

JULY 17, 2017

STATE OF TENNESSEE
Sumner County



Date

Board of County Commissioners

RESOLUTION

No. 1707-02

TITLE

**A RESOLUTION FILING THE PERSONNEL POLICIES
AND PROCEDURES FOR THE EMERGENCY COMMUNICATION CENTER
OF SUMNER COUNTY**

BE IT RESOLVED by the Sumner County Board of County Commissioners meeting in regular session on this the 17th day of July 2017, that this body hereby accepts the filing of the Personnel Policies and Procedures for the Emergency Communication Center of Sumner County.

CERTIFICATION OF ACTION

Bill Kemp

COUNTY CLERK

Anthony Hales
COUNTY EXECUTIVE

7/18/2017

DATE

Ayes 24 Nays 0 Abs 0

APPROVED:

REJECTED:



Compensation & Benefits

ISSUE DATE:	July 1, 2017	EFFECTIVE DATE:	July 1, 2017
CATEGORY	Personnel		
RESCINDS:	ALL		
By Order of:	<i>Rhonda Lea</i>		

PURPOSE NOTE:

The purpose of this general order is to enumerate the Sumner County Emergency Communications Center plans for compensation and benefits for all Sumner County Emergency Communications Center employees.

I. DEFINITIONS

- A. **Full-Time** - Full-time positions are entitled to any and all benefits provide by the county. The determination of whether or not a position is full time or part time is the responsibility of the Department head.
- B. **Part Time** - Positions designed as Part-time are not entitled to benefits.
- C. **Initial Period Of Employment** - Full-time employees must wait until the first day of the month following a thirty (30) day period from date of hire before being eligible for benefits.

Regardless of the area of employment, all employees of Sumner County, Tennessee are employees-at-will, unless the Sumner County Commission approves differently.

II. Compensation

A. Overtime

- 1. The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, child labor, and equal-pay requirements. The statutory overtime rate of one and one-half times the employee's regular rate is paid or compensated for all hours worked in excess of forty hours during any workweek. Sick leave, vacation and holidays are not counted as hours worked.
- 2. **Employees Exempt from Overtime-pay Provisions** - any employee employed in a bona fide executive, administrative, or professional capacity (including any employee employed in the capacity of academic administrative personnel or teach in elementary or secondary schools), or in the capacity of outside salesman is exempt from overtime requirements. The term "exempt" means exempt from the requirement to

pay overtime. "Non-exempt" employees must be paid or compensated for overtime. Only employees in nonexempt classifications are eligible for overtime pay.

- B. Authorized Overtime -Non-exempt employees shall not work more than scheduled working hours during any workweek unless the overtime work is authorized by a supervisor and approved by the Executive Director. Overtime pay is authorized for non-exempt employees for time worked in excess of 40 hours during the seven (7) day workweek at a rate not less than one and one-half times their regular rates of pay.
- C. Any employee who works overtime without obtaining advance approval of their supervisor as required may be subject to disciplinary action, up to and including termination of employment. All authorized overtime must be within budgetary limitations.
- D. Compensatory Time -Compensatory time may be given to those employees who work overtime. Compensatory time (as with paid overtime) is earned at a rate of one and one-half hour per hour worked. No compensatory time is earned until an employee surpasses 40 hours in a "workweek."
- E. Employees are encouraged to use their accrued compensatory time, and the Sumner County Emergency Communications Center will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. The maximum number of compensatory time hours that an employee may accrue is one hundred and sixty (160) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees).
- F. Any non-exempt employee who has reached this maximum shall not work any additional overtime until the employee's accrued compensatory time has fallen below the maximum allowed.
- G. In addition, the maximum number of hours that an employee may have accrued at the end of each fiscal year is one hundred and sixty (160) overtime hours which equals two hundred and forty (240) hours (for non-exempt employees.)
- H. An employee may not carry a negative hourly balance at any time.

III. Workweek

- A. The workweek is Saturday at 12:00 PM (noon) until the following Saturday at 11:59 AM.
- B. An employee is paid a weekly salary, which covers all hours worked up to forty (40) hours during each workweek. Hours in excess of forty (40) in a "workweek",

for non-exempt employees, are to be covered as described in "overtime" or "compensatory" time.

- C. Employees shall be paid biweekly (Payroll Period) in the most appropriate method determined by the county.
- D. Due to biweekly accounting, the fiscal year will normally have 26 pay periods. During this fiscal year, there are 24 regular pay periods in which benefits, insurances and other elected deductions are taken from a paycheck and sick and vacation time are accrued for eligible fulltime employees. Any remaining pay periods are considered extra pay periods and no elected deductions are taken and no sick or vacation time is accrued.
- E. The salary paid to exempt salaried employees is compensation for all hours worked in a payroll period.
- F. The actual work schedule for each employee will be arranged by that employee's supervisor.

