

**Policies & Procedures Committee
Meeting Minutes
Monday May 15, 2023 @ 5:00 p.m.**

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

Non-Voting Member: Heather Shelton

Members Absent: Jenny Anthony, Allen Lendley

Others Present: Michael Bonner

- Vice Chairman Terry Hershman called the meeting to order.
- Motion to approve the Agenda was made by Tim Morris and seconded by Joe Mike Hodge. Motion passed unanimously
- Motion to approve the April 17, 2023 minutes made by Tim Morris seconded by Terry Hershman. Motion passed unanimously
- Motion to forward the Final Draft of the Coffee County Hiring Policy to the Full Commission for review and final approval made by Tim Morris and seconded by Joe Mike Hodge. Motion passed unanimously
- Michael Bonner, Chief of EMS presented the Revised copy of the EMS Tuition Reimbursement Policy. Revised policy gives the opportunity for employees that enroll in a college credited program for certifications in Paramedic, Critical Care Paramedic, AEMT, Basic EMT can request reimbursement for tuition fees. Motion was made by Tim Morris to forward the Revised Policy to the Budget & Finance Committee for review and if approved the Budget & Finance Committee is asked to forward the item to the Legislative Committee for review and approval. Motion seconded by Joe Mike Hodge. Motion passed unanimously
- Terry Hershman discussed the need for a Policy regarding a Probation Period for all new hires within the County. Heather Shelton handed out research she has gathered from another county regarding the probation period they have in place. The committee discussed the length of a probationary period for new hires being no longer than six months with the ideal time frame of three months. Michael Bonner with EMS stated that his department has a six -month probation period that has been a part of their Standard Operating Procedures Manual for years and Tim Morris stated that his understanding is the Sheriff Department has a Probationary Period in place of one year. Heather Shelton discussed that it has always been at the discretion of the Department Head if they have a probation period within their department. A probationary period policy added to the County Personnel Manual would be for all County Departments with the exception of any Department that already has a probation statement within their Standard Operating Procedures Manual. The Committee decision was to get an opinion from Department Heads at the next scheduled meeting. Heather Shelton is to send an email invite to all Department Heads inviting them for discussion and input on County Wide Probation Period for new hires.
- Heather Shelton presented a revision to the COCTP Policy regarding Certification and the required credits. CTAS has revised the requirements effective 7-1-2022 and the County was just made aware in the last week. Heather Shelton contacted CTAS for verification and has made revision to the COCTP Policy to reflect the changes. Tim Morris made motion for Heather to forward the revised COCTP Policy to the Legislative Committee for review. Second made by Terry Hershman. Motion passed unanimously
- Discussion regarding the Juneteenth Holiday that the State has recently added to their paid Holiday List. The committee as of now is not in favor of adding this Holiday to the County paid Holiday list.
- Heather Shelton presented a copy of Warren County Government's Receipt for Copy of the County Personnel Manual. Heather stated that in the proposed County Hiring Policy that a receipt of the employee receiving and reading the County Personnel Manual is a requirement as part of the new hire process. The form that was presented is receipt of the new hire

receiving the personnel manual from the department head with the employee signature and the Department Heads signature. A copy of the signed receipt will be filed in the employee's personnel file in the Personnel Office and a copy will be retained by the Department Head . Tim Morris made a motion for Heather Shelton to revise the presented form for Coffee County and forward to the Legislative Committee for review. Motion seconded by Joe Mike Hodge. Motion passed unanimously

- Motion to adjourn made by Terry Hershman and seconded by Joe Mile Hodge.

Respectfully submitted,

Heather Shelton