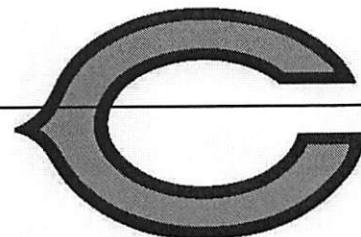

Anderson County Board of Commissioners
Meeting will be held electronically pursuant to Resolution 20-04-812

Consent Agenda
Monday June 15, 2020 @ 6:30 p.m.

- 1. Approval and corrections of May 2020 County Commission Minutes**
- 2. Approval of Notary and Bonds**
- 3. Waste Management Funds Request** – Clinton High School Football Program is requesting a donation for equipment and various other basic football needs.
- 4. Committee Reports**
 - Finance Department Audit Report
 - HR Advisory Board Minutes (2/12/20) (5/13/20) (5/28/20)
 - AC Employee Insurance BOT Meeting Minutes (6/2/20)
 - AC Library Board Meeting Minutes (4/16/20)
 - Re-appointment of Theresa Venable to the Library Board term exp. 6/23

Respectfully Submitted,
Tracy Wandell, Chairman

Clinton High School Athletic Office
425 Dragon Drive
Clinton, TN 37716
Telephone: 865-457-2611



Dear Mr. Wandell,

I am reaching out to you about our football program. At this time we are in need of
Brad Collette, Athletic Director
some equipment that would help our new coach get off the ground and running. We need
water bottles, hand sanitizer, sanitizing wipes along with some basic football needs. I was
hoping that you may be able to help. Anything you could do at this time would greatly be
appreciated. Thank you for your support of Clinton High School and the Clinton
community.

Sincerely,

Brad Collette
Asst. Principal
Clinton High School



Anderson County Schools
Every Student, Every Day

Annette Prewitt <aprewitt@acs.ac>

Re: Donation for football at CHS

4 messages

tlwandell@msn.com <tlwandell@msn.com>

Mon, Jun 8, 2020 at 3:23 PM

To: Brad Collette <bcollette@acs.ac>

Cc: ACC - Annette Prewitt <APREWITT@acs.ac>, Timothy Parrott <tparrott@acs.ac>

Brad,

Thank you for the email. Yes, I would be happy to make available any remaining Waste Management funds I have.

Last I checked it was roughly \$1500 if I am correct. I approve those funds to be released to you for the request outlined in support of Coach Kieth and the football program.

I have cc'd our Commisoon Deputy Annette Prewit and also Dr. Parrott for his approval.

Thank you and Go Dragons!

Respectfully,

Tracy

Tracy Wandell
Anderson County Commissioner
District 1
tlwandell@msn.com
865-388-0921

On Jun 8, 2020 11:45 AM, Brad Collette <bcollette@acs.ac> wrote:

Tracy,

I have attached the letter that you asked for. Please let me know if it needs to say anything different or needs changes. Thank you again for being willing to help.

--

Thank You,

Brad Collette
Assistant Principal
Athletic Director
Clinton High School
865-457-2611

Tim Parrott <tparrott@acs.ac>

Mon, Jun 8, 2020 at 3:27 PM

To: Tracy Wandell <tlwandell@msn.com>

Cc: Brad Collette <bcollette@acs.ac>, ACC - Annette Prewitt <APREWITT@acs.ac>

Tracy

Thanks for doing this. Yes, I approve Brad's request to go to County Commission.

Tim Parrott Ed.D.

Director of Schools
Anderson County Schools
101 S. Main St. Suite 501
Clinton, TN 37716
tparrott@acs.ac
(865)463-2800 ext.2800



Finance Department

101 North Main Street • Clinton • Tennessee • 37716
(865) 264 6311 • Fax (865) 264 2654 • rhobrook@andersontn.org

MEMORANDUM

TO: Audit Committee

FROM: Interim Finance Director, Robert Holbrook

DATE: June 9th, 2020

RE: 2019 Fiscal Year Audit Finding 2019-001

Finding 2019-001:

**REVENUE ANTICIPATION NOTES WERE NOT
RETIRED IN COMPLIANCE WITH STATE STATUTE**
(Noncompliance Under *Government Auditing Standards*)

Please see attached Anderson County Tennessee Schedule of Findings and Questioned Costs for the year ended June 30, 2019 detailing audit finding and corrective action.

Audit Committee Chairman

Date

ANDERSON COUNTY, TENNESSEE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2019

PART I, SUMMARY OF AUDITOR'S RESULTS

Financial Statements:

1. Our report on the financial statements of Anderson County is unmodified.
2. Internal Control Over Financial Reporting:
 - * Material weakness identified? NO
 - * Significant deficiency identified? NO
3. Noncompliance material to the financial statements noted? NO

Federal Awards:

4. Internal Control Over Major Federal Programs:
 - * Material weakness identified? NO
 - * Significant deficiency identified? NONE REPORTED
5. Type of report auditor issued on compliance for major programs. UNMODIFIED
6. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? NO
7. Identification of Major Federal Programs:
 - * CFDA Numbers: 10.553 and 10.555 Nutrition Cluster: School Breakfast Program and National School Lunch Program
 - * CFDA Number 93.600 Head Start
8. Dollar threshold used to distinguish between Type A and Type B Programs. \$750,000
9. Auditee qualified as low-risk auditee? NO

PART II, FINDINGS RELATING TO THE FINANCIAL STATEMENTS

A finding and recommendation, as result of our audit, are presented below. We reviewed this finding and recommendation with management to provide an opportunity for their response. A written response for the finding is paraphrased and presented following the finding and recommendation. Management's corrective action plan, whether related to the financial statements or federal awards, is presented separately in the Management's Corrective Action Plan in the Single Audit Section of this report. Findings relating specifically to the audit of federal awards, if any, are separately presented under Part III, Findings and Questioned Costs for Federal Awards.

OFFICES OF DIRECTOR OF SCHOOLS AND INTERIM FINANCE DIRECTOR

FINDING 2019-001 **REVENUE ANTICIPATION NOTES WERE NOT RETIRED IN COMPLIANCE WITH STATE STATUTE** (Noncompliance Under *Government Auditing Standards*)

During the period under examination, the School Federal Projects Fund borrowed \$520,420 from the General Purpose School Fund in the form of revenue anticipation notes to provide cash flow for the payment of federal grant expenditures. Of these notes, only \$297,420 was paid back during the fiscal year. The remaining notes totaling \$223,000 were not retired by June 30, 2019, due to the lack of available funds. Section 9-21-801, *Tennessee Code Annotated*, provides that revenue anticipation notes shall mature not later than the close of the fiscal year issued. These notes have been reflected in the financial statements of this report as Due from Other Funds in the General Purpose School Fund and as Due to Other Funds in the School Federal Projects Fund.

RECOMMENDATION

Revenue anticipation notes should be retired prior to the end of the fiscal year issued as required by state statute.

MANAGEMENT'S RESPONSE – DIRECTOR OF SCHOOLS AND SCHOOL'S CHIEF FINANCIAL OFFICER

The amount owed to General Purpose School Fund (\$223,000) was repaid by School Federal Projects Fund on August 6, 2019, after funds were received from the State of Tennessee for the grant reimbursements. During 2019-2020, we have committed \$150,000 to have available to transfer into School Federal Projects Fund as needed. On October 31, 2019, a transfer of \$100,000 was posted to the School Federal Projects Fund from the General Purpose School Fund. We want to continue to show a good faith effort to provide a positive cash flow throughout the year for School Federal Projects Fund.

Anderson County, Tennessee
Management's Corrective Action Plan
For the Year Ended June 30, 2019

We reviewed the financial statement and federal award findings and recommendations with management to provide an opportunity for their response as required by the auditee requirements within Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Management's corrective action plans for all financial statement findings and federal award findings are presented in this section and have been indexed below. The corrective action plans were prepared by management and have been presented as they were submitted.

Finding Number	Title of Finding	Corrective Action Plan Page Number
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OFFICES OF DIRECTOR OF SCHOOLS AND SCHOOL'S CHIEF FINANCIAL OFFICER

2019-001	Revenue Anticipation Notes Were Not Retired in Compliance With State Statutes	324
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PART III, FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

There were no findings and questioned costs related to federal awards for the year ended June 30, 2019.



