policy will be subject to disciplinary action (in the case of an employee), including but not limited to discharge, and penalties (in the case of a contractor or subcontractor), including but not limited to termination of contract.

The evaluation of employee job performance, including that of managers and supervisors, may be based, in part, on the employees' compliance with and promotion of the goals of this policy.

ROANE COUNTY

ADMINISTRATIVE POLICY

SUBJECT: Workplace Harassment, including Sexual Harassment

DATE April 10, 2017

Purpose:

It is the policy of Roane County to provide all employees and volunteers with a workplace that is safe, comfortable and free of harassment. It is our policy to prohibit all forms of harassment at work, including harassment based on age, race, color, religion, sex, sexual orientation, national origin, disability or veteran status. All employees are responsible for complying with the policy against Workplace Harassment.

Policy:

Any employee who engages in harassment on the basis of race, sex, gender, religion, color, age, disability, national origin or sexual orientation; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Sexual harassment is prohibited and includes any unwelcome sexual advance, requests for sexual favor and other verbal or physical conduct of a sexual nature when:

- o submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment'
- o submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- o such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Harassment, on the basis of protected classifications other sexual harassment, includes slurs and other verbal or physical conduct relating to an individual's race, color, religion, sex, gender, age, disability, national origin, or being a member of another protected classification. Harassment is defined as behavior which has the purpose or effect of creating an intimidating, hostile, or offensive working environment, or has the purpose or effect of unreasonably interfering

with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

1. This policy prohibits sexual advances, requests for sex (with or without related threats and promises of favors or other benefits), or other verbal or physical sexual conduct which could have a harmful effect on any employee's work performance or create a hostile or offensive work environment.

Examples of "sexual harassment" include:

- o obscene or sexually suggestive comments about a person's body;
 - o "off color" language or "dirty" jokes of a sexual nature;
 - o slurs, threats, repeated commands or other offensive verbal or physical conduct relating to a person's sex or sexual orientation;
 - o offensive or unwelcome sexual flirtations, advances or propositions, communicated verbally, by touch, or in writing;
 - o use of sexually degrading words to describe a person or a group of people;
 - o any display of sexually explicit photographs, drawings, greeting cards, articles, books, magazines, or other printed items; or
 - o repeated unwelcome or unnecessary touching of any part of another's body.
2. Sexual and other forms of harassment at work are strictly prohibited, whether committed by employees (management or non-management), vendors, citizens, or volunteers. Under this policy, managers or supervisors cannot threaten or imply that giving into or rejecting sexual advances will influence any decision regarding your employment.
 3. Sexual and other forms of harassment by an employee will result in disciplinary action up to and including dismissal, and *may* lead to personal legal and financial liability. You are encouraged to report your complaint if you believe you have been subjected to any form of harassment at work or during a work-related activity.
 4. Complaints of sexual and other form of harassment at work will be promptly and carefully investigated. Under this policy, your manager or supervisor cannot retaliate or try to harm you in any way if you choose to file a harassment complaint.
 5. If you have concerns about harassment at work by anyone, including managers, supervisors, co-employees, guests, citizens, volunteers or visitors, you should immediately bring those concerns to your manager's attention or you may contact ANY manager or supervisor with Whom you feel comfortable discussing the situation.

6. If possible, you should bring your concerns to the attention of your immediate manager or supervisor. However, if unwelcome behavior involves a manager or supervisor to whom you directly or indirectly report, you can also seek help from any other manager, your human resources representative, or any other management member of the organization's administrative group.
7. The investigation may include interviews with all persons having direct knowledge of the unwelcome behavior, including the person who made the complaint, the person accused of sexual or other harassment, and other potential witnesses.
8. Your privacy and the privacy of the person accused of sexual or other harassment will, to the extent possible, be kept strictly confidential.
9. At the conclusion of the investigation, the investigator will review the findings with the person(s) who made the complaint. If the investigation reveals that the complaint is factual, appropriate corrective action will be taken to prevent the harassment from occurring again, up to and including discharge of any employees believed to be guilty of sexual harassment. In any case, particularly in situations where the facts uncovered during the investigation are inconclusive or unclear, management will ensure that all parties are reacquainted with the policy prohibiting sexual or other harassment at work.

