

The Union County Commission met in Regular Called Meeting at 7:00 P.M. on Monday, May 9, 2016 at the Union County Courthouse. The Honorable Micheal Williams, County Chairman, Presiding. A quorum being present, Union County Commission was duly opened at 7:00 PM.

The Agenda for May 9, 2016 is as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Announcements (if any):
6. Approve Minutes from previous meeting
7. Approve Notaries (if any):
8. Monthly Report – Director of Finance
9. Budget Amendments & Transfers
10. Sheriff's Report (Sheriff Breeding)
11. Resolution: Floating Homes
12. Affidavits for Property Assessor of Union County
13. Old Business
14. New Business
15. **Addendums (if any):**
 - a. U C Employee Hand Book
 - b. Trooper Doug Tripp Memorial Resolution
 - c. Discussion – Union County Chamber of Commerce
16. Adjourn

“WINNER - VS - LOSER “
Which one are you?

The Winner: sees an answer for every problem.
The Loser: sees a problem for every answer.

1. County Commission was duly opened by Sheriff, William F. Breeding, II.
2. Invocation by Commissioner Wayne Roach.
3. Pledge of Allegiance was led by Commissioner Doyle Welch.
4. Roll call by Pam Ailor, Union County Clerk. **Commissioners Present:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch.

Commissioners Absent: Jim Greene.
5. County Chairman and Mayor Micheal Williams welcomed everyone and thanked everyone for their attendance.

County Chairman and Mayor Micheal Williams read the following letter to the County Commission:

James B. Greene
456 Tater Valley Road
Luttrell, Tennessee 37779
April 19, 2016

Honorable Micheal L. Williams
County Mayor & Chairman of
Union County Commission
Union County Courthouse
901 Main Street
Maynardville, TN 37807

HAND DELIVERED

Dear Mayor Williams:

I hereby submit my resignation as County Commissioner for the Second (2d) Civil District of Union County, Tennessee, effective as of 9:30 a.m. today. I appreciate the confidence the voters of the Second District placed me in electing me to this office, and I have enjoyed the opportunity to work with you and fellow members of the Union County Commission.

Thank you for the courtesies you have shown me while serving as a County Commissioner.

Very truly yours,


JAMES B. GREENE

A **Motion** was made by **Gary England** and **Seconded** by **Wayne Roach** to accept the resignation of James B. Greene as County Commissioner for the Second (2nd) Civil District of Union County, Tennessee, effective April 19, 2016.

County Chairman, Micheal Williams called for an **Aye Vote**. **Motion Carried.**

6. A **Motion** was made by **Chris Upton** and **Seconded** by **R. L. Jones** to approve the minutes of April 11, 2016 – Regular Meeting.

County Chairman, Micheal Williams called for an **Aye Vote**. **Motion Carried.**

7. A **Motion** was made by **Janet Holloway** and **Seconded** by **Kenny Hill** to approve the following notaries: Marla Buckner.

County Chairman, Micheal Williams called for an **Aye Vote**. **Motion Carried.**

8. Monthly Reports – Director of Finance

DIRECTOR OF FINANCE MONTHLY REPORT							
2015_16	101- General Fund	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	101-General	\$ 2,264,570.87		\$ 705,763.90	\$ 377,500.75	\$ 6,276.08	\$ 2,586,557.94
May-15	101-General	\$ 2,586,557.94	\$ (111.14)	\$ 237,939.10	\$ 685,011.21	\$ 2,098.92	\$ 2,137,275.77
Jun-15	101-General	\$ 2,137,275.77		\$ 378,580.60	\$ 683,078.36	\$ 3,581.30	\$ 1,829,196.71
Jul-15	101-General	\$ 1,829,196.71		\$ 562,954.11	\$ 743,431.48	\$ 5,186.06	\$ 1,643,533.28
Aug-15	101-General	\$ 1,643,533.28		\$ 353,289.73	\$ 479,607.30	\$ 3,645.10	\$ 1,513,570.61
Sep-15	101-General	\$ 1,513,570.61		\$ 157,379.65	\$ 666,248.83	\$ 1,514.94	\$ 1,003,186.49
Oct-15	101-General	\$ 1,003,186.49	\$ (117.15)	\$ 574,412.66	\$ 637,679.22	\$ 7,903.71	\$ 931,899.07
Nov-15	101-General	\$ 931,899.07		\$ 469,325.40	\$ 475,893.11	\$ 7,047.12	\$ 918,284.24
Dec-15	101-General	\$ 918,284.24		\$ 1,233,762.48	\$ 521,176.82	\$ 19,518.49	\$ 1,611,351.41
Jan-16	101-General	\$ 1,611,351.41	\$ 645.00	\$ 990,140.92	\$ 447,578.00	\$ 12,173.57	\$ 2,142,385.76
Feb-16	101-General	\$ 2,142,385.76		\$ 1,464,989.54	\$ 415,437.31	\$ 24,866.36	\$ 3,167,071.63
Mar-16	101-General	\$ 3,167,071.63	\$ (225.00)	\$ 340,395.89	\$ 805,679.73	\$ 4,658.80	\$ 2,696,903.99
Apr-16	101-General	\$ 2,696,903.99		\$ 429,391.29	\$ 538,206.96	\$ 4,180.97	\$ 2,583,907.35
2015_16	118 Ambulance Service	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	118-Amb. Service	\$ 287,951.00		\$ 92,783.53	\$ 102,017.65	\$ 982.94	\$ 277,733.94
May-15	118-Amb. Service	\$ 277,733.94		\$ 88,987.89	\$ 198,263.72	\$ 924.43	\$ 167,533.68
Jun-15	118-Amb. Service	\$ 167,533.68		\$ 82,625.84	\$ 97,826.22	\$ 849.81	\$ 151,483.49
Jul-15	118-Amb. Service	\$ 151,483.49		\$ 106,590.58	\$ 167,170.58	\$ 1,129.04	\$ 89,774.45
Aug-15	118-Amb. Service	\$ 89,774.45		\$ 85,512.23	\$ 133,138.43	\$ 887.88	\$ 41,260.37
Sep-15	118-Amb. Service	\$ 41,260.37		\$ 94,177.19	\$ 111,817.77	\$ 967.62	\$ 22,652.17
Oct-15	118-Amb. Service	\$ 22,652.17		\$ 143,549.80	\$ 107,805.45	\$ 1,855.75	\$ 56,540.77
Nov-15	118-Amb. Service	\$ 56,540.77		\$ 127,348.32	\$ 95,865.66	\$ 1,668.94	\$ 86,354.49
Dec-15	118-Amb. Service	\$ 86,354.49		\$ 230,607.00	\$ 102,332.01	\$ 3,501.31	\$ 211,128.17
Jan-16	118-Amb. Service	\$ 211,128.17		\$ 107,758.62	\$ 99,655.43	\$ 1,505.65	\$ 217,725.71
Feb-16	118-Amb. Service	\$ 217,725.71		\$ 230,035.98	\$ 108,556.42	\$ 3,905.67	\$ 335,299.60
Mar-16	118-Amb. Service	\$ 335,299.60		\$ 121,936.33	\$ 150,590.73	\$ 1,488.41	\$ 305,156.79
Apr-16	118-Amb. Service	\$ 305,156.79		\$ 81,804.52	\$ 77,178.93	\$ 866.82	\$ 308,915.56

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Directors Monthly Report

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DIRECTOR OF FINANCE MONTHLY REPORT							
2015_16	122- Drug Fund	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	122-Drug Fund	\$ 9,471.62		\$ 38,559.50	\$ 2,000.00	\$ 385.60	\$ 45,645.52
May-15	122-Drug Fund	\$ 45,645.52		\$ 595.65	\$ 120.00	\$ 5.96	\$ 46,115.21
Jun-15	122-Drug Fund	\$ 46,115.21		\$ 1,544.25	\$ 944.98	\$ 15.44	\$ 46,699.04
Jul-15	122-Drug Fund	\$ 46,699.04		\$ 3,938.25	\$ 1,575.90	\$ 39.38	\$ 49,022.01
Aug-15	122-Drug Fund	\$ 49,022.01		\$ 2,010.00	\$ 80.00	\$ 20.10	\$ 50,931.91
Sep-15	122-Drug Fund	\$ 50,931.91		\$ 21,182.50	\$ 1,291.23	\$ 211.83	\$ 70,611.35
Oct-15	122-Drug Fund	\$ 70,611.35		\$ 1,244.00	\$ 1,440.00	\$ 12.44	\$ 70,402.91
Nov-15	122-Drug Fund	\$ 70,402.91		\$ 2,237.75	\$ 1,984.00	\$ 22.38	\$ 70,634.28
Dec-15	122-Drug Fund	\$ 70,634.28		\$ 10,366.11	\$ 4,551.98	\$ 103.66	\$ 76,344.75
Jan-16	122-Drug Fund	\$ 76,344.75		\$ 668.80	\$ 3,280.99	\$ 6.69	\$ 73,725.87
Feb-16	122-Drug Fund	\$ 73,725.87		\$ 264.10	\$ 1,119.00	\$ 2.64	\$ 72,868.33
Mar-16	122-Drug Fund	\$ 72,868.33		\$ 1,119.10	\$ 10,066.89	\$ 11.19	\$ 63,909.35
Apr-16	122-Drug Fund	\$ 63,909.35		\$ 1,187.50	\$ 16,070.00	\$ 11.88	\$ 49,014.97
2015_16	Fund	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	131-Highway Dept	\$ 933,204.49		\$ 123,334.15	\$ 140,051.78	\$ 1,258.82	\$ 915,228.04
May-15	131-Highway Dept	\$ 915,228.04		\$ 116,729.31	\$ 189,089.52	\$ 1,178.98	\$ 841,688.85
Jun-15	131-Highway Dept	\$ 841,688.85		\$ 128,364.48	\$ 224,722.06	\$ 1,291.88	\$ 744,039.39
Jul-15	131-Highway Dept	\$ 744,039.39		\$ 152,503.93	\$ 189,129.75	\$ 1,554.80	\$ 705,858.77
Aug-15	131-Highway Dept	\$ 705,858.77		\$ 183,002.76	\$ 200,826.98	\$ 1,848.53	\$ 686,186.02
Sep-15	131-Highway Dept	\$ 686,186.02		\$ 163,388.90	\$ 188,575.31	\$ 1,643.87	\$ 659,355.74
Oct-15	131-Highway Dept	\$ 659,355.74		\$ 179,833.08	\$ 161,085.39	\$ 2,066.58	\$ 676,036.85
Nov-15	131-Highway Dept	\$ 676,036.85		\$ 152,355.22	\$ 174,744.99	\$ 1,775.54	\$ 651,871.54
Dec-15	131-Highway Dept	\$ 651,871.54		\$ 205,447.52	\$ 154,661.10	\$ 2,843.49	\$ 699,814.47
Jan-16	131-Highway Dept	\$ 699,814.47		\$ 505,566.00	\$ 256,405.26	\$ 2,024.42	\$ 946,950.79
Feb-16	131-Highway Dept	\$ 946,950.79		\$ 221,674.31	\$ 257,635.30	\$ 3,279.06	\$ 907,710.74
Mar-16	131-Highway Dept	\$ 907,710.74		\$ 174,041.87	\$ 137,607.36	\$ 1,558.79	\$ 942,586.46
Apr-16	131-Highway Dept	\$ 942,586.46		\$ 259,816.63	\$ 107,871.99	\$ 1,283.18	\$ 1,093,247.92

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Directors Monthly Report

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DIRECTOR OF FINANCE
MONTHLY REPORT

2015_16	151- Debt Service	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	151- Debt Service	\$ 1,204,933.83	\$ (44,485.55)	\$ 96,872.62	\$ 78,782.17	\$ 758.01	\$ 1,177,780.72
May-15	151- Debt Service	\$ 1,177,780.72	\$ (42,840.13)	\$ 116,967.54		\$ 539.82	\$ 1,251,368.31
Jun-15	151- Debt Service	\$ 1,251,368.31	\$ (43,716.19)	\$ 50,737.91	\$ 90,133.84	\$ 543.08	\$ 1,167,713.11
Jul-15	151- Debt Service	\$ 1,167,713.11	\$ (43,571.01)	\$ 52,215.81		\$ 610.67	\$ 1,175,747.24
Aug-15	151- Debt Service	\$ 1,175,747.24	\$ (43,663.79)	\$ 49,382.04		\$ 558.45	\$ 1,180,907.04
Sep-15	151- Debt Service	\$ 1,180,907.04	\$ (136,735.56)	\$ 39,947.47		\$ 439.44	\$ 1,083,679.51
Oct-15	151- Debt Service	\$ 1,083,679.51	\$ (42,913.15)	\$ 104,357.04		\$ 1,690.32	\$ 1,143,433.08
Nov-15	151- Debt Service	\$ 1,143,433.08	\$ (43,108.87)	\$ 102,192.72	-	\$ 1,627.54	\$ 1,200,889.39
Dec-15	151- Debt Service	\$ 1,200,889.39	\$ (43,324.51)	\$ 747,695.43	\$ 28,914.20	\$ 4,042.67	\$ 1,872,303.44
Jan-16	151- Debt Service	\$ 1,872,303.44	\$ (42,729.27)	\$ 108,182.23		\$ 1,770.42	\$ 1,935,985.98
Feb-16	151- Debt Service	\$ 1,935,985.98	\$ (42,935.35)	\$ 277,530.73		\$ 5,259.83	\$ 2,165,321.53
Mar-16	151- Debt Service	\$ 2,165,321.53	\$ (1,183,774.00)	\$ 368,395.60		\$ 1,336.95	\$ 1,348,606.18
Apr-16	151- Debt Service	\$ 1,348,606.18	\$ 42,842.39	\$ 56,639.15		\$ 645.34	\$ 1,447,442.38