IV. Time Records

- A. Employees are required to record their hours on the forms (or other alternative method approved by the Sumner County Emergency Communications Center) provided for this purpose. Both exempt and nonexempt employees are required to fill in this form daily and, at the end of the payroll period, sign and forward them to your supervisor for review, processing, and their signature and approval. All time sheets must contain signature or electronic equivalent, of employee and supervisor.
- B. It is the duty of each employee to ensure that actual hours worked, leave time taken and leave balances is recorded accurately. All time sheets must record beginning balances, amount earned, and amount used, and ending balances for all pay as well as leave.
- C. Any discrepancies between check stub and timesheet balances for any type of leave must be reported to the Administrative Agency Coordinator in writing within ten (10) days or balances are considered correct and corrections will not be made. Once the Administrative Agency Coordinator has been notified he/she will have ten (10) days to report that to the payroll office.
- D. Falsifying payroll records is a crime. Copies of time records or electronic equivalent shall be maintained at the finance department.

V. Employee Benefits

- A. Vacation

Leave time as well as other benefits offered to employees are a privilege and not a right. Changes in these policies may need to be made due to budgetary issues, office needs, or any other non-discriminatory reason set forth.

1. Employees will earn vacation leave beginning the first day of employment with the Sumner County Emergency Communications Center. Leave accruals are based upon the number of years of service with the Sumner County Emergency Communications Center.
2. Accumulation – Refer to Sumner County Policy. Accumulated vacation time may be carried forward up to twenty (20) days at the end of any fiscal year. Any amounts in excess of twenty (20) days at the end of the fiscal year will automatically be rolled over to a sick day. An employee may not carry a negative balance.
3. An employee working full time will be allowed to accumulate vacation leave according to the following schedule:

Years of Service Completed	Annual Vacation Leave
0 – 1 years	40 hours
2 – 4 years	80 hours
5 - more years	120 hours

4. Vacation shall be granted only after satisfactory completion of the probationary period.
5. Use of Vacation Time - Vacation time may be used only at times approved in advance by the employee's immediate supervisor. If two or more employees request vacation for the same period of time, it will be the supervisor's decision if this will create a hardship upon the department. Vacation time must be used in ¼ hourly increments. No employee may give or loan vacation time to another employee. Any employee shall not have a negative vacation balance at any time.
6. Termination of Employment - Upon the termination of employment of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued (up to applicable limits), unless terminated for gross misconduct. For termination due to gross misconduct, as determined by the Executive Director, all accrued leave is forfeited.
7. Payment made, is only in a lump sum, based upon the daily rate of compensation the employee receives as of the time of termination, in ¼ hour increments

8. No accumulated vacation pay will be paid out at time and one half. Payment will be made at the next regularly scheduled payroll.

VI. Sick Leave

- A. Sick leave is earned at the rate of eight (8) hours per month, up to ninety-six (96) hours of paid sick leave per fiscal year.
- B. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of separation, all unused sick leave shall be forfeited, but may be eligible for retirement credit.
- C. At the time of retirement, unused sick leave may be eligible for retirement credit. (All unused sick leave shall be administered in accordance with state statute and the Tennessee Consolidated Retirement System). Sick leave is not recognized for retirement purposes until the employee has retired and the sick leave has been certified by Sumner County.
- D. Use of Sick Leave -An employee may use accumulated sick leave allowance for absence due to his or her own illness or injury or for the illness or injury of their spouse, children or parents.
- E. When appropriate, a partial sick day may be used rather than a full day. Sick leave must be used in ¼ hourly increments for employees. An employee may not have a negative balance at any time.
- F. Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and the time changed to sick leave.
- G. No employee may give or loan sick leave time to another employee.
- H. Notice of Sick Leave - An employee is required to notify the on-duty Shift Supervisor no later than two (2) hours prior to the beginning of the employee's work shift or, in the case of emergency, as early as possible on the first day of their sick leave absence.
- I. Abuse of sick leave is grounds for dismissal. A doctor's excuse is mandatory after the third consecutive sick day used; however, each supervisor reserves the right to require a doctor's excuse for the first day of sick leave used.
- J. If your absence was due to personal injury, contagious disease, cardiovascular problem, or other condition which might make your return to work hazardous to yourself or others, you must provide a doctor's statement upon your return to work to indicate that you are again physically able to perform your duties.
- K. Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional sick days needed due to illness or injury. For any additional time needed, the employee will be

considered on leave without pay status unless the employee has accumulated vacation or compensatory time remaining. However, the Executive Director is under no obligation to allow an employee to use vacation time for the illness or the Executive Director may allow an employee the use accumulated vacation or compensatory time for time off if he or she so desires.