ROANE County

ADMINISTRATIVE POLICY

SUBJECT: Employee Discipline

DATE April 10, 2017

Policy:

All employees are required to comply with all applicable rules, policies, directives, and standards of conduct and any noncompliance or violation is grounds for discipline.

Conduct that interferes with operations discredits Roane County, or conduct that is offensive or dangerous to others in the work place is grounds for discipline, whether such conduct is expressly prohibited by or in violation of any applicable rule, policy or directive. Every employee is required to conduct himself/herself in accordance with that general principle and with all applicable rules, policies and directives as well as with all other standards of conduct which a reasonable person would know is expected of someone in the workplace, whether or not such other standards are expressly set forth in any rule, directive or policy.

Procedure:

Roane County elected officials and department head/managers have the sole right to determine the disciplinary process applicable in particular circumstances as well as the discipline to be imposed for any violation or non-compliance with any applicable rule, policy, directive, or standard of conduct.

Roane County may consider particular circumstances and any mitigating and/or exacerbating factors in determining the discipline to be imposed for any violation or non-compliance with any applicable rule, policy, directive, or standard of conduct.

Progressive discipline may be imposed in appropriate circumstances, but the determination of those circumstances as well as whether and what discipline is to be imposed is, at all times, in the sole discretion of the county.

-Progressive discipline may include, but is not limited to, counseling, warning, and suspension, as well as any other remedial steps deemed desirable, such as demotion, permanent or temporary disqualification, transfer, wage reduction, training and/or conditions on continued employment.

Discharge may be imposed for a first offense and may be imposed at any step, whether or not any other step(s) of progressive discipline have been imposed first.

The Elected Official or their designee should normally be consulted prior to imposition and/or determination of any discipline. -

The county may, at its discretion, keep documents and other records of disciplinary action, which *may* be considered in future personnel decisions.

In any case when it is deemed appropriate, an employee may be placed on suspension pending investigation and/or consideration of the case. Suspensions shall be deemed to be investigatory and not disciplinary. In such Circumstances, discipline, if any, shall be imposed after such investigation and/or consideration.

In any case involving serious misconduct or whenever it is deemed appropriate, such as a major breach of policy or violation of law, any procedures contained in this policy may be disregarded.

ROANE COUNTY

ADMINISTRATIVE POLICY

SUBJECT: Offensive Behavior

DATE April 10, 2017

Policy:

Conduct that interferes with operations, discredits Roane County, or is offensive or dangerous to others in the work place is grounds for discipline, whether such conduct is expressly prohibited by or in violation of any applicable rule, policy or directive. Every employee is required to conduct himself/herself in accordance with that general principle and with all applicable rules, policies and directives as well as with all other standards of conduct which a reasonable person would know is expected of someone in the work place, whether or not such other standards are expressly set forth in any rule, directive or policy. Any noncompliance or violation is grounds for discipline.

General Rules of Conduct:

The following general rules of conduct apply to all employees. This list is not all-inclusive, but includes examples of unacceptable conduct which may be grounds for discipline.

- A. All employees are expected to perform assigned tasks efficiently and safely and in accord with applicable quality standards and safety requirements.
- B. All employees are expected to comply with the attendance control policy and every directive to the employee from the elected official or from any authorized supervisor or manager, including any written memo, posting or other advisement to employees.
- C. All employees are expected to treat visitors, employees, managers, supervisors, and others in the work place with courtesy and respect.
- D. Some conduct is expressly prohibited, for example:
 - 1. Dishonesty, including falsifying or altering any document, record, or report relating to the county and/or relating to employment, such as a time card, employment application, medical report, or expense reimbursement request and including providing false or misleading information and/or failing

to provide truthful and complete information in connection with any investigation;

- ii. Failure to observe starting, quitting, and/or break times;
- iii. Horseplay;
- iv. Careless workmanship;
- v. Violation of any security rule or any health, safety or environmental rule, or violation of any other applicable rule;
- vi. Smoking in any area not designated for smoking;
- vii. Working for a competitor or competing with the interests of the county.
- viii. Excessive and/or unexcused absenteeism and/or tardiness;
- ix. Job abandonment, including failure to report for work after an approved absence or leave of absence;
- x. Theft or attempted theft of, misappropriation of, or willful damage to the property of the county or the property of another person or entity at the work place;
- xi. Distribution, transfer, sale, possession or consumption at the work place or otherwise on the property of the county of alcohol, an intoxicant, or a controlled substance which has not been prescribed for the one in possession, the recipient, or the one consuming;
- xii. Reporting for work, being under the influence or intoxicated at work, or being impaired at work due to the use of alcohol, an intoxicant or a controlled substance;
- xiii. Threatening, intimidating, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor or co-employee, either by words or action;
- xiv. Violation of the Offensive Behavior policy;
- xv. Insubordination:
- xvi. Fighting or assault;