Anderson County Schools
Every Student, Every Day

ANDERSON COUNTY SCHOOL DISTRICT
101 South Main Street, Suite 507
Clinton, Tennessee 37716
Office: (865) 463-2800, x 2868
Fax: (865) 457-1336

Julie Minton
Chief Financial Officer

Corrective Action Plan

**FINDING 2019-001: REVENUE ANTICIPATION NOTES WERE NOT
RETIRED IN COMPLIANCE WITH STATE
STATUTES**

Response and Corrective Action Plan Prepared by:
Julie Minton, Chief Financial Officer, Anderson County Schools

Person Responsible for Implementing the Corrective Action:
Julie Minton, Chief Financial Officer, Anderson County Schools

Anticipated Completion Date of Corrective Action:
August 6, 2019; June 30, 2020 and following

Repeat Finding:
No

Planned Corrective Action:

This finding is a result of our school system's continuing efforts to secure grant funding to enable and enhance our students' performance in the classroom. Often reimbursements for these grants are not received until after the end of the fiscal year.

We have developed a two-step solution to this issue. The first step with immediate results was to repay the \$223,000 due to General Purpose School fund. This payment occurred on August 6, 2019, after funds were received from the State of Tennessee.

The second step is to continue the commitment to set aside funds at year end, depending on availability of funds and the need to provide additional funding in Federal Projects fund. We have been fortunate in the past years to have available funds to commit for cash flow purposes in Federal Projects. We plan to continue this practice in the foreseeable future.

Dr. Tim Parrott, Director of Schools

Date: 11/12/19

Julie Minton, Chief Financial Officer

Date: 11/12/19

**Anderson County
Human Resource Advisory Board Minutes
May 13, 2020
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

Members Present: Chairman Phil Yager, Terry Frank, Jeff Cole, Gary Long, Robby Holbrook, Regina Copeland, Tim Shelton, Jay Yeager, Rex Lynch and Johnny Alley

Members Absent: Russell Barker and Hal Cousins.

Others Present: Kim Jeffers-Whitaker, Stephanie Strickland, Kenny Sharp and Larry Lay

Call to Order

HR Advisory Chairman Phil Yager called meeting to order.

Approval of Prior Minutes

Minutes of the February 12, 2020 meeting were approved, as presented, on a motion made by Tim Shelton, and seconded by Rex Lynch. Motion carried by voice vote.

Approval and Correction of Agenda

Rex Lynch made a motion to approve agenda with the correction of moving up the Badge Policy to the first item, seconded by Tim Shelton. Motion carried by voice vote.

ID/Badge Policy Updates

Kenny Sharp and Larry Lay were present to answer questions about the new badge policy. Rex Lynch made a motion to accept the badge policy with one change to Section 5i. That change was to delete the language that "Employees are permitted a replacement badge every other calendar year. Any additional replacements will result in a badge replacement fee paid by the employee, which will be based on the current cost of the badge, but no less than \$8". Tim Shelton seconded the motion. Motion carried by voice vote.

HR Director Report

HR director Kim Jeffers-Whitaker updated the committee on the Tobacco Cessation Policy, asking all employees to go to NeoGov to complete the affidavit, and benefit enrollment, explaining that enrollment was going well with USABLE.

The Compensation Plan narrative was the next item discussed on the agenda. Rex Lynch made a motion to combine first and second bullet points in the 'Pay-For-Performance' section of narrative, as well as to eliminate bullet point three. Tim Shelton seconded the motion. Motion carried by voice vote. The Committee discussed using "guideline" instead of "policy" and asked HR Director Kim Jeffers-Whitaker with help from Law Director Jay Yeager to update narrative with everything discussed in meeting and present at next HR Advisory meeting.

**Anderson County
Human Resource Advisory Board Minutes
May 13, 2020
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

Old Business

The HR Sub-Committee met on May 12, 2020 to review pay inequities/disparities of current employees in Anderson County and agreed unanimously to recommend to the HR Advisory Board to correct these issues. After discussion, Tim Shelton made a motion to table the discussion and vote until next Advisory Board meeting, so members that absent from sub-committee could review the information. Rex Lynch seconded the motion. Motion carried by voice vote. Voting no Johnny Alley and Robby Holbrook.

Resolution 20-10-796, Title VI discussion, and Policy Updates to the Anderson County Employee Handbook were tabled for review until next meeting.

Retirement contributions made by employees were discussed by Kim Jeffers-Whitaker as requested by Tim Shelton. No action taken at this time.

CTAS Telework template presented and discussed to aid Anderson County Government in implementing Telework Policy. Robby Holbrook made a motion to accept 3.14 Teleworking Policy. Tim Shelton seconded the motion. Motion carried by voice vote.

Upcoming Meeting

Next Human Resource Advisory Board scheduled for May 28th at 10 a.m. in Room 118A of the Courthouse.

Adjourned

Anderson County Board of Commissioners

Human Resources Advisory Committee Agenda

May 13, 2020

Room 118A / GoToMeeting at 10 a.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve Prior Meeting Minutes**
- 4. Approval and Corrections of Agenda**
- 5. HR Director Report**
 - a. Benefit Enrollment**
 - b. Comp Plan (attached)**
- 6. Old Business:**
 - HR Advisory Sub-Committee Update, HR Director**
 - Resolution 20-01-796, Mayor Frank**
 - Retirement Contributions, HR Director**
 - Title VI, Mayor Frank**
 - Policy Updates to the Anderson County Employee Handbook, Law Director & HR Director**
 - ID/Badge Policy Updates, Sheriff Barker**
- 7. Upcoming Meeting in**
- 8. Adjourn**

**Anderson County
Human Resource Advisory Board Minutes
February 12, 2020
10:00 a.m. in Room 118A, Courthouse**

Members Present: Chairman Phil Yager, Terry Frank, Jeff Cole, Gary Long, Robby Holbrook, Regina Copeland, Hal Cousins, Tim Shelton, Jay Yeager, and Angie Perez (proxy for Rex Lynch).

Members Absent: Russell Barker, Rex Lynch and Johnny Alley.

Others Present: Steve Mead, Kim Jeffers-Whitaker, and Stephanie Strickland

Chairman Phil Yager called the meeting to order.

1. The first order of business was to approve the prior meeting minutes from November 11, 2019. Tim Shelton made a motion to approve, seconded by Gary Long. Motion passed by voice vote.
2. The next order of business was to approve the agenda. HR subcommittee for the purpose of pay review was moved from Old Business to the HR Director's report. Tim Shelton made the motion to approve the modification to the agenda, seconded by Terry Frank. Motion passed by voice vote.
3. HR Director Report, Kim Jeffers-Whitaker
 - a. Kim updated the Committee on the plan for employees to receive a total compensation statement as well as Title VI training. She also discussed the compensation plan narrative as it relates to Anderson County. Narrative changes to the compensation plan will be submitted and reviewed next meeting.
 - b. Discussion to form a sub-committee for the purpose of facilitating a pay equity review internally rather than doing a third party audit of the County Compensation Plan. Motion was made by Terry Frank that a sub-committee be formed to evaluate an internal pay audit, seconded by Gary Long. Motion passed by voice vote.
4. New Business:
 - a. Discussion began related to the Resolution on Concealed Carry Permit and Anderson County Employees ability to have concealed firearms in the Courthouse. Commissioner Steve Mead asked for the opinion of the Committee on the proposed Resolution. The addition to allow Department Head's to require

**Anderson County
Human Resource Advisory Board Minutes
February 12, 2020
10:00 a.m. in Room 118A, Courthouse**

training for Employees that have a concealed carry permit was discussed. Discussion was tabled to next meeting.

- b. Tim Shelton would like to discuss in next meeting the County's part in matching an Employee's Retirement contribution and potentially updating the current policy. Kim Jeffers-Whitaker offered to look into this for next meeting.