VII. Bereavement Leave

- A. After six months of full-time employment, an employee will be eligible for bereavement leave. In case of death in the employee's immediate family, the employee will be given up to sixteen (16) hours of paid leave which will not be charged to vacation or sick leave. Paid bereavement leave is for scheduled workdays, which normally fall between the day of the death and the day following the funeral. An additional 24 hours of bereavement leave may be granted from sick leave at the Executive Director's discretion.
- B. Immediate family shall be defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and other legal dependants of the employee.
- C. An employee who claims bereavement leave may be required to furnish confirmation of the death which may include an obituary notice or funeral home announcement.

VIII. Voting Leave

- A. Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period of time not to exceed three (3) hours. The employee's immediate supervisor may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected.
- B. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls, then the Elected Official or Department Head may choose to not allow additional time off from work.

IX. Military Leave

- A. Full-time employees who are members of any federal or state military reserve component will be granted military training leave for such time as they are in the military service, on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed service orders.
- B. Full time employees who are members of a federal or state military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training occurs during the same calendar year and fulfills the employee's military training obligation for the subsequent calendar year.
- C. During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.
- D. Should the full time employee enter the military on an active basis, the employee must present their orders to their supervisor as soon as practicable after they receive them. The full time employee will be granted an unpaid leave of absence to serve said tour of duty. The employee will continue to accrue benefits from Sumner County, if required by state and federal statute. Reinstatement of employment and of health insurance is determined by the approved plan document, which shall comply with state and federal law.

X. Jury Duty Leave

- A. The Sumner County Emergency Communications Center encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:
 - 1. Upon receiving a summons to report for jury duty, the employee shall, on the next day she/he is working, show the summons to his or her supervisor.
 - 2. The employee will be granted a leave of absence when she/he is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
 - 3. If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the Sumner County Emergency Communications Center.
 - 4. If the employee is relieved from being a witness during working hours, the employee must report back to the Sumner County Emergency Communications Center.

5. If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused from his/her employment for the shift immediately preceding the first day of service on any lawsuit.
6. Full-time employees shall receive regular compensation during time served on jury duty or when subpoenaed as a witness.
7. The employee may retain all compensation received for serving as a juror.
8. The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation or a defendant in criminal action. On these occasions the employee must take vacation leave, comp-time, or leave without pay.

XI. Leave Without Pay

- A. Any employee, at the discretion of the Executive Director, may be granted leave without pay for sufficient reason as determined for a period of up to six months. During the period of absence, the employee will not accrue vacation, sick leave or any other benefits. During the period of absence the county will not pay any costs of any benefits during the leave period.

XII. Family And Medical Leave Act Leave

- A. In general a Family and Medical Leave of Absence (FMLA) is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to qualifying family or medical reasons as described under the following FMLA Policy, which shall be administered in accordance with all applicable state and federal laws:
 1. Employees are eligible if they have been actively employed for at least twelve (12) months, and have worked for at least one-thousand-two-hundred fifty (1250) hours of service during the twelve (12)-month period immediately preceding the commencement of leave. FMLA leave provided for under this policy shall run concurrently with any Tennessee maternity leave entitlements and paid leave (sick, vacation, compo etc.) for this illness.
 2. Under circumstances set forth below, each eligible employee shall have up to a total of twelve (12) weeks during anyone-year period. Pursuant to this policy, the twelve (12) month period utilized is a "rolling" twelve (12) month period measured backward from the date an employee uses any FMLA leave.
 3. FMLA leave starts with the first time off for the major illness not from the request date.