- xvii. Sleeping on the job;
- xviii. Unauthorized possession of any firearm, weapon, or explosive at the work place or on property of the county or at any function of the county;
- xix. Unauthorized disclosure of any confidential Information relating to the business of the employer.
- xx. Violation of any criminal law or any other offense involving moral turpitude;
- xxi. Failure to report any accident, misconduct, or rule violation to the appropriate representative of the county or failing to cooperate with and/or failing to provide information requested in connection with any investigation; and
- xxii. Receiving or soliciting a bribe or other similar improper payment or services.

EMPLOYMENT HISTORY

THIS PORTION OF THE APPLICATION MUST INCLUDE A MINIMUM OF 10 YEAR WORK HISTORY AND MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME

LIST YOUR MOST RECENT EMPLOYER FIRST INCLUDING U.S. MILITARY SERVICE AND UNPAID OR VOLUNTEER WORK.
BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.

FROM (Mo/Yr)	TO (Mo/Yr)	TOTAL	YRS	MOS.	YOUR POSITION
EMPLOYER:					YOUR SUPERVISOR
ADDRESS:					PHONE
TYPE OF BUSINESS			REASON FOR LEAVING		
BASE SALARY		/		MONTHLY WEEKLY HOURLY OTHER COMPENSATION BONUSES	
<small>START</small>		<small>FINAL</small>			
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES					

FROM (Mo/Yr)	TO (Mo/Yr)	TOTAL	YRS	MOS.	YOUR POSITION
EMPLOYER:					YOUR SUPERVISOR
ADDRESS:					PHONE
TYPE OF BUSINESS			REASON FOR LEAVING		
BASE SALARY		/		MONTHLY WEEKLY HOURLY OTHER COMPENSATION BONUSES	
<small>START</small>		<small>FINAL</small>			
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES					

FROM (Mo/Yr)	TO (Mo/Yr)	TOTAL	YRS	MOS.	YOUR POSITION
EMPLOYER:					YOUR SUPERVISOR
ADDRESS:					PHONE
TYPE OF BUSINESS			REASON FOR LEAVING		
BASE SALARY		/		MONTHLY WEEKLY HOURLY OTHER COMPENSATION BONUSES	
<small>START</small>		<small>FINAL</small>			
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES					

FROM (Mo/Yr)	TO (Mo/Yr)	TOTAL	YRS	MOS.	YOUR POSITION
EMPLOYER:					YOUR SUPERVISOR
ADDRESS:					PHONE
TYPE OF BUSINESS			REASON FOR LEAVING		
ESALARY		/		MONTHLY WEEKLY HOURLY OTHER COMPENSATION BONUSES	
<small>START</small>		<small>FINAL</small>			
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES					

FROM (Mo/Yr)	TO (Mo/Yr)	TOTAL	YRS	MOS.	YOUR POSITION
EMPLOYER:					YOUR SUPERVISOR
ADDRESS:					PHONE
TYPE OF BUSINESS			REASON FOR LEAVING		
Base Salary		/		MONTHLY WEEKLY HOURLY OTHER COMPENSATION BONUSES	
<small>START</small>		<small>FINAL</small>			
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES					

(ATTACH ADDITIONAL PAGE IF NECESSARY)

EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Please use this space to explain employment history interruptions since high school that do not pertain to pregnancy, child care, disability or another protected activity.