5. Old Business

- a. The Title VI update from Terry Frank was deferred to the next meeting. Kim Jeffers-Whitaker agreed to compile and send a list of employees that still had not completed their required training to their respective department heads.
- b. Policy update on section pertaining to Military Leave language to include hours instead of or in addition to days, and include USERRA language. Motion made by Tim Shelton to approve Military Language reflect hours instead of days, seconded by Gary Long. Motion passed by voice vote.
- c. Kim Jeffers-Whitaker began discussion on updating the language of multiple sections of the Anderson County Employee Handbook:
 - i. New Hire Orientation- Update language to reflect Anderson County Government's new Onboarding system NeoGov. Additionally, the requirement for Anderson County Government Employees to have an email address to access NeoGov. Discussion tabled to next meeting.
 - ii. Worker's Compensation- Update language in the Handbook to the correct time allotment the Human Resources Department has to process a Worker's Compensation case. Discussion tabled to next meeting.
 - iii. Benefit Enrollment- Update the language that states the time period in which Employees enroll in their benefits. Discussion tabled to next meeting.
 - iv. Retirement- Adding newly implemented 401k and 457b options to the Retirement section. Discussion tabled to next meeting.
 - v. Vacation Time- Discussion held to correct language in section, specifically to reflect the Vacation Time chart, and adjusting the language to reflect days instead of weeks. Discussion tabled to next meeting.
 - vi. FMLA- Terry Frank suggested an update to the language in the FMLA section regarding notification to Supervisor's/HR Department. Discussion tabled to next meeting.

**Anderson County
Human Resource Advisory Board Minutes
February 12, 2020
10:00 a.m. in Room 118A, Courthouse**

- vii. Harassment Complaint Policy/Procedure- Update to the language pertaining to HR's response time allotment. Update section to add a notification process to parties involved. Addition of formal/informal complaint process. Discussion tabled to next meeting.

Meeting Adjourned.

7.6 Military Reserves or National Guard Leaves of Absence (approved by HR Adv. Comm. on 2/12/2020)

Regular, *full-time* employees who are members of any military reserve component, including the Tennessee Army and the Air National Guard, will be granted a leave of absence for all periods of military service during which they are engaged in the performance of duty or training for this state or for the United States of America under competent orders. While on leave the employee will receive their regular compensation for a period not to exceed **30 working days or equivalent to 240 hours per calendar year, plus any additional days that may result from a call to active duty by the Governor pursuant to the explicit terms of Tenn. Code Ann. 58-1-106.**

Such requested leave shall be supported with copies of the armed forces order *and submission of verified attendance record signed by the commanding officer upon return to regular, full-time county employment.*

Regular, *full-time* employees will be granted a leave of absence without pay for the purpose of being inducted into or otherwise entering military duty. If not accepted, the employee will be reinstated at the same rate of pay and without loss of seniority, benefits or status. If accepted for service, the employee may be eligible for reinstatement upon being released from active duty upon meeting the conditions set out in T.C.A. Title 8, Chapter 33 relative to employees in military service, and in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 U.S.C. 4301-4333.

Employees in military service shall be governed by the requirements of, and shall have all of the rights and benefits conferred upon such persons by state law found in T.C.A. Title 8, Chapter 33, and under USERRA. *Which is on file with the Human Resources and Risk Management Department.*

Leave exceeding this limit may be charged to accrued annual leave, holidays, compensatory time or the employee may elect to take leave without pay. *Employees who elect to utilize leave must submit the request to their supervisor who then must communicate the leave with the Human Resources and Risk Management Department.*

An employee required to report for military training shall show the appropriate orders to their supervisor. A Change of Status form shall be completed and forwarded, along with a copy of the employee's military orders, to the Human Resources *and Risk Management* Department. *USERRA Section 4312 (c) / 20 CFR 1002.9-.103 states reemployment rights are subject to cumulative length of service to not exceed five years. Department heads should communicate all employee military leave to the Human Resources and Risk Management Department to ensure required record keeping of cumulative military leave.*

In accordance with Section 4317 (b) / 20 CFR 1002.168 of USERRA mandating regular, full-time employee's benefits be reinstated immediately upon reemployment, all returning military personnel must report to the Human Resources and Risk Management Department as soon as possible to complete benefit enrollment.

Anderson County Board of Commissioners

Human Resources Advisory Committee Agenda

February 12, 2020
Room 118A at 10 a.m.

- Call to Order
- Roll Call
- Approve Prior Meeting Minutes
- Approval and Corrections of Agenda
- HR Director Report
 - Title VI Training
 - Budget Committee Referral
 - Compensation Narrative
- New Business
 - Resolution 20-01-796 by Mayor Frank
- Old Business
 - HR Subcommittee for the purpose of pay review by Director Whitaker
 - Policy Update by Law Director Yeager and/or Director Whitaker
 - Title VI Update by Mayor Frank
 - ~~ID~~/Badge Policy by Sheriff Barker
- Upcoming Meeting in May
- Adjourn

Kim Jeffers-Whitaker

From: Phil Yager <philyageracc8@gmail.com>
Sent: Wednesday, January 29, 2020 4:05 PM
To: Kim Jeffers-Whitaker
Subject: Fwd: Proxy

For the official record

----- Forwarded message -----

From: Rex Lynch <rlynch@andersoncourts.org>
Date: Wed, Jan 29, 2020 at 3:14 PM
Subject: Proxy
To: Phil Yager <philyageracc8@gmail.com>
CC: Angie Perez <aperez@andersoncourts.org>

Phil, I am going to be out of town for the next HR mtg and I would like for Angie Perez to have my proxy if that is ok.

Also, I have your check for Emory Valley dinner on my desk. Stop by my office next time you are around and one of the clerks can get it for you if I am not here. Gary Ali f said he would take a ticket also.

Sent from my iPhone
Rex Lynch

ANDERSON COUNTY 2020 TOBACCO SURCHARGE



— DON'T FORGET! —

Tobacco users, avoid paying a tobacco surcharge by completing the **CareHere Be A Quitter Tobacco Cessation Program** by **May 31, 2020**.

If the program is completed after **May 31**, there will be a \$25 monthly surcharge effective **July 1, 2020** and will only be removed once completed!

Tobacco cessation patients will receive individualized telephonic support with a Certified Health Coach. A workbook will be sent to participants electronically containing helpful information and weekly homework assignments to support the tobacco cessation process. The Certified Health Coach will conduct 4 telephonic sessions, approximately 2 weeks apart. **Please note:** This is a general outline based on the modified 8 Step Tobacco Cessation Program. Calls are individualized to each patient based on desire to quit, history of tobacco use and current use of tobacco.

BE A QUITTER

WELLNESS CENTER HOURS | Schedule an appointment TODAY!

MONDAY	7:30 AM - 4:30 PM
WEDNESDAY	7:30 AM - 4:30 PM
THURSDAY	7:30 AM - 4:30 PM
FRIDAY	7:30 AM - NOON

VISIT US AT **CAREHERE.COM** OR CONTACT US AT **877.423.1330**

ANDERSON COUNTY GOVERNMENT

Compensation Plan Guidelines

Anderson County Government
100 N. Main Street • Room 105
Clinton, TN 37716
Phone 865.264.6300 • Fax 865.264.6259

ANDERSON COUNTY GOVERNMENT

Department of Human Resources and Risk Management



2019/2020 **UPDATED** GUIDELINES FOR THE COMPENSATION PLAN

Table of Contents

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DRAFT

Anderson County Compensation Plan Manual

Anderson County's Compensation Plan is designed to establish and maintain pay levels that will attract, retain, and motivate the high-caliber workforce necessary for the continued success of the County. We believe that establishing pay structures that are based on both internal job values and average market pay rates and establishing a pay-for-performance-based plan will motivate employees to operate at productivity levels that will allow us to achieve our objectives. Anderson County Government is committed to the management of the compensation plan consistently for all employees without regard to race, sex, religion, disability, age or national origin.

The Plan is Objective and Equitable

We foster fairness and equitable treatment by:

- Maintaining internal equity through objective employee evaluation. This ensures that a position's responsibilities are valued fairly relative to others within the County.
- Ensuring external competitiveness by developing and maintaining compensation levels that reflect market pay rates.
- Promoting a pay-for-performance perspective based on a salary-increase matrix that effectively distinguishes between different levels of job performance and provides promotional opportunities. Ensuring that compensation actions are administered in a manner that complies with legal requirements.

Pay-For-Performance

Note that essential criteria is documented performance, not longevity.

- For employees (Steps 1-19) (at Minimum – Midpoint status) who achieve an average Performance Appraisal score of 3.0 or higher, may be considered for an annual salary one-step increase at the discretion of the supervisor and department availability of funds.