2015_16	171- Capital Outlay	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	171- Capital Outlay	\$ 96,049.34		\$ 270,683.23		\$ 13.41	\$ 366,719.16
May-15	171- Capital Outlay	\$ 366,719.16		\$ 20,440.74	\$ 260,000.00	\$ 8.85	\$ 127,151.05
Jun-15	171- Capital Outlay	\$ 127,151.05		\$ 320.23		\$ 6.40	\$ 127,464.88
Jul-15	171- Capital Outlay	\$ 127,464.88		\$ 1,006.25		\$ 20.07	\$ 128,451.06
Aug-15	171- Capital Outlay	\$ 128,451.06		\$ 686.43		\$ 13.81	\$ 129,123.68
Sep-15	171- Capital Outlay	\$ 129,123.68		\$ 412.14	\$ 10,000.00	\$ 8.21	\$ 119,527.61
Oct-15	171- Capital Outlay	\$ 119,527.61		\$ 19,541.12	\$ 20,000.00	\$ 391.26	\$ 118,677.47
Nov-15	171- Capital Outlay	\$ 118,677.47		\$ 18,098.60	\$ -	\$ 362.61	\$ 136,413.46
Dec-15	171- Capital Outlay	\$ 136,413.46		\$ 57,083.58	\$ -	\$ 1,142.01	\$ 192,355.03
Jan-16	171- Capital Outlay	\$ 192,355.03		\$ 20,902.34	\$ -	\$ 418.13	\$ 212,839.24
Feb-16	171- Capital Outlay	\$ 212,839.24		\$ 75,993.36	\$ -	\$ 1,521.50	\$ 287,311.10
Mar-16	171- Capital Outlay	\$ 287,311.10		\$ 11,603.71	\$ -	\$ 232.63	\$ 298,682.18
Apr-16	171- Capital Outlay	\$ 298,682.18		\$ 2,067.36	\$ -	\$ 41.69	\$ 300,707.85

Apr-16	172- Community	\$ 74,500.59					\$ 74,500.59
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DIRECTOR OF FINANCE
MONTHLY REPORT

2015_16	141- General Fund	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	141- General	\$ 5,219,538.55	\$ 101,802.93	\$ 2,523,684.82	\$ 2,182,053.96	\$ 9,843.11	\$ 5,653,129.23
May-15	141- General	\$ 5,653,129.23	\$ 51,581.64	\$ 232,005.24	\$ 1,666,679.98	\$ 4,221.91	\$ 4,265,814.22
Jun-15	141- General	\$ 4,265,814.22	\$ 252,104.80	\$ 2,077,026.81	\$ 3,369,276.61	\$ 4,457.65	\$ 3,221,211.57
Jul-15	141- General	\$ 3,221,211.57	\$ 29,904.82	\$ 291,666.61	\$ 1,766,283.17	\$ 1,664.51	\$ 1,774,835.32
Aug-15	141- General	\$ 1,774,835.32	\$ 48,750.94	\$ 1,954,984.15	\$ 938,330.90	\$ 1,406.81	\$ 2,838,832.70
Sep-15	141- General	\$ 2,838,832.70	\$ 107,553.50	\$ 1,928,557.24	\$ 1,535,983.47	\$ 3,959.73	\$ 3,335,000.24
Oct-15	141- General	\$ 3,335,000.24	\$ 98,302.02	\$ 2,175,128.90	\$ 1,771,166.72	\$ 8,314.93	\$ 3,828,949.51
Nov-15	141- General	\$ 3,828,949.51	\$ 103,931.47	\$ 2,169,367.10	\$ 2,102,944.59	\$ 8,024.35	\$ 3,991,279.14
Dec-15	141- General	\$ 3,991,279.14	\$ 102,870.66	\$ 2,678,896.46	\$ 2,391,997.05	\$ 17,357.97	\$ 4,363,691.24
Jan-16	141- General	\$ 4,363,691.24	\$ 98,323.14	\$ 2,222,242.07	\$ 1,926,028.09	\$ 9,056.38	\$ 4,749,171.98
Feb-16	141- General	\$ 4,749,171.98	\$ 98,933.64	\$ 2,919,052.69	\$ 1,867,568.07	\$ 22,468.95	\$ 5,877,121.29
Mar-16	141- General	\$ 5,877,121.29	\$ 99,447.20	\$ 2,106,932.85	\$ 2,062,959.90	\$ 6,696.63	\$ 6,013,844.81
Apr-16	141- General	\$ 6,013,844.81	\$ 100,085.68	\$ 2,029,444.57	\$ 1,807,219.19	\$ 4,746.84	\$ 6,331,409.03

2015_16	142- Federal Fund	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	142- Federal	\$ 167,680.04	\$ (101,802.93)	\$ 200,338.70	\$ 96,747.70		\$ 169,468.11
May-15	142- Federal	\$ 169,468.11	\$ (51,470.50)	\$ 204,375.44	\$ 113,627.61		\$ 208,745.44
Jun-15	142- Federal	\$ 208,745.44	\$ (252,104.80)	\$ 222,115.10	\$ 150,021.28		\$ 28,734.46
Jul-15	142- Federal	\$ 28,734.46	\$ (29,904.82)	\$ 394,516.66	\$ 108,153.21		\$ 285,193.09
Aug-15	142- Federal	\$ 285,193.09	\$ (48,750.94)	\$ 68,726.51	\$ 61,774.03		\$ 243,394.63
Sep-15	142- Federal	\$ 243,394.63	\$ (107,553.50)	\$ 96,866.95	\$ 80,327.73		\$ 152,380.35
Oct-15	142- Federal	\$ 152,380.35	\$ (98,302.02)	\$ 217,932.79	\$ 102,137.99		\$ 169,873.13
Nov-15	142- Federal	\$ 169,873.13	\$ (103,931.47)	\$ 325,658.59	\$ 300,533.76		\$ 91,066.49
Dec-15	142- Federal	\$ 91,066.49	\$ (102,870.66)	\$ 283,551.17	\$ 114,672.04		\$ 157,074.96
Jan-16	142- Federal	\$ 157,074.96	\$ (98,323.14)	\$ 202,630.18	\$ 90,544.15		\$ 170,837.85
Feb-16	142- Federal	\$ 170,837.85	\$ (98,376.50)	\$ 194,319.11	\$ 126,538.30		\$ 140,242.16
Mar-16	142- Federal	\$ 140,242.16	\$ (99,447.20)	\$ 247,930.69	\$ 141,843.12		\$ 146,882.53
Apr-16	142- Federal	\$ 146,882.53	\$ (100,085.68)	\$ 215,728.03	\$ 111,479.52		\$ 151,045.36

DIRECTOR OF FINANCE
MONTHLY REPORT

2015_16	143-Central Caferia	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	143-Food Service	\$ 186,754.94		\$ 135,902.09	\$ 138,345.60		\$ 184,311.43
May-15	143-Food Service	\$ 184,311.43		\$ 17,396.00	\$ 157,447.22		\$ 44,260.21
Jun-15	143-Food Service	\$ 44,260.21		\$ 264,040.85	\$ 43,076.43		\$ 265,224.63
Jul-15	143-Food Service	\$ 265,224.63	\$ 256.63	\$ 55,537.26	\$ 26,828.44		\$ 294,190.08
Aug-15	143-Food Service	\$ 294,190.08		\$ 14,474.13	\$ 124,871.16		\$ 183,793.05
Sep-15	143-Food Service	\$ 183,793.05		\$ 46,859.13	\$ 162,621.12		\$ 68,031.06
Oct-15	143-Food Service	\$ 68,031.06		\$ 344,660.54	\$ 152,246.53		\$ 260,445.07
Nov-15	143-Food Service	\$ 260,445.07		\$ 183,043.40	\$ 179,092.75		\$ 264,395.72
Dec-15	143-Food Service	\$ 264,395.72		\$ 179,366.94	\$ 132,410.32		\$ 311,352.34
Jan-16	143-Food Service	\$ 311,352.34		\$ 142,713.04	\$ 106,151.82		\$ 347,913.56
Feb-16	143-Food Service	\$ 347,913.56		\$ 128,389.19	\$ 133,359.24		\$ 342,943.51
Mar-16	143-Food Service	\$ 342,943.51		\$ 155,841.64	\$ 109,796.04		\$ 388,989.11
Apr-16	143-Food Service	\$ 388,989.11		\$ 195,210.99	\$ 169,398.72		\$ 414,801.38

2015_16	145 - Virtual School Fund	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	145- TNVA	\$ 1,394,512.39		\$ 1,041,818.50	\$ 2,496,525.90		\$ (60,195.01)
May-15	145- TNVA	\$ (60,195.01)		\$ -	\$ 32.27		\$ (60,227.28)
Jun-15	145- TNVA	\$ (60,227.28)		\$ 1,041,818.50	\$ 89.26		\$ 981,501.96
Jun-15	145- TNVA	\$ 981,501.96		\$ -	\$ 981,501.96		\$ 0.00
Jul-15	145- TNVA	\$ 0.00		\$ -	\$ -		\$ 0.00
Aug-15	145- TNVA	\$ 0.00		\$ 665,577.00	\$ 9.00		\$ 665,568.00
Sep-15	145- TNVA	\$ 665,568.00		\$ 665,577.00	\$ 633,306.63		\$ 697,838.37
Oct-15	145- TNVA	\$ 697,838.37		\$ 665,577.00	\$ 629,182.20		\$ 734,233.17
Nov-15	145- TNVA	\$ 734,233.17		\$ 665,577.00	\$ 631,928.58		\$ 767,881.59
Dec-15	145- TNVA	\$ 767,881.59		\$ 665,577.00	\$ 629,227.16		\$ 804,231.43
Jan-16	145- TNVA	\$ 804,231.43		\$ 665,577.00	\$ 47.12		\$ 1,469,761.31
Feb-16	145- TNVA	\$ 1,469,761.31		\$ 665,577.00	\$ 1,352,306.62		\$ 783,031.69
Mar-16	145- TNVA	\$ 783,031.69		\$ 665,577.00	\$ 629,229.51		\$ 819,379.18
Apr-16	145- TNVA	\$ 819,379.18		\$ 665,577.00	\$ 629,229.51		\$ 855,726.67

DIRECTOR OF FINANCE
MONTHLY REPORT

2015_16	177-Education Capital Projects	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Apr-15	177-ED CAP Pro	\$ 114,554.00		\$ -	\$ -		\$ 114,554.00
May-15	177-ED CAP Pro	\$ 114,554.00		\$ -	\$ -		\$ 114,554.00
Jun-15	177-ED CAP Pro	\$ 114,554.00		\$ -	\$ -		\$ 114,554.00
Jun-15	177-ED CAP Pro	\$ 114,554.00		\$ -	\$ 1,781.65		\$ 112,772.35
Jul-15	177-ED CAP Pro	\$ 112,772.35		\$ -			\$ 112,772.35
Aug-15	177-ED CAP Pro	\$ 112,772.35		\$ -	\$ 54,957.68		\$ 57,814.67
Sep-15	177-ED CAP Pro	\$ 57,814.67		\$ -	\$ -		\$ 57,814.67
Oct-15	177-ED CAP Pro	\$ 57,814.67		\$ 40,301.26	\$ 65,925.00		\$ 32,190.93
Nov-15	177-ED CAP Pro	\$ 32,190.93		\$ 150,466.00			\$ 182,656.93
Dec-15	177-ED CAP Pro	\$ 182,656.93		\$ 4,217.93	\$ 65,945.00		\$ 120,929.86
Jan-16	177-ED CAP Pro	\$ 120,929.86	\$ 42.61	\$ 3,933.45	\$ 69,457.00		\$ 55,448.92
Feb-16	177-ED CAP Pro	\$ 55,448.92		\$ -	\$ -		\$ 55,448.92
Mar-16	177-ED CAP Pro	\$ 55,448.92		\$ -	\$ -		\$ 55,448.92
Apr-16	177-ED CAP Pro	\$ 55,448.92		\$ -	\$ -		\$ 55,448.92