4. Family and Medical Leave will be granted to eligible employees for one or more of the following reasons:
 1. For birth of a son or daughter, and to care for the newborn child;
 2. For placement with the employee of a son or daughter for adoption or foster care;
 3. To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
 4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job.
5. For the purposes of this policy the following definitions apply for the purposes of an employee qualifying to take FMLA leave:
 1. Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the state where the employee resides, including common law marriage in states where it is recognized;
 2. Parent means biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter as defined in (3) below. This term does not include parents "in law";
 3. Son or daughter means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability.
 4. Persons who are "in loco parentis" include those with day-to-day responsibilities to care for and financially support a child or, in the case of employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.
 5. The Sumner County Emergency Communications Center reserves the right to require for the purposes of confirmation of a family relationship that the employee giving notice of the need for leave provide reasonable documentation or a statement of family relationship.
6. Whenever possible, and subject to your health care provider's approval and certification, when planning medical treatment, eligible employees must consult with their immediate supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt the Center's operations.
 1. Employees are expected to consult with their immediate supervisor prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of both the

employee and the Sumner County Emergency Communications Center;

2. If an employee who provides notice of the need to take FMLA leave on an intermittent leave basis for planned medical treatment fails to consult with the immediate supervisor to make a reasonable attempt to arrange the schedule of treatment so as not to unduly disrupt the Sumner County Emergency Communications Center's operations, the immediate supervisor will initiate discussions with the employee and require the employee to attempt to make such arrangements, subject to the approval of the employee's health care provider.
3. If an employee submits a certification signed by a health care provider, the Sumner County Emergency Communications Center may, with the employee's permission, have a health care provider representing the Sumner County Emergency Communications Center contact the employee's health care provider for purposes of clarification and authenticity of the medical certification. Under appropriate circumstances the Sumner County Emergency Communications Center may require the employee to obtain a second opinion at the County's expense. The health care provider utilized in these circumstances will be designated by the County to furnish a second and/or third opinion, but the selected health care provider will not be one that is employed by the County on a regular basis.
4. In those circumstances when the approximate timing of the need for leave is not foreseeable, the employee should provide the Sumner County Emergency Communications Center notice of the need for FMLA leave as soon as practicable under the facts and circumstances of the situation. It is expected by the Sumner County Emergency Communications Center that an employee will give notice to their immediate supervisor within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. In all instances of FMLA leave the Sumner County Emergency Communications Center reserves the right to request medical certification outlining the expected duration and nature of the illness, as it relates to the employee's ability to come to work, or the need for that employee's need to care for family members with serious health conditions or for other FMLA qualifying reasons.
5. When the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, thirty (30) days advance notice is required. In the event thirty (30) days' notice is not practicable due to a lack of knowledge of approximately when the leave will be required to

begin or due to a change in circumstances or medical emergency, notice must be given by an employee as soon as practicable.

1. To assist the County in arranging work assignments during an employee's absence, the Sumner County Emergency Communications Center requests that employee's give the Sumner County Emergency Communications Center prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of the employee's expected return to work date;
2. To facilitate an employee's return to work, the Sumner County Emergency Communications Center requests that the employee provide the employee's immediate supervisor with two (2) weeks advance notification of the employee's intended return to work date;
3. If an employee fails to give timely notice when the need for FMLA leave is foreseeable, the employee may be required to delay the taking of FMLA leave until thirty (30) days after the date the employee provides appropriate notice to the Sumner County Emergency Communications Center of the need for FMLA leave;
4. The Sumner County Emergency Communications Center understands that under certain circumstances it may be necessary for an employee to take more leave than originally anticipated or an employee may discover after the beginning of FMLA leave that circumstances have changed and the amount of leave originally anticipated is no longer necessary. In these situations the employee is required to provide the Sumner County Emergency Communications Center reasonable notice, within two (2) business days, of the changed circumstances where foreseeable;
5. If an employee advises the Sumner County Emergency Communications Center either before or during the taking of FMLA leave that the employee does not intend to return to work, our employment relationship will end and the employee's entitlement to continued leave, maintenance of health benefits, and restoration to the job shall cease; and
6. If an employee is able to return to work earlier than anticipated, the employee shall provide his/her immediate supervisor two (2) weeks advanced notice when feasible prior to returning to work.

6. For purposes of FMLA leave, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:
 1. In-patient care (an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity such as an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery there from, or any subsequent treatment in connection with such in-patient care; or
 2. Continuing treatment by a health care provider which includes one (1) or more of the following: a period of incapacity (inability to work, attend school or perform other regularly daily activities due to the serious health condition, treatment therefore, or recovery there from, of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves additional treatment by a health care provider, nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services such as a physical therapist, under orders of, or on referral by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.
7. Leave of absence rights, sick leave and vacation leave available to employees under other sections of our policies shall be counted towards the total time off available under our FMLA policy, if the leave is FMLA qualifying.
8. On return from FMLA leave employees will be returned to the same position the employee held when leave commenced, or to an equivalent position.
 1. If an employee is unable to perform an essential function of his/her position because of a physical or mental condition, including the continuation of a serious health condition, the employee will have no right to restoration to another position under the Family and Medical Leave Act;
 2. However, this does not mean an employee will not be returned to work even if they are unable to do so at the conclusion of their FMLA leave entitlement as the Sumner County Emergency Communications Center may seek to return employees to a suitable position, although the

Sumner County Emergency Communications Center cannot guarantee that one will be available.