One bullet

merit

- For employees (at Midpoint – Maximum status) who achieve an average Performance Appraisal score, may be considered for an annual salary increase at the discretion of the supervisor and department availability of funds.
- For ~~max~~ employees (Step 20 above Maximum status) who achieve an average Performance Appraisal score of 3.0 or higher, will receive General Increases, or may be considered for an annual lump sum bonus at the discretion of the supervisor and department availability of funds. ~~in the amount the difference between steps 19-20 on the respective level.~~

General Increase of Salaries

- General Increases are approved increases by Anderson County Government's Legislative body including but not limited to COLA, bonuses, additional holidays, etc.

New-Hire Salaries

- A newly hired employee who meets minimum qualifications and training for his/her position will be placed at the Minimum rate of the pay scale on Step 1. After six months, the supervisor may recommend that the employee receive an increase to the next step providing that he/she achieves an acceptable Performance Appraisal, and has no documented adverse discipline issues and department availability of funds.
- A newly hired employee who exceeds the minimum qualifications and training for his/her position may be placed at steps 2 through 4 between the Minimum – Midpoint range of the compensation plan at the discretion of the supervisor and availability of funds.
- A newly hired employee with superior qualifications and training for his/her position may be considered for a starting rate at the Midpoint range above Step 4 at the discretion of the supervisor, availability of funds, and consultation with the Human Resources Director.

"New" Employee Increases

- An employee who is hired between January 1 – June 30 of the current year is not eligible for an annual one-step increase as described in the "Pay-for-Performance Plan" section.

- An employee who was hired between January 1 – June 30 of the current year will be eligible for the General Increase as described in the “General Increase” section.

Educational and Training Bonus

- County employees should be rewarded for on-going education and training programs that are related to the responsibilities of his/her job. Employees that complete levels above and beyond requirements for his/her position shall receive a one-time bonus or one step an annual pay increase at the discretion of the supervisor within the salary scale and based upon departmental budget availability.
- If funding is available, County paid or reimbursement may be considered at the discretion of the supervisor.

Periodic Evaluation

- The compensation scale (~~chart that specifies the compensation amounts for each step on each pay grade~~) will be monitored and adjusted as determined every 3-5 years to maintain current wage values.
- The compensation was approved by the Human Resources Committee, and passed by full Commission in 2008 and revised FY 2019/2020. However, if an Elected Official feels there is an inaccuracy with the placement of a particular *position* within the Compensation Plan Levels, he/she may present the information to the Human Resources Director as supporting documentation of the Change of Status Form to take before the Human Resources Committee.
 - In order for a position to move from one level to another, there must be a *significant* change in job responsibilities. The current job description on file will be compared to the new job description and filed with evaluated by the Human Resources Director and presented to the Human Resources Committee for recommendation.

Moving position levels will NOT be used as a way to provide individual performance raises!

Examples:

Wage or Salary Increases, Medical Facility

Your rate of compensation will typically be reviewed periodically. Pay increases, if any, will be based on your performance and attitude, not your length of service and determined by your supervisor.

Wage or Salary Increases, SHRM

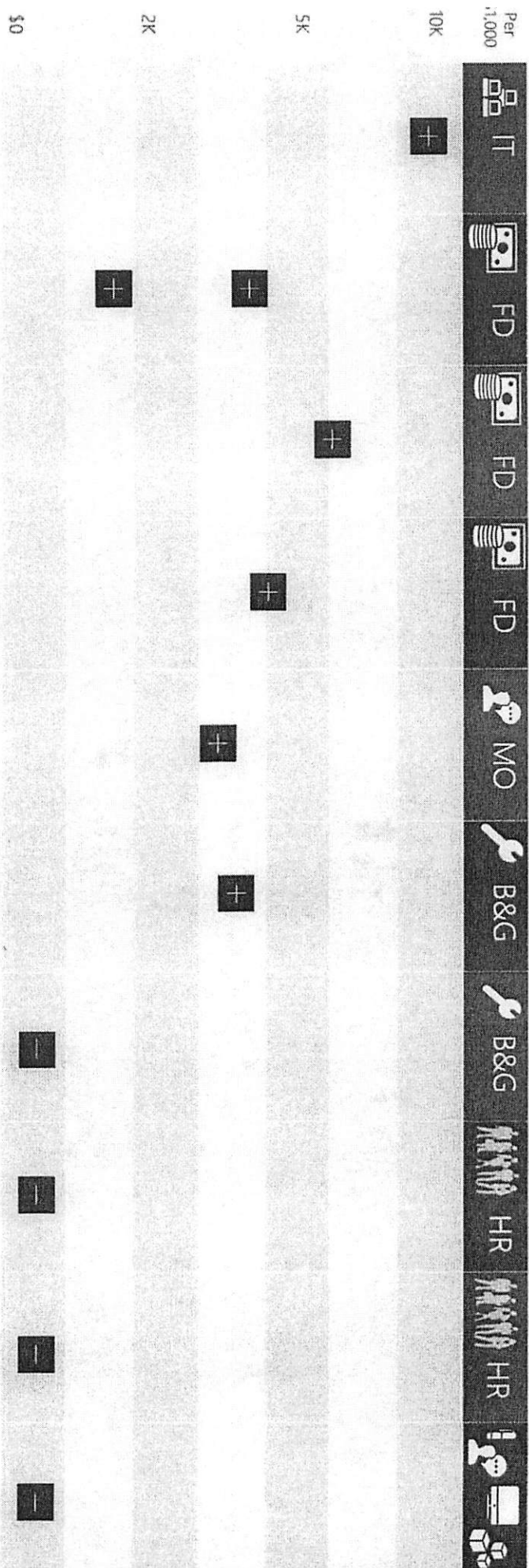
A performance appraisal does not always result in an automatic salary increase. The employee's overall performance and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted.

Section 11.1 –Pay Philosophy

As an employer, the City of College Park embraces a fair and equitable compensation plan to support achievement of the following goals.

1. The City strives to provide a total compensation program that is fiscally sound and equitable in the defined marketplace.
2. Benchmarking of select classifications is used as a best practice for compensation of similar positions.
3. Competitive ranges are established for all positions to provide the flexibility needed to adapt to market changes, maintain internal equity, and address needs of the City that will ensure a high level of service to the residents of the City.
4. Starting pay for new employees is based upon education and work experience related to positional requirements as well as market conditions.
5. Pay adjustments, other than allowances and supplements, are provided to employees when appropriate to address equity, market responsiveness, and consistency in the administration of the City's compensation program.
6. Employees are eligible for pay increases resulting from true promotions and reclassifications.
7. Part-time/temporary employees may not be eligible for the same benefits as full-time employees.
8. Fair Labor Standards requirements will be applied fairly and consistently to applicable positions.
9. Benefit plans and other non-cash compensation plans are reviewed periodically for competitiveness, cost effectiveness, and their value to employees and the City.
10. Pay ranges are reviewed as needed.
11. All final decisions on the administration of pay changes are subject to approval by the City Manager or their designee.

Supplemental Pay



\$30,173

Currently, there are seven (7) supplemental stipends being received by 6 individuals in 4 different departments totaling over \$30,000. One of the supplements is reimbursed with grant funding, est. \$2,700. The concern determined during the analysis, is there are several departments continually being assigned additional duties without supplemental pay creating unfair provisions that can unknowingly conceal pay inequality.