2015_16	189- Other Capital Projects	Beginning Balance	Adjustments	Receipts	Disburse-ments	Commission Transfer	Ending Balance
Jun-15	189-Other Cap Proj	\$ -		\$ 3,483,001.55	\$ -		\$ 3,483,001.55
Jul-15	189-Other Cap Proj	\$ 3,483,001.55	\$ 286.26	\$ -	\$ 2,046,932.00		\$ 1,436,355.81
Aug-15	189-Other Cap Proj	\$ 1,436,355.81		\$ 412.25			\$ 1,436,768.06
Sep-15	189-Other Cap Proj	\$ 1,436,768.06		\$ 111.55	\$ 341,155.00		\$ 1,095,724.61
Oct-15	189-Other Cap Proj	\$ 1,095,724.61		\$ 87.47	\$ 341,155.00		\$ 754,657.08
Nov-15	189-Other Cap Proj	\$ 754,657.08		\$ 61.12	\$ 11,454.00		\$ 743,264.20
Dec-15	189-Other Cap Proj	\$ 743,264.20		\$ 44.48	\$ 525,769.00		\$ 217,539.68
Jan-16	189-Other Cap Proj	\$ 217,539.68		\$ 18.48	\$ -		\$ 217,558.16
Feb-16	189-Other Cap Proj	\$ 217,558.16		\$ 17.28	\$ -		\$ 217,575.44
Mar-16	189-Other Cap Proj	\$ 217,575.44		\$ 16.63	\$ 28,122.95		\$ 189,469.12
Apr-16	189-Other Cap Proj	\$ 189,469.12		\$ 15.57			\$ 189,484.69

UNION COUNTY GOVERNMENT														
EXPENDITURE REPORT														
FOR MONTH ENDING MARCH 2016														
MAJOR FUNCTIONS												YTD	BUDGET	PRCT
FUND 101-GENERAL FUND	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR		TOTAL		
51300 MAYOR	13,360	10,684	10,708	16,669	10,776	12,648	10,926	15,733	11,873	16,064		129,441	156,203	83%
51500 ELECTION COMMISSION	8,267	21,544	4,646	11,656	8,553	8,303	8,405	9,905	29,265	14,524		125,066	171,051	73%
51600 REGISTER OF DEEDS	12,969	11,160	11,481	18,418	11,716	11,069	11,702	11,513	12,665	16,392		129,083	171,216	75%
51800 COUNTY BUILDINGS	123,412	14,439	24,424	24,684	15,839	22,184	17,655	32,425	16,755	17,799		309,615	391,556	79%
51900 GENERAL ADMINISTRATIVE	6,945	2,629	2,574	3,802	3,356	483	2,757	3,236	1,832	408		28,023	41,788	67%
52100 ACCOUNTING & BUDGET	30,731	18,080	19,064	27,046	19,253	18,786	18,995	19,753	23,365	26,355		221,429	270,416	82%
52300 PROPERTY ASSESSOR	13,344	12,918	16,782	20,037	14,195	13,423	13,838	22,091	13,595	11,831		152,055	190,230	80%
52400 TRUSTEE	22,616	14,298	14,623	28,607	14,842	15,129	14,838	14,756	16,787	21,713		178,208	232,037	77%
52500 COUNTY CLERK	22,971	24,653	22,530	34,967	28,887	24,346	25,158	24,068	23,371	33,223		264,173	346,359	76%
53100 CIRCUIT COURT	30,023	16,759	18,147	25,136	27,526	15,999	17,376	19,953	16,978	24,346		212,242	256,700	83%
53300 SESSIONS COURT	12,536	10,963	11,484	16,827	11,489	11,739	11,582	12,021	11,900	18,356		128,897	155,027	83%
53400 CHANCERY	16,750	12,020	11,664	17,148	11,286	11,740	11,618	12,520	11,694	19,126		135,566	167,508	81%
54110 SHERIFF	89,145	75,055	89,814	131,499	112,580	89,287	91,776	88,184	100,011	128,275		995,628	1,351,834	74%
54120 SPECIAL PATROLS	11,233	10,293	10,995	16,885	11,283	11,383	11,656	11,586	11,586	17,258		124,158	144,431	86%
54210 JAIL	87,775	73,824	79,396	109,117	82,821	75,985	74,447	80,122	88,415	104,062		855,966	1,060,735	81%
54240 JUVENILE SERVICES	7,376	5,813	7,233	11,820	5,901	6,342	5,939	6,603	5,340	8,333		70,701	93,945	75%
54610 MEDICAL EXAMINER	9,229	1,500	-	204	-	194	1,843	1,575	326	4,725		19,596	30,000	65%
55110 HEALTH CENTER	12,954	1,952	1,510	4,448	2,534	2,779	2,152	3,455	10,692	2,441		44,917	114,191	39%
55732 CONVENIENCE CENTER	5,671	5,088	10,965	9,023	6,100	10,854	5,539	4,785	39,173	-		97,197	97,197	100%
56300 SENIOR CENTER	7,245	6,814	8,179	18,686	6,881	8,167	7,637	8,498	7,409	10,771		90,287	112,379	80%
56500 LIBRARY	10,871	12,829	12,599	14,894	11,664	13,607	15,252	10,613	19,565	15,918		137,812	198,611	69%
TOTAL MAJOR FUNCTIONS	555,423	363,314	388,819	561,574	417,483	384,447	381,093	413,393	472,599	511,918		4,450,061	5,753,414	77%
TOTAL NON-MAJOR FUNCTIONS	115,098	(22,314)	275,319	177,067	68,595	43,545	87,017	54,615	311,343	63,979		1,216,349	1,782,970	68%
TOTAL GOVERNMENT	670,521	341,000	664,138	738,640	486,077	427,992	470,623	470,529	779,424	569,288		5,666,410	7,536,384	75%
OTHER FUNDS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR		YTD TOTAL	BUDGET	PRCT
FUND 118-AMBULANCE SERVICE	139,158	113,391	128,060	107,934	95,669	99,916	100,935	113,014	138,024	98,382		1,134,483	1,484,266	76%
FUND 122-DRUG FUND	39	180	1,463	3,379	2,590	3,090	3,463	40	26,193	2,045		40,437	68,017	59%

UNION COUNTY GOVERNMENT														
EXPENDITURE REPORT														
FOR MONTH ENDING MARCH 2016														
MINOR FUNCTIONS												YTD	BUDGET	
FUND 101-GENERAL FUND	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR		TOTAL		PRCT
51110 COUNTY COMMISSION	4,546	4,545	4,546	4,261	4,262	4,262	4,262	4,545	4,546	4,546		44,320	62,948	70%
51210 EQUALIZATION BOARD			-	-	-	-	-	-	-	-		-	800	0%
51220 BEER BOARD			215	54				215	-	-		484	1,523	32%
51400 COUNTY ATTORNEY	45,420	(44,455)	957	930	3,814	930	930	930	110,944	930		121,332	168,948	72%
51710 PLANNING COMMISSION	400	780	400	400	-	800	400	884	400	831		5,295	10,035	53%
52900 TRUSTEE COMMISSION	5,186	3,645	1,515	7,904	7,047	19,519	12,174	24,866	4,659	6,608		86,514	76,000	114%
53930 VICTIMS ASSESSMENT	-		-	3,021	-	-	-	-	2,691	-		5,713	20,096	28%
54310 FIRE PREVENTION			20,000	20,000	1,000	-	-	1,000	21,000	-		63,000	75,000	84%
54420 RESCUE SQUAD			4,137	1,266	2,925	-	-	2,925	2,707	-		13,960	20,000	70%
54490 OTHER EMERGENCY MGMT			-	-	-	-	-	-	-	-		-	152,416	0%
55190 OTHER LOCAL HEALTH	5,636	5,474	8,239	12,734	9,140	8,700	8,911	8,769	8,865	12,984		89,451	133,000	67%
55390 APPROPRIATION TO STATE			-	-	-	-	-	-	-	11,750		11,750	22,788	52%
55710 SANITATION MGMNT	948	948	948	948	948	948	948	948	948	948		9,479	10,363	91%
56700 PARKS AND FAIR BOARDS	290	782	13,219	2,687	2,536	373	647	286	279	465		21,565	25,500	85%
57100 AGRICULTURE EXTENSION	1,106	1,298	1,613	9,735	1,947	1,786	8,654	1,916	1,781	8,039		37,874	50,677	75%
57300 FOREST SERVICE			500	-	-	-	-	-	-	-		500	500	100%
57500 SOIL CONSERVATION	3,313	3,101	4,645	4,949	5,380	3,810	3,621	4,620	4,213	5,660		43,311	52,602	82%
58190 OTHER EC & COM DEVEL			181,476	94,789	31,917	-	43,048	-	136,097	-		487,328	496,548	98%
58300 VETERAN'S SERVICES	1,406	1,408	1,393	1,494	1,392	1,392	1,403	1,802	1,401	1,401		14,494	18,257	79%
58400 OTHER CHARGES-NONPROFIT			14,720	15,000	-	20,000	1,500	-	-	5,000		56,220	66,720	84%
58600 EMPLOYEE BENEFITS	49,065		-	-	-	-	-	-	-	-		49,065	49,065	100%
58700 PAYMENTS TO CITIES			11,000	-	-	-	-	-	-	-		11,000	11,000	100%
58900 MISC-HOMELAND SEC GRANT									6,792	-		6,792	6,810	100%
64000 LITTER AND TRASH COLLECT	2,971	3,805	4,017	4,747	3,014	3,056	3,032	3,420	4,020	4,817		36,900	50,531	73%
TOTAL NON-MAJOR FUNCTIONS	120,287	(18,669)	273,540	184,920	75,323	63,063	87,017	54,615	311,343	63,979		1,216,347	1,582,127	77%
OTHER FUNDS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR		YTD TOTAL	BUDGET	PRCT
FUND 131-HIGHWAY	193,259	157,303	211,229	197,736	100,807	214,100	202,978	255,833	126,979	229,721		1,889,944	2,828,518	67%
FUND 151-DEBT SERVICE	43,925	45,224	137,175	41,912	45,426	76,281	44,500	48,195	1,185,111	42,842		1,668,749	2,036,519	82%

UNION COUNTY SCHOOLS													
EXPENDITURE REPORT													
FOR MONTH ENDING MARCH 2016													
											YTD		
FUND 141-GP SCHOOLS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL	BUDGET	PRCT
71100-REGULAR INSTRUCTION	53,684	241,597	797,747	784,963	909,970	866,616	787,773	949,445	806,060	800,009	6,997,863	10,665,041	66%
71200-SPECIAL EDUC PROG	13,289	37,162	136,689	140,598	141,653	134,381	116,875	133,157	126,663	132,290	1,112,758	1,785,317	62%
71300-VOCATIONAL ED	10,534	15,022	76,524	76,889	80,240	77,957	76,289	78,155	76,474	78,026	646,108	973,439	66%
72120-HEALTH SERVICES	5,827	7,791	17,927	17,199	19,174	19,118	17,505	19,247	17,884	17,271	158,941	210,457	76%
72130-GUIDANCE	12,467	7,511	39,362	37,878	41,557	35,327	125,582	39,361	39,191	39,157	417,394	568,442	73%
72210-REGULAR ED SUPPORT	26,482	42,387	39,008	44,351	43,020	43,805	37,978	45,015	44,443	42,969	409,458	564,737	73%
72220-SPECIAL ED SUPPORT	34,985	36,855	39,614	42,055	52,995	63,443	38,043	64,343	43,459	40,877	456,671	593,545	77%
72230-VOCATION SUPPORT	9,828	10,094	11,324	11,551	9,227	10,625	11,356	11,232	11,482	11,608	108,326	139,248	78%
72310-BOARD OF EDUCATION	260,344	9,373	17,117	21,324	28,110	31,529	19,490	33,241	17,754	7,124	445,406	490,776	91%
72320-DIRECTOR OF SCHOOLS	8,932	10,512	11,531	10,332	8,486	15,158	10,891	12,051	20,833	10,148	108,726	140,636	77%
72410-PRINCIPALS	67,342	26,766	133,240	127,539	143,281	130,766	128,583	131,368	126,912	131,149	1,146,945	1,566,263	73%
72510-FISCAL SERVICES	2,240	-	(2,240)	-	-	-	163,769	-	-	-	163,769	163,769	100%
72610-OPERATION OF PLANT	243,834	155,110	147,612	131,485	123,493	137,920	126,892	149,040	134,838	121,886	1,472,110	1,813,546	81%
72620-MAINTENANCE OF PLANT	28,209	43,519	34,835	54,117	25,356	40,610	19,339	21,020	17,010	30,548	314,562	430,419	73%
72710-TRANSPORTATION	5,087	103,161	111,258	107,146	111,932	108,958	105,165	106,627	111,412	105,760	976,506	1,182,680	83%
72810-TECHNOLOGY	61,943	66,187	60,008	44,038	47,389	37,254	28,368	39,290	32,844	43,712	461,032	592,245	78%
73300-COMMUNITY SERVICES	3,453	3,544	4,415	4,415	4,415	4,389	4,414	4,414	4,393	4,389	42,241	70,132	60%
73400-EARLY CHILDHOOD ED	811	14,944	25,213	23,843	23,280	22,227	18,960	19,770	20,154	20,894	190,095	326,724	58%
82330-DEBT SERVICE/58900					150,446	499,980	-		275,250	-	775,250	775,250	100%
TOTAL FUND 141	849,292	831,535	1,701,185	1,679,723	1,964,022	2,280,062	1,828,670	1,853,775	1,927,055	1,637,818	16,404,161	23,052,666	71%
FUND 142-FEDERAL SCHOOLS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD TOTAL	BUDGET	PRCT
011-CONSOLIDATED ADMIN	13,151	13,173	14,378	14,138	13,880	13,793	14,009	13,848	15,802	13,937	140,109	190,000	74%
101-TITLE I	28,295	37,872	90,308	108,874	143,044	89,457	76,650	113,128	94,450	88,778	870,854	1,428,386	61%
201-TITLE II		1,900	11,268	6,944	7,133	7,007	8,920	5,633	5,486	6,878	61,170	135,506	45%
601-TITLE VI		5,939	254	103,023	34,315	-	-	1,409	9,613	-	154,552	188,805	82%
801-CARL PERKIN	-	2,300	6,398	4,599	-	5,322	101	10,369	2,663	5,176	36,927	55,810	66%
901-IDEA	7,970	32,065	84,525	87,419	87,251	84,741	85,399	100,766	85,388	88,909	744,432	1,273,140	58%
911-IDEA PRESCHOOL	-	1,702	1,701	2,424	3,950	3,396	3,418	3,418	3,418	3,418	26,844	38,596	70%
TOTAL FUND 142	49,416	94,951	208,832	327,419	289,572	203,714	188,497	248,569	216,821	207,096	2,034,887	3,310,243	
FUND 143-CENTRAL CAFETERIA	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD TOTAL	BUDGET	PRCT
73100-FOOD SERVICE	18,270	156,335	155,993	159,455	155,646	129,385	106,713	157,765	99,224	163,304	1,302,091	1,500,062	87%
FUND 145-OTHER ED-TNVA	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	YTD TOTAL	BUDGET	PRCT
VIRTUAL ACADEMY	9	44	633,262	629,182	631,974	629,229	629,182	723,172	629,230	629,182	5,134,466	6,655,768	77%