3. If an employee is unable to return to work after the expiration of their FMLA leave entitlement (12 weeks or less depending on the individual employee's use of leave during the rolling 12 -month period), the employee shall forfeit his/her reinstatement rights under the FMLA, but may be returned to work to an alternate position for which the employee is qualified if such a position is available; and
 4. If, due to an employee's own medical circumstances, he/she is no longer able to perform his/her original job, the Sumner County Emergency Communications Center may attempt to transfer such an employee to alternate suitable work, if available.
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9. While on an FMLA leave of absence provided for under this policy, the Sumner County Emergency Communications Center will continue employee group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks during the applicable twelve (12) month period. If an employee's leave extends beyond twelve (12) weeks, the employee shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
 10. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as of the commencement of FMLA leave, but shall not accrue during any unpaid FMLA leave.
 11. In addition to the FMLA Tennessee maternity leave law allows employees who have been employed for twelve (12) consecutive months to take up to four (4) months of unpaid leave for pregnancy, childbirth and nursing an infant. To be eligible for this leave, the employee must give at least three (3) months advance notice, except in cases of medical emergency. This leave will run concurrently with the FMLA with any leave to which the employee may be entitled under the FMLA or otherwise.
 12. Military Family Leave Provisions
There are two types of Military Family Leave available:
 - a. Qualifying exigency leave. Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their

Basic FMLA Leave entitlement to address certain qualifying exigencies.

This leave may be used if the employee's spouse, son, or daughter, is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:

1. Short-notice deployment (up to 7 days of leave)
 2. Attending certain military events
 3. Arranging for alternative childcare
 4. Addressing certain financial and legal arrangements
 5. Periods of rest and recuperation for the service member (up to 5 days of leave)
 6. Attending certain counseling sessions
 7. Attending post-deployment activities (available for up to ninety (90) days after the termination of the covered service member's active duty status)
 8. Other activities arising out of the service member's active duty or call to active duty and agreed upon by the company and the employee
- b. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service

member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

XIII. Holidays

A. Employees may not be able to observe holidays on the same day. Sumner County Emergency Communications Center reserves the right to grant holiday time off when available to all regular full-time employees on the holidays listed below:

NEW YEAR'S DAY	JANUARY 1st
MARTIN LUTHER KING, JR. DAY	3rd Monday in JANUARY
PRESIDENT'S DAY	3rd Monday in FEBRUARY
GOOD FRIDAY	Friday before Easter
MEMORIAL DAY	Last Monday in May
INDEPENDENCE DAY	JULY 4th
LABOR DAY	1st Monday in SEPTEMBER
COLUMBUS DAY	2nd Monday in OCTOBER
VETERAN'S DAY	NOVEMBER 11th
THANKSGIVING DAY	4th Thursday in NOVEMBER
FRIDAY AFTER THANKSGIVING	4th Friday in NOVEMBER
CHRISTMAS EVE	DECEMBER 24th
CHRISTMAS DAY	DECEMBER 25th

A. State, Federal and County general elections are observed as holidays

XIV. Personal Days

A. All full time employees will receive three (3) personal days each fiscal year. An employee may not carry over to next fiscal year. Unused time will be lost.

B. Personal Days must be scheduled at least twenty-four (24) hours in advance and must not create overtime.

C. Upon termination or anticipation of resignation of employment, personal days will not be granted or be paid out.

XV. Retirement

- A. All full-time Sumner County employees under the personnel policy are covered by the Tennessee Consolidated Retirement System (TCRS) established by the general assembly of the State of Tennessee.

XVI. Longevity Pay

- A. In order to recognize those employees of the Sumner County Emergency Communications Center who have provided continuous service to the government, Sumner County has create an incentive for employees to remain in the service of the County government, the County has adopted a Longevity Pay Plan as a supplement to the existing pay plan. The Longevity Pay Plan is adopted as additional compensation to be paid to the employees based on length of continuous employment.
- B. The Sumner County Emergency Communications Center will utilize the scale as outlined by the Sumner County Policy and Procedure Manual.

XVII. REVIEW / UPDATE / CANCELLATION

The Executive Director or his/her designee shall conduct an annual review of this General Order and make the necessary changes and/or revisions. This General Order shall remain in force until revised or revoked by the Executive Director.