Anderson County Government
Department of Human Resources & Risk Management
100 N Main Street, Rm 102
Clinton, TN 37716-3616
P 865-264-6300
F 865-264-6259

To: HR Advisory Committee

From: Kim Jeffers-Whitaker, HR Director

Date: May 13, 2019

RE: Retirement Update

History Summary:

During February's HR Adv. Mtg. and a copy of a separate proposal submitted to the Mayor from Register of Deeds Tim Shelton, it was requested additional discussions regarding the "County's part in matching an Employee's Retirement contribution and potentially updating the current policy". HR Director volunteered to review and report back to the Committee her findings. (Below)

East TN Outreach Specialist and ACG Representative Justin Ball was contacted in March who reported the following:

1. It is possible to decrease the member's portion moving forward to a lesser amount (the County cannot increase the required 5%).
 - a. The modification would apply to all FT, regular employees as of the effective date and prior benefit submission would NOT be effected
 - i. The options are 2.5% or 0% of the employee's salary
 - b. There is no fee to modify
 - c. To enact a change, a resolution from County Commission is required
 - d. The "cleanest" way to implement would be with a 1/1 effective date
 - e. It will take 2-3 months for the State to implement after receiving the Resolution
 - f. Any employee under the new membership rate would not be subject to retain employer funds until vested or retirement
 - i. If an employee is listed as a prior contributor (paid in prior to the effective date), they would receive there portion if vested or retirement
 - g. IF THE COUNTY DETERMINED THE COST WAS TOO GREAT, THERE IS AN OPTION TO MODIFY AGAIN; HOWEVER, ALL CURRENT STAFF WOULD NOT BE EFFECTED BY THE CHANGE – MEANING YOU CAN ONLY MAKE IT "BETTER" FOR THE EMPLOYEES AND CANNOT MAKE CHANGES THAT MAKE IT A "WORSE" BENEFIT
 - h. Washington County is the only County in East TN that has an employee non-contributory benefit.
 - i. Prior Counties that participated have either discontinued the program by switching to a Hybrid Plan or withdrawn from TCRS (14 municipalities) due to this becoming a benefit, the County could not afford.
 - i. Also, once you withdraw or switch, it takes time to recover from the fund shortfall due to the change is moving forward, unless the County withdraws from TCRS altogether (4 municipalities)
 - ii. Even if the County were to withdraw completely from TCRS, they would still have a liability and employer contribution rate for all of those employees who were currently working for the County when/if chose to withdraw from the system.

Alternative: Legacy Plan with Contributions to 401-K

1. Where the County continues with our TCRS option and includes a 401-K 3% matching
 - a. Immediate to 5 year vesting options
 - b. Modify without penalty
 - c. Will require a resolution amendment to current Resolution
 - d. This option will allow for "carve outs" of the benefit.
 - i. Regular, FT 40 hour per week employees
 - ii. Non-elected staff members only

Suggestion to update the handbook throughout:

1. Human Resources and Risk Management Department rather than HR or Human Resource
 - a) Additionally update with the correct contact information for HR
Phone: 865-264-2300
Fax: 865-264-6259
Email: andersoncountyhr@andersontn.org
2. Remove "company" throughout the policy, and replace it with "County"
3. Remove "investigation" throughout the policy, and replace it with "review".

3.7 New Employee Orientation

The formal welcoming process, or "employee orientation," is conducted by *the* Human Resources *and* Risk Management Department, and includes an overview of Anderson County and its Policies.

Anderson County offers a secure onboarding system that allows new full and part-time staff members to enroll electronically prior to their first day of work. Additionally, the onboarding process can be completed in the Human Resources and Risk Management Department's kiosk.

3.9 Change of Personal Data

It is important that you promptly report any change to the Human Resources and Risk Management Department. Other records, such as educational accomplishments, should also be reported as they are factors in consideration for future promotional opportunity. Be sure that the Human Resources Department always has:

- Your correct address and contact numbers such as telephone, mobile phone, pager, etc.
- Your marital status;
- Any increase or decrease in number of dependents;
- Any change affecting Social Security records; and your correct beneficiary.
- **Email Address**

Anderson County offers a secure eForm system that allows employees to self-initiate, submit and track changes electronically. This method is a secure, efficient paperless method of completing and updating forms which can now be done from any desktop computer. Additionally, the eForm process can be completed in the Human Resources and Risk Management Department's kiosk.

3.10 Safety

Anderson County takes safety very seriously, and works hard to provide a safe workplace for employees. To help keep this safe environment, it is very important that you immediately report unsafe conditions or violations of safety rules. In addition, Anderson County believes that the prevention of accidents must be an integral part of every employee's job and must be considered equal to all other responsibilities.

Any workplace accidents, incidents, injuries or safety hazards must be reported immediately to your direct supervisor and the Human Resources and Risk Management Department. You will also have to complete a written form and send it to the Human Resources and Risk Management Department within **48 twenty-four (24) hours**. If you are injured and unable to report immediately, then you should report the incident as soon as possible. Your supervisor will also have to file a report.

For additional information about any safety concerns, please consult the Human Resources and Risk Management Department.

3.11 Employee ID Badge System/Security

Employees ~~will~~ *may* be issued a photo identification (ID) ~~card badge~~ upon employment with Anderson County Government. The employee identification card is provided for the purpose of identifying those who are employed by Anderson County Government or provide on-going service to the County, and may be used to obtain access to certain areas of Anderson County Property (**Appendix 9.1**).

3.14 Weather-related and Emergency-related Closings, OR 4.2 Work Schedule

Teleworking

Teleworking is defined as a work flexibility arrangement under which an employee performs their work duties and responsibilities from an approved worksite. The primary use of Teleworking would be during weather or emergency related closings or restrictions.

You must receive pre-approved authorization from their department head to participate in Teleworking. Supervisors may ask you to perform duties outside of your job description in an effort to pull together as a team to ensure essential office duties are carried out. At any time, Teleworking privileges may be revoked, and you will be required to physically report to work. Additionally, you will be considered on-call when Teleworking to ensure availability during crucial work hours.

While working remotely, you must take steps to preserve the security and confidentiality of the County's and Department's information. You must keep confidential documents and materials in secure locations and maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. Any suspected loss or theft of Employer documents, materials, or information, as well as any suspected hacks or breaches of security, must be reported to your supervisor immediately.

Teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. You are expected to comply with all County and Departmental policies, procedures and performance standards.

Sample Teleworking agreements can be obtained from the Human Resources and Risk Management Department.

4.12 Use of Computer, Internet, Phone, and Mail

Computers and related items and software 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 Anderson 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.

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 from you. 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: Employees shall maintain the confidentiality of all computer information and resources to which they have access by using passwords that are not obvious and easy to detect. Employees will not share passwords or disclose passwords to anyone. All passwords must be provided to department director or designated department upon request. The use of undisclosed passwords is prohibited.

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.

6.1 Benefits Summaries and Eligibility

Anderson County Government has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. The various benefit programs are not only an important part of your compensation; they also provide security and protection for you and your dependents.

You are typically eligible for benefits when you work a minimum of thirty (30) hours per week, on a regular basis. These benefits include: medical coverage, vision coverage, dental coverage, flexible benefits, disability, life insurance and **various supplemental benefits and retirement**. Specific eligibility requirements for any particular benefit are subject to the terms and conditions of the particular benefit and governed by the relevant plan documents.

Anderson County Human Resources and Risk Management Department will determine the effective date of coverage for your benefits. Typically, it is the first of the calendar month following thirty (30) days of continuous employment. For example, if you were hired on January 5 coverage would go into effect March 1.

For complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which are provided to you separately, **updated versions will be loaded onto the County's secure onboarding website for convenience, or please contact the Human Resources and Risk Management Department for another copy.**

Generally benefits end the last day of the month in which you actively work. If you do not receive paychecks to cover the entire month (and have premiums deducted), you may be required to submit a personal check to cover your portion of benefit costs.

6.3 Short Term Disability Insurance

Eligible employees are covered by Anderson County Government short-term disability plans after 180 days of continuous full-time employment. Short Term Disability Insurance is designed to assist an employee with income should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. The summary plan descriptions explain short-term disability benefits.

~~Long Term Disability Insurance is not offered as a County paid benefit. Anderson County Government employees have the option of purchasing Long Term Disability benefit coverage at their own expense. This information will be provided to employees during new hire orientation.~~

6.6 Insurance Deductions

You are responsible to review your paycheck to ensure the appropriate benefit deductions have been taken. Your medical, dental and life insurance deductions will be taken out of twenty-four (24) pay periods per year. There will be two (2) pay periods each year in which no insurance deductions will be taken.

If you miss a paycheck due to a work absence or unpaid time, you are responsible to contact Human Resources **and Risk Management** Department at 264-6300 to make payment arrangements. Insurance payments are due the first of the month.

6.7 Annual Enrollment/Transfer Period

Health 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 annual enrollment/transfer period ~~each summer~~. You are required to review your notices, home mailings, emails and department memos for information about the benefits for the upcoming year.

The Human Resources Department conducts Insurance Board of Trustees meetings along with open enrollment meetings for those needing assistance and information regarding the benefits. ~~Typically, the enrollment/change period is during the month of June.~~ It is your responsibility to stay informed of benefit changes.