A **Motion** was made by **Roll Call** and **Seconded** by **Tony Strevel** to approve the Director of Finance Monthly Reports as presented.

County Chairman, Micheal Williams called for an **Aye Vote. Motion Carried.**

9. Budget Amendments & Transfers

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
FUND 101-GENERAL FUND

Line #		COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
51800	707		BUILDING IMPROVEMENTS	\$ 3,500.00	\$ (999.00)		\$ 2,501.00
58900	509		REFUNDS	\$ -		\$ 999.00	\$ 999.00
54210	207		MEDICAL INSURANCE	\$ 67,144.00	\$ (6,200.00)		\$ 60,944.00
54120	207		MEDICAL INSURANCE	\$ 8,283.00		\$ 5,100.00	\$ 13,383.00
54210	210		UNEMPLOYMENT COMPENSATION	\$ 2,268.00		\$ 1,100.00	\$ 3,368.00
54210	710		FOOD SERVICE EQUIPMENT	\$ 1,500.00	\$ (728.00)		\$ 772.00
54210	429	MAT	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$ 500.00		\$ 728.00	\$ 1,228.00
54210	453		VEHICLE PARTS	\$ 1,400.00		\$ 400.00	\$ 1,800.00
54210	421		FOOD PREPARATION SUPPLIES	\$ 1,000.00	\$ (400.00)		\$ 600.00
54210	422		FOOD SUPPLIES	\$ 131,500.00	\$ (13,500.00)		\$ 118,000.00
54210	718		MOTOR VEHICLES	\$ 5,000.00		\$ 13,500.00	\$ 18,500.00
			#N/A				
					\$ (21,827.00)	\$ 21,827.00	
					\$ -		NET CHANGE

OFFICIAL SEAL OF THE
UNION COUNTY
TENNESSEE
Attest:
COUNTY CLERK

Pam Ailor

Union County Clerk

Mike Williams, Chairman

Union County Mayor

Voting Aye

Voting Nay

Pass

15

0

0

This budget transfer is requested to reprogram funds within appropriated budget
ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Page 1 of 9

A **Motion** was made by **Wayne Roach** and **Seconded** by **R. L. Jones** to approve the Budget Transfer Request for **FUND 101-GENERAL FUND** (page 1 of 9), as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

8

UNION COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
Submitted to Budget Committee May 3, 2016
FUND 101-GENERAL FUND

Line #	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
58900	509	REFUNDS	\$ 998.00		\$ 1,631.00	\$ 2,629.00
54210	335	MAINTENANCE AND REPAIR SERVICES-BUILDINGS	\$ 21,600.00		\$ 1,500.00	\$ 23,100.00
54210	431	LAW ENFORCEMENT SUPPLIES	\$ 10,235.00		\$ 1,000.00	\$ 11,235.00
					\$ 4,131.00	NET CHANGE
34525		RESTRICTED REVENUE-Ecigs			\$ 1,000.00	
34525		RESTRICTED REVENUE-Commissary			\$ 1,500.00	
58900		TRANSFERS IN			\$ 1,631.00	\$ 4,131.00

This budget amendment is requested to enter into the budget transfer in amounts from the impacted funds for State mandated property tax refund for Bull Run Creek Association and to amend Jail budget from restricted revenue accounts

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Attest:

Pam Ailor
Union County Clerk

Mike Williams, Chairman
Union County Mayor

Voting Aye 15
Voting Nay 0
Pass 0
Abstain

UNION COUNTY GOVERNMENT
BUDGET AMENDMENT REQUEST
Submitted to Road Commission May 2, 2016
To be submitted to Budget Committee May 3, 2016
FUND 131-HIGHWAY

Line #	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
58900	590	TRANSFERS TO OTHER FUNDS	\$ 28,914.20		\$ 117.50	\$ 29,031.70
61000	358	REMITTANCE OF REVENUES COLLECTED	\$ -		\$ 48,579.59	\$ 48,579.59
					\$ 48,697.09	NET CHANGE
32000		FUND BALANCE	\$ 48,697.09			\$ 48,697.09

This budget amendment is requested to enter into budget property tax reimbursement and FEMA overpayment repayment

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Attest:

Pam Ailor
Union County Clerk

Mike Williams, Chairman
Union County Mayor

Voting Aye 15
Voting Nay 0
Pass 0
Abstain 0

Page 2 of 9

A **Motion** was made by **Janet Holloway** and **Seconded** by **Tony Strevel** to approve the Budget Amendment Request for **FUND 101-GENERAL FUND** (page 2 of 9), as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

A **Motion** was made by **Chris Upton** and **Seconded** by **Stan Dail** to approve the Budget Amendment Request for **FUND 131-HIGHWAY** (page 2 of 9), as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

9

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
FUND 118-AMBULANCE SERVICES

Line #	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
55130	590	TRANSFERS TO OTHER FUNDS	\$ -		\$ 184.00	\$ 184.00
55130	204	STATE RETIREMENT	\$ 43,039.00		\$ 5,000.00	\$ 48,039.00
55130	207	MEDICAL INSURANCE	\$ 90,000.00		\$ 1,000.00	\$ 91,000.00
55130	307	COMMUNICATION	\$ 12,000.00		\$ 6,000.00	\$ 18,000.00
55130	333	LICENSES	\$ 2,500.00		\$ 250.00	\$ 2,750.00
55130	359	DISPOSAL FEES	\$ 2,500.00		\$ 400.00	\$ 2,900.00
55130	413	DRUGS AND MEDICAL SUPPLIES	\$ 45,000.00		\$ 6,000.00	\$ 51,000.00
55130	335	MAINTENANCE AND REPAIR SERVICES-BUILDINGS	\$ 5,000.00		\$ 1,000.00	\$ 6,000.00
55130	415	ELECTRICITY	\$ 12,000.00		\$ 1,050.00	\$ 13,050.00
55130	450	TIRES AND TUBES	\$ 6,000.00		\$ 3,000.00	\$ 9,000.00
55130	499	OTHER SUPPLIES AND MATERIALS	\$ 12,500.00		\$ 1,000.00	\$ 13,500.00
55130	412	DIESEL FUEL	\$ 70,000.00	\$ (24,884.00)		\$ 45,116.00
				\$ (24,884.00)	\$ 24,884.00	
					\$ -	NET CHANGE

This budget transfer is requested to move available appropriation to under budgeted expenditure lines



ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Attest:

Pam Ailor
Pam Ailor
Union County Clerk

Mike Williams
Mike Williams, Chairman
Union County Mayor

Voting Aye	15
Voting Nay	0
Pass	0
Abstain	0

A **Motion** was made by **Dawn Flatford** and **Seconded** by **Lynn Beeler** to approve the Budget Transfer Request for **FUND 118-AMBULANCE** (page 3 of 9), as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
FUND 151-DEBT SERVICE

Line #		COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
99100	590		TRANSFERS TO OTHER FUNDS	\$ 1,002.00		\$ 228.00	\$ 1,230.00
82210	604		INTEREST ON NOTES	\$ 1,950.00	\$ (228.00)		\$ 1,722.00
						\$ -	NET CHANGE

This budget transfer is requested to enter into budget property tax refund

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 10th day of MAY, 2016

OFFICIAL SEAL OF THE
UNION COUNTY
TENNESSEE
COUNTY CLERK

Attest:
Pam Ailor
Union County Clerk

Mike Williams, Chairman
Union County Mayor

Voting Aye

15

Voting Nay

0

Pass

0

Abstain

0

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
FUND 171-CAPITAL PROJECTS

Line #		COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
91110	510		TRUSTEE'S COMMISSION	\$ 1,400.00		\$ 3,100.00	\$ 4,500.00
91140	791	4TH	OTHER CONSTRUCTION	\$ 20,000.00	\$ (3,130.00)		\$ 16,870.00
58900	590		TRANSFERS TO OTHER FUNDS	\$ -		\$ 30.00	\$ 30.00
						\$ -	NET CHANGE

This budget transfer is requested to increase trustee commission expense and to add transfer out for property tax reimbursement

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

OFFICIAL SEAL OF THE
UNION COUNTY
TENNESSEE
COUNTY CLERK

Attest:
Pam Ailor
Union County Clerk

Mike Williams, Chairman
Union County Mayor

Voting Aye

15

Voting Nay

0

Pass

0

Abstain

0

Page 4 of 9

A **Motion** was made by **J. M. Bailey** and **Seconded** by **Wayne Roach** to approve the Budget Transfer Request for **FUND 151-DEBT SERVICE** (page 4 of 9), as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

A **Motion** was made by **Janet Holloway** and **Seconded** by **Kenny Hill** to approve the Budget Transfer Request for **FUND 171-CAPITAL PROJECTS** (page 4 of 9), as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

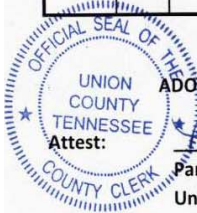
UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
To Be Submitted to Board of Education May 5, 2016
FUND 141-GENERAL PURPOSE SCHOOLS FUND

Line #		COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
72310	590		TRANSFERS TO OTHER FUNDS	\$ 150,446.00		\$ 2,073.00	\$ 152,519.00
72620	451		UNIFORMS	\$ -		\$ 1,000.00	\$ 1,000.00
72620	355		TRAVEL	\$ 2,000.00	\$ (1,000.00)		\$ 1,000.00
71100	186		LONGEVITY PAY	\$ 35,350.00		\$ 1,820.00	\$ 37,170.00
71100	429	BAND	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$ -		\$ 3,500.00	\$ 3,500.00
72310	186	NC	LONGEVITY PAY	\$ -		\$ 700.00	\$ 700.00
72310	312		CONTRACTS WITH PRIVATE AGENCIES	\$ -		\$ 100.00	\$ 100.00
72610	361		PERMITS	\$ 690.00		\$ 160.00	\$ 850.00
72610	434		NATURAL GAS	\$ 100,000.00	\$ (8,353.00)		\$ 91,647.00
72810	334		MAINTENANCE AGREEMENTS	\$ 2,500.00	\$ (254.00)		\$ 2,246.00
72810	336		MAINTENANCE AND REPAIR SERVICES-EQUIPMENT	\$ 60,000.00	\$ (2,714.67)		\$ 57,285.33
72810	355		TRAVEL	\$ 4,300.00	\$ (3,000.00)		\$ 1,300.00
72810	425		GASOLINE	\$ 1,100.00	\$ (400.00)		\$ 700.00
72810	453		VEHICLE PARTS	\$ 500.00	\$ (462.33)		\$ 37.67
72810	790		OTHER EQUIPMENT	\$ 20,000.00		\$ 6,831.00	\$ 26,831.00
					\$ (16,184.00)	\$ 16,184.00	

\$ - NET CHANGE

This budget transfer is requested to reprogram funds within appropriated budget

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016



Attest:

Pam Ailor
Pam Ailor
Union County Clerk

Michael Williams
Mike Williams, Chairman
Union County Mayor

Voting Aye	15
Voting Nay	0
Pass	0
Abstain	0

A **Motion** was made by **Wayne Roach** and **Seconded** by **R. L. Jones** to approve the Budget Transfer Request for **FUND 141-GENERAL PURPOSE SCHOOLS FUND** (page 5 of 9), as presented.

