

Policies & Procedures Committee
Meeting Minutes
Monday February 27, 2023 @ 5:00 p.m.
Administrative Plaza- Conference Room 1

Members present: Terry Hershman, Tim Morris, Jenny Anthony, Joe Mike Hodge

Members Absent: Allen Lendley

Non-Voting Member: Heather Shelton

Others Present:

- Jenny Anthony called the meeting to order.
- Tim Morris made a motion to approve the January 23, 2023 Meeting Minutes Terry Hershman gave the second. Motion passed unanimously by vote
- Tim Morris made a motion to approve the Meeting Agenda Terry Hershman seconded the motion. Motion passed unanimously by vote.
- Discussion regarding the need for a County Wide Hiring Policy. Heather Shelton stated that there needs to be a structured Hiring Policy to help her with the handling of new hires and to also help the Department Heads and Elected Officials on Consistency. The Committee discussed how all Departments that fall under the Coffee County Personnel Manual will be required to follow this policy for all hiring practices. Tim Morris drafted a checklist from input of committee members and Heather Shelton on the timeline of how Open Positions are handled beginning with notification to Personnel & Benefits Coordinator of job opening and the process of how it will be handled from Application intake down to the Personnel & Benefits Coordinator giving the authorization to provide a start date. Heather Shelton is to create the Rough Draft of the Hiring Policy and send to all Committee Members for review. Committee will discuss more at the next scheduled meeting.
- Discussion on all Committee Chairman having a key to the Administrative Plaza in order to unlock the Building for meetings that are after business hours. Motion was made by Joe Mike Hodge to contact the Maintenance Director Rick Soucy about assigning keys. Second was made by Terry Hershman. Motion passed by vote-unanimously
- Motion made by Tim Morris to ask the Mayor's Office to request a copy of the Leave Policy that EMS has in place stating that all Full Time New Hires are required to work six months before they are authorized to use any accrued sick or vacation leave. Copy of Policy be sent to all Policies and Procedures Committee Members. Second made by Joe Mike Hodge. Motion passed by vote- unanimously
- Discussion on the County Departments that are listed in the County Personnel Manual on page three (3). The County Departments that are listed on this page of the Personnel Manual are required to follow all County Policies set forth and approved by the County Commission. The only revision would be to remove the Agricultural Extension Services as a County Department. The Extension Office does not have employee payroll nor do they have benefits with the County. Motion made by Joe Mike Hodge for Heather Shelton to revise page three (3) of the County Personnel Manual removing Agricultural Extension Services as a County Department. Revised page will be sent to full commission for approval of action. Second made by Terry Hershman. Motion passed unanimously by vote.
- Next meeting will be March 20, 2023 at 5:00 p.m. Conference Room 1
- Motion to adjourn meeting made by Tim Morris and second made by Terry Hershman. Motion passed to adjourn.

Respectfully submitted,

Heather Shelton

PURPOSE OF PERSONNEL MANUAL

The purpose of this manual is to provide a comprehensive operating procedural framework for all employees of Coffee County Government (referred to as “the county”). The primary objective of this manual is to give department heads, elected officials, and supervisors the flexibility to apply leadership within their particular area of county government. The major reason for this manual is to insure that all county employees receive fair, equitable, and objective treatment in all matters pertaining to their employment, regardless of the department in which they work.

Realizing the progress of the county is due to the valuable contributions made by Coffee County employees; it is the desire and intent of the Coffee County Commission, and other elected officials that every person employed in county government have access to employment without discrimination in areas of race, color, religion, gender, age, disability, or other officials that all employees become informed of their duties and responsibilities as well as procedures for redress.

This manual shall be revised as needed by the appropriate committee(s).

The policies set out in this manual apply to county employees in the following county offices: Mayor, Election Commission, Register of Deeds, Codes & Safety, County Buildings (maintenance), Accounting and Budgeting, Property Assessor, County Trustee, County Clerk, Circuit Court, General Sessions Court, General Session Judge, Chancery Court, Judicial Commissioners, Probation Services, Sheriff, Jail, Juvenile Services, EMA, Manchester & Tullahoma Health Centers, Animal Control, Ambulance/Emergency Medical Services, Manchester & Tullahoma Libraries, Consolidated Communications Center, Agricultural Extension Services, Soil Conservation, Industrial/Economic Development, Veteran’s Service, and Rural Solid Waste.

DISCLAIMER

Coffee County Government is an equal opportunity “at-will employer”. All employees will be considered employees-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for an illegal purpose. This manual shall not be construed to imply a contract or promise of employment between Coffee County Government and its employees; neither shall it be construed to limit the duties and responsibilities of the parties to the policies contained herein. Nothing in this manual shall be construed to supersede state and federal law. The policies contained in this manual may be revised at any time.