6.8 Workers' Compensation

You are protected under the State of Tennessee's Workers' Compensation Law for injuries and occupational diseases that result "out of and in the course of employment." This includes injuries that take place when you are performing tasks you were hired to work.

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

- Report the incident to your supervisor ***Immediately***
- ~~Provide a notification of your injury within forty-eight (48) hours.~~
- Complete an Workers Compensation Packet in its entirety ~~injury report~~ and send or fax to the Human Resources and Risk Management Department ***within twenty-four (24) hours of the injury***

If you require emergency medical treatment, you should use the emergency room at any local hospital; only one visit to the emergency room will be covered by Workers' Compensation. Notification to the Human Resources and Risk Management Department should be made immediately.

The Risk Management Insurance Company has final authority to determine if a claim is accepted as a Workers' Compensation injury or is rejected and should be applied to your medical insurance.

6.9 Retirement Plan

Anderson County Government participates in the Tennessee Consolidate Retirement System (TCRS). Membership to the retirement plan is mandatory for all full-time employees and the 5% contribution will began after the six (6) month probation period. For those new hires who have prior TCRS membership, the probationary period will be waived and payroll deductions will start the following month after your date of hire. Anderson County Government contributes to the retirement fund for all eligible employees. TCRS information is available in the Human Resources and Risk Management Department or on the state website at <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service>.

Effective fiscal year 2019, Anderson County full-time, regular employees will have the option to participate in the State of Tennessee's 401k and 457b. These optional retirement plans are available full-time, regular employees without County matching funds.

If you are considering retirement from Anderson County, you need to schedule a meeting with the Human Resources **and Risk Management** Department approximately three (3) months before your retirement date.

7.2 Vacation Time

Time away from work allows you to pursue personal interest, relax and enjoy outside activities. Anderson County Government encourages employees to take their vacation days each year. Your annual vacation time is based upon the length of continuous service (employment) you have with the County as of your anniversary (hire) date of each year. ~~An employee will earn two (2) weeks of vacation every year during the first five (5) years of employment. However, an employee is not eligible to use vacation time during continuous service, at which time five (5) days of vacation will be available. The remaining five (5) days will be available on the employee's anniversary date.~~ An employee is not eligible to use vacation time ~~during the first fiscal year of employment or~~ until the employee has completed six months of continuous service, at which time five (5) days of vacation will be available. The remaining five (5) days will be available on the employee's anniversary date. Vacation hours will be pro-rated from your anniversary date through June 30th. From that point forward, vacation hours will be applied on July 1st as a lump sum. The following schedule ~~Vacation leave is granted by~~ is based upon based upon a 40 hour work week. Employees who work less than 40 hours per week will have adjusted vacation leave ~~(work day = number of hours per week divided by 5 days)~~.

Years of Service	Leave Hours
0 - 3	80
4 - 7	96
8 - 11	120
12 - 15	144
16 - 19	168
20 - 23	184
24 +	200

Vacation time may be accumulated and carried forward to the next year in an amount not to exceed ~~twenty (20) days~~ 160 hours. Any accumulated days exceeding the 160 hours ~~twenty (20) day~~ limit will convert to sick time, for retirement purposes.

Vacation leave may be used only at times approved in advance by the employer. All efforts will be made to accommodate your request; however, vacation leave is normally approved to meet the work requirements and needs of the County. Subject to your supervisor's approval, vacation leave may be taken at any time as long as you schedule in advance.

Upon the termination of employment, you will be entitled to payment for any unused vacation time which has accrued as of the termination date.

7.7 Family/Medical Leaves of Absence

The County's current process and somewhat inaccurate of DOL guidelines. According to U.S. DOL, employees "need not expressly assert FMLA rights or even mention FMLA" to the employer. It is our duties as the employer to foresee the need and offer the leave when applicable - especially the first time FML is needed. The current process: the majority of the employees notify HR who receive the FMLA forms from providers, once approved, HR notifies the direct supervisor. This also protects department heads and ensures ACG remains compliant with HIPAA regulations, reducing liability risk. Please find recommended language below.

All employees who: 1) have been employed by Anderson County Government for at least 12 months, and 2) have been employed for at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave, shall be entitled to benefits under the Family and Medical Leave Act (FMLA). Eligible employees should provide as much notice as possible, but at least a thirty (30) day notice, of their intention to take FMLA. Notice should be made to the Human Resources and Risk Management Department (HR). Required Department of Labor Notification Forms can be retrieved from your HR Department. In emergency situations less notice may be given. Employees entitled to FMLA may take up to a total of twelve (12) weeks of leave per year:

Notification Procedure

You are responsible for notifying your immediate supervisor and the Human Resources and Risk Management Department, preferably 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 immediate supervisor will notify the The Human Resources and Risk Management Department, which will provide you with a FMLA Notice. The Human Resources and Risk Management Department will provide you with the required forms as mandated by the Department of Labor. FML forms must be submitted to the Human Resources and Risk Management Department by you or your provider in accordance with Federal Guidelines, which is currently fifteen (15) days from the time you receive the required forms. If FML is approved, the Human Resources and Risk Management Department will notify you and your supervisor.~~

The Human Resources *and Risk Management* Department 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 Human Resources *and Risk Management* Department 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. All FML forms must be submitted to the Human Resources and Risk Management Department to ensure the County remains compliant with HIPAA guidelines.

During FML, your immediate supervisor may request you to report periodically (typically every two weeks) on the status of the situation and your intention to return to work. If the amount of leave that you need changes, you must notify the Human Resources and Risk Management Department within three (3) business days of the date you know of the change in circumstances. The Human Resources and Risk Management Department will notify your supervisor of the change and explain the required forms for the updated request. You are responsible for remaining in contact with your supervisor during your absence.

Benefits Coverage

Health insurance benefits will continue at the level and under the conditions that coverage would have been provided if you had continued active employment. During any period of leave approved, the County shall continue to contribute the employer's credit portion toward the employee's health insurance plan. You will be eligible to continue Group Insurance coverage provided you pay the related premiums equal to the employee contribution rates in effect at the time and any subsequent increase that may occur during the leave. During any period of leave approved, the County shall continue to cover the cost of your basic life insurance. ~~During any period of paid leave approved under or during a period of six (6) months or less of unpaid leave approved, the County shall continue to cover the cost of your enrollment in the long-term disability plan.~~

During any period of leave approved, you shall make arrangements with the Human Resources and Risk Management Department to pay the cost of other benefits for which you would ordinarily be responsible during any period of unpaid leave. Payment will be required in advance of the leave date or as soon as practicable after the start of the leave date and will cover the anticipated duration of the leave. The Human Resources and Risk Management Department shall terminate any benefits for which you have not made appropriate payment after such payment is past due for thirty (30) days. You shall be obligated to repay to Anderson County Government any health insurance premium which the County paid on your behalf, if you fail to return to Anderson County Government employment after an approved period of leave and if you fail to return to work for a reason other than the following: 1) the continuation, recurrence or onset of a serious health condition that entitled the employee to leave under this policy, or 2) other circumstance beyond the control of the employee.

Return to Work

It is your responsibility to timely respond to any inquiry concerning your intention to return to work and to advise the County, specifically the Human Resources and Risk Management Department, as soon as you know that you will not be returning 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 resume work shall be in accordance with Anderson County Government's customary and uniformly applied procedures. Fitness for duty certificate must be completed by the same health care provider that attended the illness that necessitated the FMLA absence.

Examples of situations where your right to reinstatement may be limited follow:

- If you fail to provide a required fitness-for-duty certificate.
- If you are unable to perform the essential functions of the job, with or without reasonable accommodation.
- If you fraudulently obtain FMLA leave.

If you are unable to return to work on the estimated date, you must notify the Human Resources Department prior to the return date and must obtain another statement with another estimated or firm date of return. If you fail to notify Anderson 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.

The Department of Labor Notice of Rights can be found in Appendix 9.3 or for additional information concerning FMLA; employees should consult with the Human Resources Department.

7.11 Paid Personal Leave or Administrative Leave

At the discretion of the Elected Official, paid personal leave or administrative leave may be granted.

Paid administrative leave must be for a good cause or substantial allegation or wrong doing determined by the employer. Administrative leave is not available in conjunction with or following a decision by employer or employee for voluntary or involuntary termination.