Commissioner Goforth read the following disclaimer prior to his vote, “Because I am an employee of the Union County Schools System, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents.”

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
To Be Submitted to Board of Education May 5, 2016
FUND 141- General Purpose Schools -Gear Up Grant

Function	Obj	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
71100	116	GEAR	TEACHERS	\$ 4,400.00	\$ (310.00)		\$ 4,090.00
71100	198	GEAR	NON-CERTIFIED SUBSTITUTE TEACHERS	\$ 2,007.00	\$ (307.00)		\$ 1,700.00
71100	201	GEAR	SOCIAL SECURITY	\$ 462.00	\$ (140.00)		\$ 322.00
71100	204	GEAR	STATE RETIREMENT	\$ 452.00	\$ (86.00)		\$ 366.00
71100	210	GEAR	UNEMPLOYMENT COMPENSATION	\$ 20.00		\$ 19.00	\$ 39.00
71100	212	GEAR	EMPLOYER MEDICARE	\$ 109.00	\$ (33.00)		\$ 76.00
72210	307	GEAR	COMMUNICATION	\$ 500.00		\$ 500.00	\$ 1,000.00
72210	355	GEAR	TRAVEL	\$ 38,280.00		\$ 1,750.00	\$ 40,030.00
72210	499	GEAR	OTHER SUPPLIES AND MATERIALS	\$ 14,770.00		\$ 7,332.14	\$ 22,102.14
72210	524	GEAR	STAFF DEVELOPMENT	\$ 27,500.00	\$ (395.14)		\$ 27,104.86
72210	709	GEAR	DATA PROCESSING EQUIPMENT	\$ 15,000.00	\$ (5,830.00)		\$ 9,170.00
					\$ (7,101.14)	\$ 9,601.14	

\$ 2,500.00 NET CHANGE

47590	GEAR	OTHER FEDERAL THROUGH STATE	\$ 2,500.00
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This amendment is to budget additional funding received from the State and moving appropriated funds to needed lines



ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Attest: Pam Ailor
Pam Ailor
Union County Clerk

Michael Williams
Mike Williams, Chairman
Union County Mayor

Voting Aye	15
Voting Nay	0
Pass	0
Abstain	0

A **Motion** was made by **Wayne Roach** and **Seconded** by **R. L. Jones** to approve the Budget Transfer Request for **FUND 141-GENERAL PURPOSE SCHOOLS – Gear Up Grant** (page 6 of 9), as presented.

Commissioner Goforth read the following disclaimer prior to his vote, “Because I am an employee of the Union County Schools System, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents.”

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

UNION COUNTY BOARD OF EDUCATION
BUDGET AMENDMENT REQUEST
Submitted to Budget Committee May 3 , 2016
To Be Submitted to Board of Education May 5, 2016
FUND 141-GENERAL PURPOSE SCHOOLS FUND

Line #	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
72620	335	MAINTENANCE AND REPAIR SERVICES-BUILDINGS	\$ 135,600.00		\$ 3,895.00	\$ 139,495.00
					\$ 3,895.00	NET CHANGE
49700		INSURANCE RECOVERY	\$ 3,895.00			

OFFICIAL SEAL OF
UNION
COUNTY
TENNESSEE
COUNTY CLERK

Attest:

Pam Ailor
Union County Clerk

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Mike Williams, Chairman
Union County Mayor

Voting Aye15
Voting Nay0
Pass0
Abstain0

UNION COUNTY BOARD OF EDUCATION
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
To Be Submitted to Board of Education May 5, 2016
FUND 142-FEDERAL PROJECTS
Subfund 101-Title 1A-Improving the Academic Achievement of the Disadvantaged

Line #	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
71100	722	REGULAR INSTRUCTION EQUIPMENT	\$ 72,468.00		\$ 8,500.00	\$ 80,968.00
71100	429	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$ 118,856.00		\$ 1,827.00	\$ 120,683.00
					\$ 10,327.00	NET CHANGE
47141		TITLE 1 GRANTS TO LOCAL EDUC AGENCIES			\$ 10,327.00	

OFFICIAL SEAL OF
UNION
COUNTY
TENNESSEE
COUNTY CLERK

Attest:

Pam Ailor
Union County Clerk

ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Mike Williams, Chairman
Union County Mayor

Voting Aye15
Voting Nay0
Pass0
Abstain0

Page 7 of 9

A **Motion** was made by **Wayne Roach** and **Seconded** by **R. L. Jones** to approve the Budget Amendment Request for **FUND 141-GENERAL PURPOSE SCHOOLS FUNDS** (page 7 of 9), as presented.

Commissioner Goforth read the following disclaimer prior to his vote, “Because I am an employee of the Union County Schools System, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents.”

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

A **Motion** was made by **Gary England** and **Seconded** by **Kenny Hill** to approve the Budget Transfer Request for **FUND 142-FEDERAL PROJECTS Subfund 101-Title 1A-Improving the Academic Achievement of the Disadvantages** (page 7 of 9), as presented.

Commissioner Goforth read the following disclaimer prior to his vote, “Because I am an employee of the Union County Schools System, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents.”

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

14

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
To Be Submitted to Board of Education May 5, 2016
FUND 143-FOOD SERVICE

Line #		COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
73100	165	HMS	CAFETERIA PERSONNEL	\$ 71,255.70	\$ (4,000.00)		\$ 67,255.70
73100	165	LES	CAFETERIA PERSONNEL	\$ 76,780.00	\$ (6,000.00)		\$ 70,780.00
73100	165	MES	CAFETERIA PERSONNEL	\$ 54,067.00		\$ 10,000.00	\$ 64,067.00
73100	165	PES	CAFETERIA PERSONNEL	\$ 65,022.00	\$ (3,000.00)		\$ 62,022.00
73100	165	SCES	CAFETERIA PERSONNEL	\$ 62,604.00	\$ (10,000.00)		\$ 52,604.00
73100	165	UCHS	CAFETERIA PERSONNEL	\$ 125,635.00	\$ (18,000.00)		\$ 107,635.00
73100	207		MEDICAL INSURANCE	\$ 39,432.00	\$ (10,000.00)		\$ 29,432.00
73100	355		TRAVEL	\$ 3,500.00	\$ (1,000.00)		\$ 2,500.00
73100	422		FOOD SUPPLIES	\$ 629,713.00		\$ 41,950.00	\$ 671,663.00
73100	599		OTHER CHARGES	\$ 1,219.00		\$ 50.00	\$ 1,269.00
					\$ (52,000.00)	\$ 52,000.00	
				\$ -			NET CHANGE



This budget transfer is requested to reprogram funds within appropriated budget
ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Pam Ailor
Pam Ailor
Union County Clerk

Mike Williams
Mike Williams, Chairman
Union County Mayor

Voting Aye	15
Voting Nay	0
Pass	0
Abstain	0

A **Motion** was made by **Janet Holloway** and **Seconded** by **J. M. Bailey** to approve the Budget Transfer Request for **FUND 143-FOOD SERVICE** (page 8 of 9), as presented.

Commissioner Goforth read the following disclaimer prior to his vote, “Because I am an employee of the Union County Schools System, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents.”

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

UNION COUNTY GOVERNMENT
BUDGET TRANSFER REQUEST
Submitted to Budget Committee May 3 , 2016
To Be Submitted to Board of Education May 5, 2016
FUND 145-OTHER EDUCATION SPECIAL REVENUE-Virtual Academy

Line #	COST CENTER	DESCRIPTION	Original/ Amended Budget	Decrease	Increase	Amended Budget
71100	312	CONTRACTS WITH PRIVATE AGENCIES	\$ 6,291,822.00	\$ (2,939.85)		\$ 6,288,882.15
71100	429	INSTRUCTIONAL SUPPLIES AND MATERIALS	\$ -		\$ 4,080.00	\$ 4,080.00
71100	449	TEXTBOOKS	\$ -		\$ 2,649.36	\$ 2,649.36
72410	206	LIFE INSURANCE	\$ 24.50	\$ (3.50)		\$ 21.00
72410	307	COMMUNICATION	\$ 500.00	\$ (470.00)		\$ 30.00
72410	317	DATA PROCESSING SERVICES	\$ 9,600.00	\$ (3,316.01)		\$ 6,283.99
				\$ (6,729.36)	\$ 6,729.36	
				\$ 0.00	NET CHANGE	

OFFICIAL SEAL OF
UNION
COUNTY
TENNESSEE
Attest: Pam Ailor
COUNTY CLERK

This budget transfer is requested to realign budget to expenditures
ADOPTED AND APPROVED IN OPEN MEETING, AT MAYNARDVILLE, TENNESSEE, this 9th day of MAY, 2016

Pam Ailor
Union County Clerk

Michael Williams
Mike Williams, Chairman
Union County Mayor

Voting Aye 15
Voting Nay 0
Pass 0
Abstain 0

Page 9 of 9

A **Motion** was made by **Chris Upton** and **Seconded** by **Janet Holloway** to approve the Budget Transfer Request for **FUND 145-OTHER EDUCATION SPEICAL REVENUE-Virtual Academy** (page 9 of 9), as presented.

Commissioner Goforth read the following disclaimer prior to his vote, “Because I am an employee of the Union County Schools System, I have a conflict of interest in the proposal about to be voted. However, I declare that my argument and my vote answer only to my conscience and to my obligation to my constituents and the citizens this body represents.”

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

10. Sheriff Breeding updated the Commission on the activities of his department for the month of April 2016.
11. **Resolution No 01 05-09-2016 - Floating Homes**

BEFORE THE COUNTY LEGISLATIVE BODY FOR UNION COUNTY, TENNESSEE
RESOLUTION NO 01 05-09-2016

WHEREAS, Norris Lake is recognized by the Tennessee Legislature as the Marina Capital of Tennessee; and

WHEREAS, Union County currently has 6 marinas situated within its boundaries; and

WHEREAS, floating homes comprise thirty to fifty percent (30% - 50%) of the 'hotel' rooms rented in the marinas in Union County and the other Norris Lake marinas across Anderson, Campbell, and Claiborne Counties; and

WHEREAS, the Kentucky legislature authorized floating home construction this year to boost that state's economy; and

WHEREAS, floating homes sell for \$30-350K (\$8K bedrooms), and

WHEREAS, nine hundred, twenty-one (921) floating home owners on Norris Lake will lose their investment if the sunset provision is approved; and

WHEREAS, manufactured houseboats sell for \$200K-\$1 million (\$50K bedrooms).

NOW, THEREFORE, this County Commission finds and requests that waterway health, safety, and stewardship are imperative for all Union County Citizens, TVA Rate Payers and Guests, and we ask the TVA Board, to reject the Sunset Provision of "Alternative B2 – Grandfather, but Sunset Existing and Prohibit New" in favor of "Alternative B1 – Grandfather Existing and Prohibit New".

The Clerk is directed to forward a certified copy of this resolution to the Board of Directors of the Tennessee Valley Authority.

Motion to Approve by: Janet Holloway, Seconded by: Kenny Hill

Number voting for: 15

Number voting no: 0

Number abstaining: 0

ADOPTED AND APPROVED in open meeting at Maynardville, Tennessee, this 9th day of May, 2016.



Attest:

Janet Holloway
County Clerk

APPROVED:

Micheal Williams
Chairman and County Mayor

A **Motion** was made by **Janet Holloway** and **Seconded** by **Kenny Hill** to approve Resolution No 01 05-09-2016 – Floating Homes, as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

12. Affidavits for Property Assessor of Union County

A **Motion** was made by **Gary England** and **Seconded** by **R. L. Jones** to approve the Affidavit for Property Assessor of Union County, Tennessee, submitted by Randy Edward Turner, and to appoint Randy Edward Turner to fill the position of Property Assessor of Union County, previously held by the late Donna B. Jones, thru the remainder of the term (September 1, 2016).

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

13. No Old Business was presented at open meeting on Monday, May 9, 2016.
14. No New Business was presented at open meeting on Monday, May 9, 2016.
15. Addendums: (if any)
- a. Union County Employees Personnel Handbook

Union County Personnel Handbook	
Mayor	Micheal Williams April 11, 2016
Trustee	Lynn Beeler 4-8-16
Deputy Assessor of Property	Randy E Turner 4-8-16
Register of Deeds	Mary Beth Ketter 4-11-16
Election Registrar	Jonathan Tule 4-8-16
Circuit & Session Court Clerk	Jonathan Williams 4-8-16
Clerk and Master	Samuel Edmondson 4-8-16
County Clerk	Samuel Edmondson 4-8-16
Session and Juvenile Judge	DW 4-15-16
Sheriff	William F. Brudig #

INTRODUCTION

We are pleased to introduce the revised Union County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities and employee rights. This handbook is intended to be useful for Union County employees.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Union County's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or by Union County at any time, without advance notice.