(ATTACH ADDITIONAL PAGE IF NECESSARY)

U.S. MILITARY SERVICE

If you have served in the U.S. Military, please provide the following information:

From: _____ To: _____ type of Discharge _____

Dates Served

Branch of Service

T

EDUCATION / SKILLS

EDUCATIONAL LEVEL	NAME	CITY	STATE	CIRCLE YRS. COMPLETED	UNITS COMPLETED	DEGREE	MAJOR
HIGH SCHOOL				9 10 11 12			
Community or junior college	-----			1 2 - - 1 2	-----	-----	-----
BUSINESS or TRADE SCHOOL				t 2			
COLLEGE or UNIVERSITY				1 2 3 '4			
				1 2 3 '4			
				1 2 3 '4			
GRADUATE SCHOOL							

COMPUTER SOFTWARE SKILLS

COMPUTER SOFTWARE	Name of Software	YOII Proficiency Will be Software		
Word Processing		skilled	Competent	Familiar
Spreadsheet		skilled	Competent	Familiar
Database		skilled	Competent	Familiar
Other		skilled	Competent	Familiar

LICENSES/ CERTIFICATIONS/ ORGANIZATIONS

PROFESSIONAL LICENSES and CERTIFICATIONS (Job Related)	TYPES OF LICENSES and CERTIFICATES	DATE ISSUED	REGISTRATION NUMBER	STATE	EXPIRES MO/YR

PROFESSIONAL, SCHOLASTIC and OTHER ORGANIZATIONS (Job Related)	NAME	DATE	NAME	DATE
Exclude memberships that indicate your race, religion, color, national origin, ancestry, sex, age, disability, or veteran status.				
	-----	-----	-----	-----

JOB RELATED TRAINING

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED

REFERENCES

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____

(No relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____

(NO Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____

(No RELATIVES)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
Relationship _____

(NO RELATIVES.)

EMERGENCY CONTACT

NAME _____ Relationship _____
ADDRESS _____ CITY, STATE, ZIP _____

HOMEPHONE _____ BUSINESSPHONE _____

AUTHORIZATION AND AGREEMENT

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYER YES NO
MY PAST EMPLOYERS: YES NO

As a part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or supply grade transcripts. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employment applications. As a part of this investigation, a check of criminal records will also be conducted by a consumer reporting agency. This agency may keep and use information it supplies to us in this inquiry, if one is made, is available to you upon written request. You will be given separate disclosure and authorization to review and sign concerning reports prepared about your background for us by a consumer reporting agency that compiled the report.

CA and MN only: Check here if you wish to receive a copy of the consumer report directly from the consumer reporting agency that compiled the report.

I Herely authorize the employer, its representatives, employees, or agents to conduct all pre-employment inquires and test described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents, and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the immigration and Naturalization services.

As an employer, this organization is subject to Section 504 of the Rehabilitation act of 1973 and the Americans with Disabilities act of 1990. Applicants who believe they are covered by these acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Human Resources manager.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during my interview, or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is denied or terminated.

I understand and agree that if I am applying for a law enforcement or jail position, I will ne required to comply with all requirements of the Peace Officer Standards and Training Board (or equivalent agency) required by the state. I further understand that ant offer of employment conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF APPLICANT, _____ DATE _____

FAIR CREDIT REPORTING ACT Disclosure and Authorization Statement

To: All Applicants for Employment *(Please Read Carefully Before signing)*

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, wo habits, education, military record, motor vehicle record, credit background, references, character, general reputation, personal characteristics, mode of living, civil judgments, liens and information about *my* criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consume reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain a consumer report and an investigative consumer report on me as part of the preemployment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is es valid as the original.

Name *(please print)*

Signature

Date Signed

(PLEASE RETURN THIS PAGE WITH YOUR COMPLETED APPUCATION)



ROANE COUNTY GOVERNMENT
Jennifer Suter, Benefits/Title VI Coordinator
Jennifer.suter@roanecountyttn.gov

June 14, 2021

Dear Employee:

This Employee Handbook has been designed to serve as a quick reference for many issues relating to your employment with Roane County Government. It is important for you to be familiar with the information in this Handbook. Please review it carefully.

The Employee Handbook is not a contract, nor is it an invitation to contract. It is periodically updated as official policies change. If you need to refer to the Handbook in the future, remember that the most recent version will be available on the Roane County Government Web site.

Please sign below to indicate that you have seen and read this Handbook, and give the signed page to your agency Benefits Coordinator's office. This page will be kept in your file. We hope you will enjoy a rewarding career with Roane County Government.

Signature: _____

Printed name: _____

Agency: _____ Date: _____