It is the County's general policy to grant up to three (3) days of paid personal leave to its employees. This leave must be granted in advance. The privilege of personal leave is permissive only and may be restricted or eliminated when it is not convenient for the employee to take personal leave or where the employee takes excessive personal leave. Personal leave is earned at twenty-four (24) hours per year and is applied at the beginning of each fiscal year, July 1st. Personal leave will be prorated at two (2) hours per month from date of hire until June 30th for employees hired mid-year. Personal leave that is remaining at the end of the fiscal year will be converted to sick leave and accumulated on the records of the employee as sick leave.

4.6 Harassment Policy

Complaint Process

Anderson County Government will courteously treat any person who invokes this complaint procedure and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. All employees are responsible to help assure that we avoid harassment in the workplace. If you feel that you have witnessed harassment, you are to immediately notify the supervisor, manager, Department Head, Elected Official or the Director of Human Resources.

When formal/informal complaints relate to an isolated event, and is not an ongoing situation, the employee must bring the matter to the attention of the County within 30 days of its occurrence. If such a complaint remains unresolved ten days after it is submitted, the employee may proceed with filing a formal grievance, as set forth below. The employee has a maximum of 60 days from the date of the event, or adverse decision, (whichever is later), to file a formal complaint. Failure to follow this timeframe may result in the grievance being rejected. However, complaints may be accepted when it is determined timeliness was clearly beyond the control of the employee.

Formal/Informal Complaint

A complaint is defined as a statement by an employee about a problem or situation which concerns the employee and which the employee wishes to bring to the attention of the County.

Informal Complaint

Informal complaints may be submitted orally or written and may be presented to the employee's supervisor, manager, Department Head, Elected Official or the Director of Human Resources and Risk Management Department. The County may respond to an informal complaint within ten working days of receiving it. The objective of any complaint procedure is to be thorough while maintaining confidentiality. It is Anderson County's goal to remain within the timeline set forth throughout; though, the goal is to conduct the review discretely while compiling all-inclusive data to ensure the process remains confidential and conclusive.

Formal Complaint

Formal complaints must be submitted in writing, signed and dated to the employee's supervisor, manager, Department Head, Elected Official or the Director of Human Resources and Risk Management Department. The formal complaint procedure can be found below. Anderson County's goal to remain within the timeline set forth throughout; though, the goal is to conduct the review discretely while compiling all-inclusive data to ensure the process remains confidential and conclusive.

Complaint Procedure

Anderson County Government has established the following procedure for lodging a formal complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

- An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with Anderson County Government's Human Resources **and Risk Management** (HR) Director. No formal action will be taken against any person under this policy unless HR has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. The complainant (the employee making the complaint) may obtain the complaint form from the Human Resources and Risk Management Department. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observation or as a result of an employee's coming forward, the supervisor or manager should immediately report it to the HR Director.
- If an individual employee witnesses what is suspected to be harassment, he/she should also file a written complaint with the HR Director.
- Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR Director will notify the department head and review the complaint with the County's legal counsel.
- Within five working days of receiving the complaint, the HR Director will notify the person(s) charged [hereafter referred to as "respondent(s)"] of a complaint and
- Initiate the **investigation review** to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- During the **investigation review**, the HR Director, together with legal counsel or other management employees, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
- Within 15 working business days of the complaint being filed (or the matter being referred to the HR Director), the HR Director or other person conducting the **investigation review** will conclude the **investigation review** and submit a written report of his or her findings to the **company-appropriate County representatives**.
- If it is determined that harassment or discrimination in violation of this policy has occurred, the HR Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors: a) the severity, frequency and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; and d) the quality of the evidence (e.g., first-hand knowledge, credible corroboration).
- If the **investigation review** is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR Director may recommend appropriate preventive action.

- Within five **working** days after the **investigation review** is concluded, the HR Director will meet with the complainant and the respondent separately, notify them of the findings of the **investigation review**, and inform them of the action being recommended.
- The complainant and the respondent may submit statements to the HR Director challenging the factual basis of the findings. Any such statement must be submitted no later than five working days after the meeting with the HR Director in which the findings of the **investigation review** are discussed.
- Within 10 **working** days from the date the HR Director meets with the complainant and respondent, the **company County representatives involved** will review the **investigative** report and any statements submitted by the complainant or respondent, discuss results of the **investigation review** with the HR Director and other management staff as may be appropriate, and decide what action, if any, will be taken. The HR Director will report the **company's County's** decision to the complainant, the respondent and the appropriate management assigned to the department(s) in which the complainant and the respondent work. The County's decision will be in writing and will include findings of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

4.8 Bullying in the Workplace (Harassment)

Complaint Process

Reporting

Employees: Any employee who feels he or she has been subjected to abusive conduct is encouraged to report the matter orally or in writing to a supervisor including his or her supervisor, manager, appointing authority, elected official, or to the Human Resources and Risk Management Director. Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the representatives identified above.

Any employee seeking to file a complaint should ensure the complaint consists of precise details of each incident of abusive conduct including dates, times, locations and any witnesses. Formal complaints should be documented in writing, but are not required to be in writing.

Witnesses: An employee who witnesses or is made aware of behavior that may satisfy the definition of abusive conduct (as defined herein) should report any and all incidents as set forth herein.

Supervisors: Supervisors must timely report known incidents involving workplace abuse, intimidation, or violence to the Human Resource Director. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant, including, but not limited to, separation of employees involved.

The person complained against will be notified that an allegation has been made against him or her and informed of the investigative procedure.

~~Investigation- Review~~

~~Reviews-Investigations-~~ of abusive conduct shall be conducted as soon as practicable and in accordance with the policies and practices of Anderson County Government. The objective of the investigation is to ascertain whether the behaviors complained of occurred, and therefore will include interviewing the complainant, accused, and witnesses with direct knowledge of the alleged behaviors.

All interviews will be appropriately documented. The ~~review investigation~~ will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The investigator will provide a copy of the investigative report to the appointing authority for further action. All affected parties will be informed of the ~~review's investigation's~~ outcome.

Corrective Action

In the event of a finding of abusive conduct, the employer will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences of abusive conduct and in accordance with existing disciplinary policies of Anderson County Government.

Any employee or elected official who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, and disciplinary action up to and including termination, or changes in job duties or location.

Supervisory personnel who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

While Anderson County Government encourages all employees to raise any concern(s) under this policy and procedure, Anderson County Government recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Individuals falsely accusing another of violations of this policy will be disciplined in accordance with the disciplinary policy of Anderson County Government.

Any employees exhibiting continuing emotional or physical effects from the incident in question should be informed of established employee assistance programs or other available resources.

When abusive conduct has been confirmed, the employer will continue to keep the situation under review and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

4.17 Complaint Procedure

If you feel wronged by an employment action or decision, including disciplinary action such as a warning, suspension, termination, or by an Anderson County Government policy being incorrectly applied, the best course of action is to discuss these differences with your direct supervisor, department head and/or the Human Resources and Risk Management Department in an attempt to reach a prompt and fair resolution of the problem.

If you are having a problem or question related to your work, supervisor, or co-worker you should consult your immediate supervisor as soon as possible.

1. If your supervisor seems unwilling or unable to address the matter, you have the option to discuss your concerns with your Department Head or Elected Official,
2. If your problem or complaint is a situation that constitutes a violation of the Ethics Policy, Federal, State, or local laws and the Department Head or Elected Official seems unwilling or unable to address the matter, you have the right to discuss your concerns with the Director of Human Resources and Risk Management or Ombudsman/County Law Director.
3. You can also ask to speak to any other departmental supervisor or the Human Resources Department/Director, without your supervisor being present. However, in this case, the person with whom you meet has the right to share information from this meeting with your supervisor.

Formal/Informal Complaint

A complaint is defined as a statement by an employee about a problem or situation which concerns the employee and which the employee wishes to bring to the attention of the County. There are two types of complaints that can be used as a tool to ensure a proper outcome.

Informal Complaint

Informal complaints may be submitted orally or written and may be presented to the employee's supervisor, manager, Department Head, Elected Official or the Director of Human Resources and Risk Management Department. The County may respond to an informal complaint within ten working days of receiving it. The objective of any complaint procedure is to be thorough while maintaining confidentiality. It is Anderson County's goal to remain within the timeline set forth throughout; though, the goal is to conduct the review discretely while compiling all-inclusive data to ensure the process remains confidential and conclusive.