It is the intention of Union County to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Union County employees.

It is your responsibility to ensure you have the most up-to-date version of the Handbook. All questions pertaining to information found in this handbook should be discussed with your supervisor.

STATE AND FEDERAL POLICIES

Equal Employment Opportunity Policy

Union County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. Administrators and supervisors with the government of Union County are familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination.

Equal Employment Opportunity Grievance Procedure

It is the policy of Union County to establish a procedure for employees to follow in order to bring grievances of discrimination or harassment to the attention of management.

Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (the County Mayor's Administrative Assistant). You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
2. The EEO Officer will investigate the complaint with your supervisor and any other person with knowledge of the situation.
3. You will be advised in writing of the results of the investigation and Union County's decision regarding the complaint.

4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file. If you do not agree with the decision of the EEO Officer, you have the right appeal with the U.S. Equal Employment Opportunity Commission.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved
- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Our supervisors and managers also are covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management.

Employees who believe that our No Harassment policy may have been violated should immediately report the matter to their immediate supervisor. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and, where appropriate, take prompt remedial action including disciplinary action up to and including immediate termination. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy to the extent possible consistent with our investigation and applicable law.

You will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that you sincerely believe violate this policy.

We are serious about enforcing our policy against harassment. However, we cannot resolve a potential policy violation unless we know about it. You are responsible for bringing your concerns about possible policy violations to our attention so that we can take appropriate actions to address your concerns.

Americans with Disabilities Act

Union County complies with the Americans with Disabilities Act of 1990, US Code annotated 101-336 (ADA), which prohibits discrimination on the basis of disability with respect to selection and hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment as amended by the ADA Amendments Act of 2008 (ADAAA).

We will make every effort to reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. Employees in need of accommodation due to a disability should make the need known to

their supervisor or manager. Union County will treat all employee accommodation requests and related information confidentially.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability, and that the disability necessitates a reasonable accommodation.

Title VI of the Civil Rights Act of 1964

Union County Government complies with Title VI of the Civil Rights Act of 1964. This Act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color or national origin.

HIPPA (Health Insurance Portability and Accountability Act)

Union County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and follows guidelines involving the protected health information of employees and dependents.

Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work, as required by state and/or federal law and sign Federal Form I-9, Employment Eligibility Verification Form.

CODE OF ETHICS

Ethical Conduct

It is the policy of Union County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

You are required to maintain the highest ethical standards in the conduct of your duties. This also applies to non-work situations when you identify yourself as a County employee (i.e. wearing a County uniform, driving a County vehicle, distributing a County business card, etc.) In order to fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability and use of sound judgement are required for all employees in all classes of work in the County government.
- There shall be no activity which is in conflict with the interest of your official duties
- You cannot use your position with the County for private interest.

Conflict of Interest

Employment with Union County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties.

Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. You may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

However, you may not:

- Engage in any political activity while on duty;
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;
- Coerce or compel contributions for political or partisan purposes from another employee of the County; or
- Use any supplies or equipment of the County for political or partisan purposes.

Nepotism

You are not permitted to directly supervise a relative. Direct or immediate supervision includes, but not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision or the evaluation process of another employee. Violations as a result of marriage, living arrangement, promotion or reorganization shall be resolved by transfer to another department or resignation/termination to eliminate the violation.

This policy does not apply to "immediate family" who already are employed by Union County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy. (add policy effective date)

For the purpose of this policy, relative means: parent, foster parent, step-parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, step-brother, sister, sister-in-law, foster sister, step-sister, grandparent, son-in-law, daughter-in-law, grandchild, aunt, uncle or other person who resides in the same household. A court-appointed legal guardian or an individual who has acted as a parent substitute is also included within this definition.

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to you shall be used with care and economy and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including discharge.

Gifts and Contributions

You may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee or anything of monetary value from any person who:

- Has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Union County by which you are employed; or
- Conducts operations or activities that are regulated by the department of Union County in which you are employed; or have an interest that may be substantial

It shall not be considered a violation of this policy for an official or employee to receive, food, refreshments, meals, health screens, immunizations, vaccines, or items necessary to the performance of the official or employees' duties that are provided by the County, or in connection with a conference, meeting or employee fair sponsored by the County, other governmental entity, or an established and recognized organization of such state-wide association of county government officials, or professional organization, association or licensing board.

CLASSIFICATION AND COMPENSATION

Change of Personal Data

It is important that you promptly report any change in personal information. A Personnel Action Form must be submitted to the Finance Office. Contact your supervisor or the finance office to obtain this form.

Be sure that the Finance Office always has:

- your correct address and contact numbers such as home telephone, cell phone, pager, etc;
- your marital status;
- any increase or decrease in number of dependents;
- any change affecting Social Security records; and
- your correct beneficiary

Introductory Period

All new employees will be considered on "introductory" status for the first ninety (90) days of employment. At the end of the regular introductory period, the supervisor can elect to remove the introductory status, or extend the introductory period. During the introductory period, the full-time employee will accrue sick days at the stated rate, but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee's at-will status.

Employment Terms

"Full-Time Regular Employee" is defined as an employee who works 30 or more hours per week on a regular and continuous basis throughout the calendar year. The single word "employee" will be used to designate a full-time or regular employee on leave policies. These employees may be exempt or non-exempt, as defined by the Fair Labor Standards Act (FLSA).

"Part-Time Regular Employees" are defined as an employee who works 29 or fewer hours per week on a regular and continuous basis throughout the calendar year.

"Temporary Employee" is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be "exempt" or "non-exempt" as defined below.

"Exempt Employee" is defined as an employee who is not required to be paid overtime or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a work week. Executive employees, professional employees and certain employees in management positions are typically exempt. However, classifying a position as exempt is made on the basis of comparing actual job duties with criteria established by the Fair Labor Standards Act (FLSA).

"Non-exempt Employee" is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with the federal wage and hour laws for hours worked over forty (40) in a work week.

*Classifying a position as "exempt" is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example is not a sufficient data to classify a job as exempt from overtime status.

Employment at-Will

Union County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Union County.

Pay Periods

Union County Government pays its employees on a bi-weekly basis. Payroll checks are paid by direct deposit, and pay stubs will be available every other Friday. EMS employee's pay stubs will be available every other Wednesday. County and Planning Commission pay stubs will be available once a month. Road Commission pay stubs will be available by the road commission meeting of each month. Some pay dates may occur earlier due to holidays.

Wage and Hour

The Fair Labor Standard Act (FLSA) establishes minimum wage, overtime pay, record keeping and youth employment standards affecting employees in the private sector and in Federal, State and local governments. Covered non-exempt workers are entitled to a minimum wage rate. Overtime pay is required after 40 hours of work in a work week.

Compensatory Time / Overtime

In accordance with the Fair Labor Standards Act, Union County grants non-exempt employees compensatory time off instead of payment for the time worked in excess of forty (40) hours in a work week. Compensatory time shall be granted at a rate of 1.5 (one and a half) hours earned for each hour worked over forty (40) hours. The use of compensatory time is subject to approval of the officeholder or supervisor. Such approval will not be denied unless undue disruption to the office will occur.

Compensatory time is cumulative to a maximum of 240 hours (160 hours of actual overtime worked) for all eligible Union County employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours, except under the following circumstances:

If your additional work hours were for public safety activity, an emergency response activity or a seasonal activity, you may accrue no more than 480 hours of compensatory time (320 hours of actual overtime worked).

Emergency personnel, please see page 34 and 35 for the requirements of the 7(k) exemption.

Meal Period

It is Union County Government's policy that each department is responsible for implementing a Lunch Break procedure. It is the Supervisor or Elected Official's responsibility to their employees to implement a fair and equitable plan for lunch breaks.

A special meal time rule applies to law enforcement personnel using the special 7(k) exemption. Under these circumstances, the county may exclude meal time from hours worked on tours of duty of 24 hours or less, provided that the employee is completely relieved from duty during the meal period, and all the other tests are met.

Rest Breaks

Employees are permitted a 15-minute rest break for each four (4) hours of work. This time is considered "time worked" and is compensable. Such rest periods shall be considered a privilege and not a right, and shall not interfere with proper performance of the work responsibilities and work schedule of each office.

Working Before/After Regular Hours

You may not voluntarily begin work early, work after hours or extend your workday for the purpose of accumulating compensatory time. Prior approval from your immediate supervisor is required for any adjustment to the work schedule.

GENERAL PERSONNEL POLICIES

Attendance

You are an important member of the Union County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next-level manager or director to the person designated by your supervisor.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed not eligible for rehire. Unexcused absenteeism will be addressed through the Progressive Disciplinary Procedure. (see page 13)

Work Hours and Time Sheets

Each Office Holder must display an official poster outlining the requirements of the FLSA. Employers must also keep employee time and pay records. Each employee's records shall show the exact hours worked during the work day and shall show sick leave, vacation leave, holiday leave and comp time. Employees are required to record their hours on the forms provided in each office for this purpose. Both exempt and non-exempt employees are required to fill in this form daily and/or at the end of the work week, sign and forward to his/her office

holder/supervisor for review and for his/her signature and approval. Employee time sheets shall be maintained and kept in the office holder/supervisor's office. The Timesheet Summary form must also be submitted to the Finance Office no later than three (3) days prior to the pay date. This is necessary for payroll calculation of your earnings.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Union County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Union County employees made to other Union County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods and approved breaks.

Inclement Weather

Inclement weather usually does not warrant closing of County offices. The County Mayor will decide on the delayed opening and/or closure, and may consult with other Elected Officials before deciding. Official notification will be communicated from the County Mayor's Office and will be given to WBIR television station.

The safety of our employees as well as citizens coming into our different offices will be of utmost importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary.

Inclement Weather with/without Official Closing:

Absence due to inclement weather requires you to make a personal judgement pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or vacation time. If you have no compensatory time or vacation time, then the time is charged time off without pay. Key employees may be required to report to work when there is an Official Closing and will receive comp time.

If the decision is made to officially close Union County Offices, full time employees will be paid for such time off.

Personnel Files

Personnel files are public record and are maintained by the Office Holder. To review a file, contact the Office Holder to obtain and complete an Inspection/Duplication of Records Request Form.

Tennessee law requires that "all state, county and municipal records...shall at all times, during business hours, be open for...inspection by any citizen of Tennessee." The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information.

Progressive Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance – and the circumstances do not warrant prompt dismissal from employment – Union County generally employs a progressive discipline process. Although the County typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers under the circumstances.

Verbal: The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step and it is placed in the employee's personnel file. The employee may submit a statement for the file, if desired.

Written: The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee and a copy of the warning is filed in the employee's personnel file. The employee may submit a statement for the file, if desired.

Adverse Action: If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion or termination.

You may not take vacation time, sick time, or comp time while on suspension.

The progressive discipline process will be followed prior to suspension, unless the situation warrants automatic suspension.

Basic Work Rules

The County has certain policies and rules to govern the conduct and performance of our employees. Our most important rule is to use "good sense" at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult for us to serve our citizens. Every employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed and to stay on the job until the end of his or her scheduled work day.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or of our confidential relationships.

County Premises: Except for areas that are open to the general public, you are allowed on County premises only during your scheduled work hours, unless otherwise authorized by your supervisor.

Damage of Property: We have made a tremendous investment in our facilities and equipment to better serve our citizens and to make your job easier. Deliberate, reckless or careless damage to the County's property or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite and friendly to our citizens and others, and to their fellow employees. No one should use profanity or show disrespect to a citizen or co-worker, or engage in any activity which could harm our reputation.

Fighting, Threats or Weapons: We do not allow fighting, threatening works or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind of County premises, with the exception of authorized law enforcement officials.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, time card, or any other document. If you observe such a violation, please report it to your supervisor immediately.

Gambling: Employees may not engage in any form of gambling on County premises. Fundraising for charities is permitted.

Harassment: Our No Harassment Policy, which we have set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to your supervisor for first aid treatment or medical care. If you have a job-related injury/accident, you must choose a provider from the County's panel of physicians. We may require that you present a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: We expect all employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject disciplinary action.

Shortages: Employees who handle cash as part of their job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

This list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what is expected of our County employees, please discuss them with your supervisor.

Employment Termination/ Resignation

Your employment with Union County Government is a voluntary agreement between you and the County. We regret when it becomes necessary to terminate the employment of one of our employees. An employee's service will terminate and no further time of service will accrue if any one of the following conditions occurs:

- You resign;
- You are discharged;
- You fail to report to work for three (3) consecutive days without notification;
- You fail to report to work at the termination of a leave of absence or a vacation;
- You signify your intent to leave employment and leave the premises

You may resign at any time; however, Union County requests that you submit your intent to resign in writing at least two (2) weeks prior to the effective date of resignation. Failure to provide such a notice will be recorded in your personnel file and may constitute deeming you not eligible for re-hire. Whenever an employee desires to resign, the County may choose to either allow you to continue to work until the effective date of resignation, request that you cease work immediately depending on the circumstance surrounding the resignation, or any mutually acceptable combination of the above. When you resign, all property of Union County must be returned immediately.

Upon termination, either voluntarily or involuntarily, you will be paid for all regular earnings which are due, accrued vacation and accrued compensatory time. The employee will not be compensated for any unused sick time. Office Holders must complete a Personnel Action Form and submit to the Finance Office for final paycheck.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, a decision will be made based on the needs of the Department(s) affected and the job knowledge, skills, work performance and seniority of the employees.

Workplace Chemicals

The County maintains a Hazardous Communication Program which includes lists of all chemicals with which you work which may in any way be hazardous. We also maintain copies of Material Safety Data Sheets (MSDSs) on each chemical, which explain how to safely work with that chemical and a written description of our program. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels or consult with your supervisor about the MSDS, including what, if any safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and approach your supervisor or manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical. If you buy new chemicals, always obtain a copy of the MSDS and give it to your supervisor before you use the chemical.

Safety

Union County is concerned for your health and safety in the performance of your job. You must observe all safety rules and report any unsafe activity to your supervisor. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor. If you are injured and unable to report the incident immediately, then you should report the incident as soon as possible.

Garnishments

In the event that garnishment or similar proceedings are instituted against an employee, Union County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs Policy

Union County Government has the responsibility to maintain a safe and efficient working environment. Employees who use drugs or who work while under the influence of drugs or alcohol presents a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol free environment. Union County Government will make an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence of drugs or alcohol, while on duty or on County property. The violation of this policy is grounds for immediate discharge.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including discharge.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- An applicant for employment
- Where an employee has been involved in an accident of the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including discharge. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including discharge.

Tobacco Policy

The Union County Courthouse is a smoke-free area and smoking shall not be permitted within the Courthouse or within twenty-five (25) feet of any entrance to the Courthouse. As required by Tennessee law, tobacco products, e-cigs, vapor, etc. are prohibited in County owned enclosed spaces, including County owned vehicles.

Electronic and Phone Communications

Computers, software and related items are County property and are provided for the use of County employees for conducting County business. These items include, but are not limited to hardware, software and computer files and documents.

Employees do not have personal privacy rights or any reasonable expectation of privacy when it comes to information composed, created, received, downloaded, retrieved, stored, transmitted, viewed or sent using Union County Government's electronic communications devices. While the county respects the privacy and security needs for all individuals, authorized County representatives have the right to access and review electronic files, messages, mail, websites accessed, etc. for legitimate business reasons. Computer Use Agreements are required and maintained in personnel files for employees with computer access.

The County has the right to monitor any and all of its computers. This includes, but is not limited to:

- Monitoring your Internet usage;
- Reviewing any downloaded or uploaded material;
- Reviewing information technology sent or received by you, and/or;
- Monitoring the content of stored files on your computer

Electronic communications and the internet are for use on job-related activities. However, it is okay to use email and the internet for personal (not for profit) use on a very limited basis. But, remember, this is a privilege. Any and all communications may be monitored, and if you abuse this privilege, the County may take it away. Any use of the County's information technology systems to violate any policy of the County, including but not limited to the Harassment policy or the Code of Ethics, is also a violation of the policy and will be grounds for discipline up to and including termination.

Passwords: All passwords must be provided to your supervisor or designated department upon request.

Prohibited Uses: Creating, sending, downloading, displaying, viewing, circulating or storing inappropriate, illegal, threatening or sexually explicit material is prohibited. The email system may not be used to solicit or to conduct personal business ventures.

Workplace Violence Policy

The potential for workplace violence is an unfortunate reality. Employees are prohibited from making threats, gestures or other acts of violence toward other employees. No matter what the reason, Union County Government will not tolerate any type of violence or threats of violence of any sort committed by or against employees. Union County Government will actively intervene, whenever possible, at any indication of an act or threat of violence. Violations of this policy will result in disciplinary action.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well-groomed appearance and a courteous disposition. These qualities go further than any other factors in making a favorable impression on the public and your fellow workers. You should avoid extremes in dress.

Employees should dress in a businesslike manner. Good personal hygiene is also important in terms of our constituents' favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Employees are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off will be without pay for non-exempt employees.

Managers are responsible for insuring that employees project a professional image and adhere to our Personal Appearance Policy.

Work Schedules

The normal workweek consists of 37.5 hours per week. Core business hours are 8:00 a.m. to 4:00 p.m. Some jobs may require other hours of service, for example, the Sheriff's Department employees work both 8 and 12 hour shifts. In such cases, the immediate supervisor will inform you of your work hours.

Worker's Compensation

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive in-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.

If you should experience an on-the-job injury or illness, you are required to:

- Report the incident to your supervisor
- Provide a notification of your injury within forty-eight (48) hours
- Supervisor will complete an injury report and e-mail it to the Finance Office
- Choose a physician from the panel of primary physicians provided to you by your supervisor
- Keep all appointments with physicians as scheduled.
- Notify your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty
- Give your supervisor a copy of Return to Work forms you receive from the physician

If you require emergency medical treatment, you must choose from the Union County's panel of physicians. Notification, by the supervisor, should be made immediately to the Finance Office.

Travel and Mileage Procedure

Travel may not be undertaken unless it is authorized in advance by the Supervisor. Approved travel is on the basis of reimbursement for the necessary business expenses incurred subject to limitations set forth herein. Receipts are required for all times. All receipts must be itemized in order for reimbursement. The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official travel station or residence, whichever is applicable, for the purpose of traveling on Union County business. Expenses for lodging will be allowed when overnight travel or occasional excessive hours of work are required outside of Union County business.

Claims for travel expense:

The State of Tennessee Claim for Travel expense form will be used for all claims for travel expense. Any recovery of the cost of travel by other methods is not allowed. This form must show movement and detail of expenses day by day. Receipts must accompany this form for each expense claimed. Each claimant must file their own expense form for reimbursement and forms must be typed or in ink. All signatures on an expense claim or travel claim must be original.

Mileage for use of personal vehicle:

If a personally owned vehicle has been authorized in the daily performance of duties, or if an employee has been approved to use his personally owned vehicle, employees shall be reimbursed at the standard mileage rate equal to that rate as set by the State of Tennessee for Travel Per Mile.

Parking Fees:

Necessary charges for airport parking are allowed, provided that airport parking fees should not exceed normal taxi fare to and from the airport. Necessary charges for overnight hotel parking are allowed. Reimbursement for necessary parking fees incurred due to business will also be allowed. Receipts must be furnished for any parking fee.

Common Carrier:

If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier, including but not limited to the reasonable cost of one round trip taxi fare, or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip or mileage of two round trips in the employee's personal car.

Lodging:

If traveling more than seventy-five (75) miles (one way) and overnight travel is required, lodging will be allowed based on a reasonable average government rate for the applicable geographic area. In route; lodging will be allowed only for one day each way on trips of long duration except with proper written approval by the supervisor. In circumstances of a convention or conference, a higher rate for lodging at the location of the convention or conference will be allowed without special approval, up to the amount indicated by the organizer of the event. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. An itemized receipt is required for all lodging reimbursement. If a room is shared with other than a Union County employee, actual cost for single occupancy subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense report.

Meals:

A daily meal allowance of \$50.00 per person will be provided for out-of-county travel. The maximum expense allowed per person for each meal is as follows: Breakfast-\$10.00, Lunch-\$15.00, Dinner-\$25.00. Please submit a claim for travel expense form, approved by supervisor, and attach itemized receipts to the Finance Office for all meal reimbursements.

Non-covered expenditures:

Expenditures for entertainment (employee or others), laundry, valet service, theater, etc. are personal charges and will not be allowed. Any charges for alcoholic beverages will not be allowed in any circumstances.

Long Distance Phone Calls:

For required travel outside of the local area, a long distance telephone call, not to exceed three (3) minutes will be allowed to notify home of arrival. No other long distance calls will be refunded.

Registration Fees:

Registration fees for approved conferences, conventions, seminars, meetings, etc. will be allowed. This includes the costs of official banquets and/or luncheons upon approval of the supervisor. However, no separate claim for the corresponding meal will be allowed when a banquet or luncheon is claimed.

Travel advances:

Airline tickets will be paid and purchased in advance. Registration fees will be paid in advance, upon request. No other travel advances will be made unless approved by the Supervisor or officeholder.

LEAVE POLICIES

Vacation Accrual

Qualification of Vacation Time:

- Full Time Employees will accrue one (1) day per month up to 10 days per year. A prior years' accrual, may be carried over into the following year. Vacation days may only be taken with supervisor approval.
- Your annual vacation time is based upon the length of continuous employment you have with the County as of your anniversary (hire) date of each year. Employees who have completed ten (10) or more years of continuous service shall earn fifteen (15) days of paid vacation per year.
- Upon termination of employment, employees will be paid for the balance of their unused vacation days.
- You must submit your vacation day request to your supervisor and receive prior approval to taking the time off. All efforts will be made to accommodate your request; however, vacation time is normally approved to meet the work requirements and needs of the County. Subject to your supervisor's approval vacation time may be taken at any time as long as you schedule in advance.

Sick Leave Accrual

Full Time Employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved and taken. Sick leave shall be accumulated at one (1) day per month, up to twelve (12) days per year. Employees may accumulate sick leave; however, it is non-compensable upon the employee's termination of employment. Sick leave may also be used for appointments with a licensed doctor, dentist, recognized practitioner or immediate family members. When appropriate, a partial sick day may be used rather than a full day. Unused sick days can be accumulated and carried forward year to year, without any maximum limitation to count towards their retirement provided this is permitted under the rules and regulations of the Tennessee Consolidated Retirement System.

Documentation of Sick Time

Employees are required to notify their immediate supervisor prior to their scheduled start time of their need for sick time. If you have been out on sick leave for more than three (3) consecutive days due to illness that qualifies for protection under FMLA, your supervisor is responsible for notifying you and insuring that all FMLA guidelines are followed.

Exhaustion of Sick Time

Employees who have used all of their accumulated sick time will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay unless the employee has vacation or comp time available. Part-time employees do not qualify for sick time.

Bereavement Leave

In the case of death in the employee's immediate family, (immediate family defined as spouse, parents, child, adopted child, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law or legal guardian or legal dependent of the employee). The employee will be given three (3) working days paid leave.

Holidays

Union County Government provides fourteen (14) paid holidays to all full-time employees. Part-time and temporary employees are not eligible to receive paid holidays.

The following holiday schedule will be uniformly observed:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve

Christmas Day
Election Day(s) – County, State & Federal

When a holiday falls on Saturday, Friday prior to the holiday is substituted.
When a holiday falls on a Sunday, the Monday following the holiday is substituted. On occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on Friday proceeding Christmas Day.

Every effort will be made to allow employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will receive compensatory time.

If the holiday falls within your vacation period, the day will be treated as a holiday and not a vacation day. If you are off sick the day before and/or the day after a holiday, your Supervisor may request a doctor's statement in order for the employee to be eligible for holiday pay.

Family Medical Leave Act (FMLA)

Union County Government offers leave under the Family Medical Leave Act (FMLA) for eligible employees. FMLA is an unpaid leave. Union County requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. If both the husband and wife are employed by the county government and both want to take FMLA leave for the birth or placement of a child, they are limited to a combined total of twelve (12) workweeks.

Eligibility: If you have worked for at least one year and 1,250 hours during the twelve (12) month period preceding the request, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;
- your own serious health condition that prevents you from performing the essential functions of your job;
- or the serious health condition of a son or daughter parent or spouse if you are needed to help provide care; or
- for any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status

Applications: Applications for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the County with an appropriate medical certification when you request FMLA.

Certification: If you request leave for your own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, you will be required to provide Union County with certification by a treating healthcare provider.

Measuring: Union County has chosen the "12-month measured forward" method. The 12-month period measured forward begins the first date an employee takes FMLA Leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period; or

- For example, Lucia's FMLA leave begins on November 6, 2012 so her 12-month period is November 6, 2012 through November 5, 2013.

Notification Notice: You are responsible for notifying your immediate supervisor, in writing, that a leave of absence will be required, the reason for the leave and the anticipated duration of the leave as well as a return date. Your supervisor will notify you with a FMLA notice.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. You may request intermittent or reduced leave for the following reasons:

- When medically necessary to care for a seriously ill family member or because of your own serious health condition
- For the birth or placement of a child for adoption or foster care.
Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If you need intermittent/reduced schedule leave for planned medical treatment, you should work with your supervisor to schedule the leave so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility; or
- a period of incapacity requiring absence of more than **three (3) calendar days** from work that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy or for prenatal care; or
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, dialysis, etc.); or
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.)

The Elected official is responsible for compliance with this policy and ensuring that all employees eligible for FMLA are granted time off in a non-discriminatory manner. The Elected official is responsible for ensuring that you are provided with a written notice detailing the specific expectations and your obligations and explaining the consequences of a failure to meet these obligations. Medical certification is required for leave due to your own serious health condition or that of a family member **before** approving a request for family or medical leave or **before** an employee may return to work at the conclusion of a leave.

Your immediate supervisor may require you to report periodically (typically every two weeks) on the status of the situation and your intention to return to work. You are responsible for remaining in contact with your supervisor during your absence. Appropriate forms must be submitted to your supervisor to initiate FMLA leave or to return to active status.

Military Caregiver Leave: An employee who is the spouse, parent, child or next of kin of a current or past member of the armed forces who was injured while on active duty may be eligible for up to twenty-six (26) weeks of FMLA leave in a twelve (12) month period, for certain specific qualifying reasons related to the care of the family member.

Pay During Leave: You are required to use your available Sick Time during a FMLA because of your own serious health condition. After your sick time is exhausted, you may access your Comp Time and Vacation Time, if necessary. If you are taking FMLA to provide care of a serious health condition for your child,

spouse, parent, you are required to use Vacation Time or Comp Time. You may not use Sick Time for anyone other than your own illness.

Accrued paid time and FMLA are used at the same time; you do not take your accrued time first and then take FMLA. You will continue to accrue vacation and sick time during an approved FMLA leave if you remain in pay status. You are considered to be in a pay status anytime the County is paying your salary/wages. However, employees taking leave shall not accrue vacation and sick time while in a no pay status.

Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums and you must continue to pay your portion of the premium. Your portion of the insurance premiums will continue to be payroll deducted as long as you are being paid. If you are not being paid while on FMLA, your contribution of insurance premiums should be paid continually according to our pay periods. You will be responsible for any other elected contributions while on FMLA. Premiums shall be made at the Finance Office.

Return to Work: When you are due to return to work from FMLA, from injury or illness to yourself you must present a fitness for duty certificate that you are able to resume work. The County may delay reinstatement until the certification is submitted by you. A fitness for duty certification from an employee's health care provider that you are able to return work shall be in accordance with Union County Government's customary and uniformly applied procedures. Fitness for duty certificate must be completed by the same healthcare provider that attended the illness that necessitated the FMLA absence.

If you are unable to return to work on the estimated date, you must notify your supervisor prior to the return date and must obtain another statement with another estimated or firm date of return. If you fail to notify Union County Government or furnish this statement you may be subjected to disciplinary action up to and including discharge.

An employee who returns from FMLA within twelve (12) weeks from the commencement of the leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Maternity Leave

Pregnancy, childbirth and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for

a period not to exceed four (4) months which is counted as part of Family Medical Leave Act.

- the employee must have been employed by the County for at least twelve (12) consecutive months as a full-time employee;
- in cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement;
- the employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement and ends six (6) weeks thereafter

Parental Leave

The FMLA provides both male and female employees who have worked at least twelve (12) months and who have worked at least 1,250 hours during the preceding twelve-(12) month period are eligible for up to twelve (12) work weeks of unpaid leave in connection with the birth of a child or placement of a child for adoption or foster care. The leave may be with or without pay, at the option of the employer. This law requires that the employee give **at least three (3) months** advance **notice**, except in cases of medical emergency. The FMLA does **not** supersede the Tennessee law, since the Tennessee law provides - greater benefits. Therefore, if you have 100 or more employees and an employee gives at least three (3) months advance notice, you must allow the employee to take leave up to a total of four (4) months (which can include the 12 workweeks of FMLA leave) for adoption, pregnancy, childbirth and nursing an infant.

Military Leave

The County allows employees who require time off from work to fulfill military duties to meet those commitments. Employees with such commitments are expected to notify their immediate supervisor and to provide the County with a copy of the orders as soon as possible.

Jury Duty or Court Appearance

The employer 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:

You must advise your immediate supervisor as soon as a summons or notification is received and also must provide the supervisor a copy of the notification letter.

If you complete at any time during jury or witness duty, your assignment within three (3) hours, the employee must report back to the employer.

The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.

The employee will receive his/her regular compensation during time served on jury duty or when subpoenaed as a witness. The employee may retain all compensation or fees received for serving as a juror or as a witness.

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. On these occasions, the employee must take vacation leave, comp time or leave without pay.

EMPLOYEE BENEFITS

Benefits Eligibility

You are eligible for benefits when you work a minimum of thirty (30) hours per week, on a regular basis. These benefits include: medical and dental coverage, and supplemental benefit options.

If your hours drop below thirty (30) hours per week on a regular basis, you will lose eligibility for medical/dental and other insurance coverage. You and all covered dependents will be offered COBRA. You are responsible to list only dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify the Finance Office immediately.

Benefits Effective and Termination Dates

Currently, benefits begin on the first (1st) day of the month following thirty (30) days of employment. For example, if you were hired on January 18th, your medical and dental benefits will start on March first (1st).

Medical / Dental Coverage

Currently, you must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, part-time (under 30 hours), and interns are not eligible for medical/dental coverage.

Identification Cards

If you enroll in medical or dental benefits, identification cards will be mailed to your home address.

Annual Open Enrollment Period

Medical/dental plans, benefit designs, eligibility rules and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each spring. You are required to review your notices, home mailings and department memos for information about the benefits for the upcoming year. The Finance Office will conduct sessions at various locations to accommodate those needing assistance and information regarding benefit changes. Typically, the enrollment/change period is in May or June. It is your responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

You are responsible for reviewing your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period of the month in which your coverages start. Your medical and dental deductions will be taken out of 24 pay periods per year. If you miss a paycheck due to work absence or unpaid time, it is your responsibility to contact the Finance Office to make payment arrangements.

COBRA

If you lose insurance coverage due to termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

Change in Status

Office Holders are required to report (Personnel Action Form) for employee's personal changes and/or changes in work status to the Finance Office within thirty (30) days of any status change. This includes:

- dependent status change;
- address change;
- divorce;
- marriage;
- birth or adoption;

- reduction in work hours, or
- any other change that could affect benefit plan eligibility

Supplemental Benefits

Currently, Union County offers supplemental voluntary benefits you may purchase such as: long term disability, short term disability, accident, term life, cancer, critical care, vision.

These additional benefit options can be administered through payroll deduction. Information on these products is provided at the beginning of your employment and during the annual open enrollment period. For more information on these products, contact the Finance Office.

Life Insurance

Union County Government provides all eligible employees with \$10,000 of basic term life coverage at no cost to you. You will need to make sure and fill out a beneficiary designation form.

Emergency Personnel: Overtime & Compensatory Time

Employees may be required to work overtime. The 14-day workweek begins on Monday (0001) and ends on Sunday (2400). Employees (deputies, CID and Corrections Officers) who fall under the special exemption (7k exemption) may work 86 hours in a 14-day pay period before being paid FLSA overtime.

Employees covered by the special exemption also include POST and TCI certified employees as well as sworn, bonded personnel actually working in law enforcement and corrections positions. If at all possible, the Sheriff or Chief Deputy, or their designees, should approve overtime in advance, although this is often not possible due to operational necessity.

Regular overtime are those hours worked beyond standard hours on a designated shift (i.e. 12 hours for correction officers and patrol deputies; 8 hours for CID, court services and civilian employees), and is limited to emergency, occasional peak load needs or hours critical to public safety.

Non-exempt employees shall receive compensatory time in lieu of overtime pay. Regular work schedule is 80 hours worked in a 14-day period. Employees working between 80 to 86 hours in a 14-day work period are compensated at the rate of one (1) hour compensatory time for one (1) hour worked. Employees required to work over 86 hours in a 14-day work period will receive compensatory time at the rate of one and a half (1.5) hours compensatory time

for each hour worked. An employee will not accrue more than 480 hours of compensatory time (320 hours of actual overtime worked).

Compensatory time can be taken with approval of the Sheriff or Chief Deputy, who should make every effort to comply with an employee's request for compensatory leave without affecting the operational integrity of a division or unit. The Sheriff or Chief Deputy may direct that an employee use accumulated compensatory time during periods convenient to the division's operations in an effort to minimize disruption of services during times of peak service demand.

For purposes of computation, hours worked in a paid leave status are not considered hours worked toward eligibility for FLSA overtime. These include, but not limited to: military, vacation, sick, FMLA, civil (except when considered part of the employee's job) and worker's compensation leave. The only hours used in computing eligibility for FLSA overtime are hours actually worked on the job.

Normally when an employee is called to work from an off duty status, compensable hours of work begin when the employee leaves his or her domicile and ends once they return to their domicile.

Time associated with attending training related to maintaining certifications (such as in-service training required by P.O.S.T. and/or T.C.I.) is not compensable. Employees involved in continuous training relating to special units (such as SWAT, K-9, etc.), must, as much as possible, use compensatory time and/or adjust schedule within the 14-day work period.

A non-exempt employee may volunteer their time (without compensation) to work in another county department or agency and not be subject to overtime, as long as the work is totally different from the work the employee normally performs. As an example, a deputy could not provide security services for the School Department and not be subject to overtime rules. However, if that same deputy was to volunteer to assist in coaching a sports team at a county school, there would be no expectation of overtime since coaching is not similar to their job with the Sheriff's Office. The Chief Deputy should be consulted to clarify any such situation to ensure that the county is not obligated to pay overtime if an employee wishes to volunteer their services for another county agency.

Employee Handbook Acknowledgment Form

I acknowledge I have received, read and understand the policies outlined in the Union County Government Employment Handbook. I agree to conform to the rules and regulations of Union County Government as described in the handbook which is intended as a guide to policies and procedures.

I understand the County has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in this handbook does not constitute an employment contract between Union County Government and me, and that either I or Union County may terminate our employment relationship at any time, with or without cause.

I understand no manager or representative of Union County has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I hereby acknowledge that neither this manual nor any of the policies or statements contained herein constitutes a contract nor guarantee of employment and that I am an employee-at-will.

Employee Signature:

Date:

A **Motion** was made by **Janet Holloway** and **Seconded** by **Stan Dail and J. M. Bailey** to approve the Union County Employees Personnel Handbook, as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

b. Resolution No 02 05-09-2016 - Trooper Doug Tripp Memorial Resolution

BEFORE THE COUNTY LEGISLATIVE BODY FOR UNION COUNTY, TENNESSEE

TROOPER DOUG TRIPP MEMORIAL RESOLUTION

No. 02 05-09-2016

WHEREAS, Doug Tripp was born in Claiborne County, Tennessee, and graduated Lincoln Memorial University in 1970, and soon thereafter became a special agent with the Knoxville Alcoholic Beverage Commission. Later he was a criminal investigator serving in both Claiborne and Union Counties; and

WHEREAS, Doug Tripp served as an officer with the Tennessee Highway Patrol for twenty (20) years, until his death on May 19, 1991, when he was fatally shot multiple times while on duty in Claiborne County, Tennessee; and

WHEREAS, Officer Tripp was survived by his mother and his brother, David Tripp, who currently serves as Police Chief in the City of Plainview.

NOW, THEREFORE, BE IT RESOLVED:

Upon the twenty fifth (25th) anniversary of the death of Officer Doug Tripp while serving in the line of duty, this Union County Legislative Body hereby recognizes his accomplishments and service to Union County, Claiborne County and the State of Tennessee, and directs that this Memorial Resolution be spread upon the minutes of this body and a certified copy of it be delivered by the County Clerk to Chief David Tripp.

Motion to Approve by: Gary England, **Seconded by:** Wayne Roach and Kenny Hill

Voting for: J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch.

Voting no: None.

Passing: None.

ADOPTED AND APPROVED, in open meeting at Maynardville, Tennessee, this 9th day of May, 2016



APPROVED:

Michael Williams
Chairman and County Mayor

A **Motion** was made by **Gary England** and **Seconded** by **Wayne Roach and Kenny Hill** to approve Resolution No 02 05-09-2016 THP Officer Doug Tripp, as presented.

County Chairman, Micheal Williams called for a **Roll Call Vote**. **Commissioners Voting For:** J. M. Bailey, Lynn Beeler, Bill Cox, Stan Dail, Gary England, Dawn Flatford, Jonathan Goforth, Kenny Hill, Janet Holloway, R. L. Jones, Wayne Roach, Mike Sexton, Tony Strevel, Chris Upton, and Doyle Welch. **Commissioners Voting Against:** None. **Commissioners Passing:** None. **Motion Carried.**

c. There was a brief discussion concerning the Chamber of Commerce and a presentation by Board Member, Justin Noah; however, no action was taken by County Commission.

A **Motion** was made by **J. M. Bailey** to table further discussion and funding to the Chamber of Commerce for one (1) year. This motion died for lack of a second.

16. A **Motion** was made by **Chris Upton** and **Seconded** by **R. L. Jones** to **Adjourn**.

County Chairman, Micheal Williams called for an **Aye Vote. Motion Carried.**
Union County Commission's Regular Meeting **Adjourned at 7:52 P.M.**