Formal Complaint

Formal complaints must be submitted in writing, signed and dated to the employee's supervisor, manager, Department Head, Elected Official or the Director of Human Resources and Risk Management Department. The formal complaint procedure can be found below. Anderson County's goal to remain within the timeline set forth throughout; though, the goal is to conduct the review discretely while compiling all-inclusive data to ensure the process remains confidential and conclusive.

When formal/informal complaints relate to an isolated event, and is not an ongoing situation, the employee must bring the matter to the attention of the County within 30 days of its occurrence. If

such a complaint remains unresolved ten days after it is submitted, the employee may proceed with filing a formal grievance, as set forth below. The employee has a maximum of 60 days from the date of the event, or adverse decision, (whichever is later), to file a formal complaint. Failure to follow this timeframe may result in the grievance being rejected. However, complaints may be accepted when it is determined timeliness was clearly beyond the control of the employee.

DRAFT



ANDERSON COUNTY GOVERNMENT

HANDBOOK/POLICY ACKNOWLEDGEMENT FORM

I, _____ acknowledge that I have received a copy and/or link to the Anderson County Government Employee Handbook, and I do commit to read and follow these policies. Policies that have been discussed are as follows (but not limited to):

(Initial Below acknowledging that said policy was given to, and discussed with you)

_____ Section 3 Employment Policies

- 3.1 Equal Employment Opportunity & Grievance Procedures
- 3.2 At Will Employment
- 3.3 Americans with Disabilities Act

_____ Section 4 Standards of Conduct

- 4.6 Harassment & Complaint Process
- 4.7 Violence in the Workplace & Enforcement
- 4.8 Bullying in the Workplace & Complaint Process
- 4.17 Complaint Procedures

I am aware that if, at any time, I have questions regarding Anderson County Government policies I should direct them to my manager or the Human Resources and Risk Management Department.

I know that Anderson County policies and other related documents do not form a contract of employment and are not a guarantee by Anderson County Government of the conditions and benefits that are described within them. Nevertheless, the provisions of such County policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that Anderson County Government, at any time, may on reasonable notice, change, add to, or delete from the provisions of the County policies.

Employee's Printed Name

Position and Department

Employee's Signature

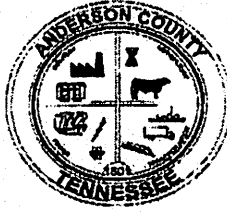
Date

9 APPENDICES

9.1 EMPLOYEE IDENTIFICATION CARD SYSTEM / SECURITY POLICY

DECLASSIFIED

Anderson County Government Employee Badge Policy



1. SUBJECT TITLE: Employee Badge/Building Access System
2. PURPOSE:
 - a. To help ensure the safety and security of the employees and **Anderson County Courthouse, Jolley Building General Sessions II, and all satellite office locations**, it is the policy of Anderson County that all employees, including volunteer employees, are required to visibly display their badge on their person while on Anderson County property. In addition, contractors and their employees may also be required to obtain a badge by the issuing official and display identification including their name and the company they work for. This Policy further establishes uniform procedures for employee badge policies regarding utilization, distribution, replacements and return and/or destroy upon termination.
3. ORGANIZATIONS AFFECTED:
 - a. All Anderson County Government Departments and Offices, as well as any persons providing on-going services to Anderson County Government.
4. DEFINITIONS:
 - a. **Anderson County Government Employee Badge:** A badge provided by the organization for the purpose of identifying those who are employed by Anderson County Government or provide on-going service to the County. The badge will contain the facial photo, name, ACG department affiliation and selected credentials of the wearer.
 - b. **Access Control System:** The badge system in place is to provide a reasonably safe and secure environment for the **Anderson County Courthouse, Jolley Building, General Sessions II, and all satellite offices.**

- c. **Issuing Official:** Elected Officials, Department Heads or their designees who are authorized to request issuance, door access deletion/addition, replacement, or surrender of the badge for their assigned locations only.
- d. **Badge Office:** A facility maintained by the Anderson County Sheriff Office with assistance from the Human Resource Department and/or IT Department, as approved by the ACSO, for the issuance and management of Badges.
- e. **Official Capacity:** Includes any time while on Anderson County Government property working for or representing the County, including break periods.
- f. **Property:** Any property owned or leased by Anderson County Government.

5. PROCEDURE:

- a. Select employees and other persons formally associated with or acting on behalf of Anderson County Government that perform activities on the property, will be issued an official Anderson County Government employee identification badge. The badge will be issued by an issuing official, and must be worn prominently on the outer clothing between shoulder and waist with the photo side facing out when an employee is in an official capacity.
- b. It is the responsibility of the Issuing Official to ensure that every individual required to possess a badge obtains it the first day he or she begins work at Anderson County Government. To obtain a badge, the Issuing Official must complete the required badge form.
- c. Multiple Locations: If an employee must have access to multiple locations due to the nature of their position, each department head must approve the Multi-Location Employee Badge form via signature as the Issuing Official, authorizing access to their individual department
- d. Use of Identification Badge will:
 - Provide reliable and controlled identification
 - Provide a cost-efficient and controlled method of obtaining access to certain areas of the property

- Confirm to other members of the workforce the authorized presence of a person.
- e. The face of the badge will contain the following:
- Name (First, middle initial, last). If space for the full name is insufficient, the first name may be reduced to an initial. Hyphenated last names will be allowed. *Security Exception:* If an individual feels the appearance of their full name on the badge may present a significant personal threat, he or she can petition for an exception to the policy. To do so, the individual should submit a request to the department head stating the reason for the request. The department head will evaluate and approve or disapprove the request. If approved, the department head will file a request with the Badge Office to issue a replacement badge. At a minimum, the replacement badge will bear the possessor's last name and office on the front.
 - Photograph - a full-face color image with exceptions for ACSO personnel and any others deemed necessary by the issuing official who require no photo for their own security.
 - Credentials - a maximum of nine (9) alpha characters may appear on a separate line.
 - Department - the responsible department or organization issuing the badge.
 - Anderson County Seal - the county seal along with Anderson County Government will appear on the badge.
- f. The official badge may not be defaced, pierced or visually obstructed in any manner. Stickers, pins or other items affixed to the badge will impair its purpose and performance.
- g. The badge will be used solely by the person authorized by the Issuing Official, and under no instances will it be transferred to another individual. If an employee is found to allow others to utilize their badge in any capacity, they may face disciplinary actions up to termination.
- h. Employees will only be authorized to be issued one badge.**

- i. Employees are permitted one replacement badge every other calendar year. Any additional replacements will result in a badge replacement fee paid by the employee, which will be based upon the current cost of the badge but no less than \$8. Lost, damaged or stolen badges must be reported immediately to the issuing department and to the Badge Office. Failure to do so may result in disciplinary action, due to the possibility of unauthorized usage and/or access to government offices. A replacement badge will be provided when:

1. Person's name changes (supporting doc required)
2. The badge breaks (old badge turned in)
3. Badge is lost or misplaced (subject to applicable fee)

- j. The badge will be maintained until the relationship with Anderson County Government has been terminated, or upon demand of the employee's supervisor or department head. If an employee terminates employment or transfers from one department to another, it is the responsibility of the Issuing Official in the department which the employee is leaving to obtain the badge from the employee and submit the badge to the Badge Office for destruction. In the case of a transfer, it is the responsibility of the Issuing Official in the employee's new department to ensure that the employee is issued a new badge with the appropriate department listed. Upon termination of employment, the Badge Office will be suspended the badge in the system immediately allowing the Buildings and staff to remain secure.

- k. Issuing officials are responsible for establishing their office procedure that assures adherence to all guidelines contained in this policy. Disciplinary action is strongly recommended to be taken if an employee chooses not to abide by the Policy.

6. BADGE TO SERVE AS KEY CARD:

- a. There will be a series of badge readers throughout the Anderson County Courthouse, Jolley Building, and various satellite locations. The employee badges will serve as keys to access certain areas, as well as the courthouse after hours. Courthouse doors will automatically lock and unlock during designated times.

- b. To ensure that the building will be unlocked for certain meetings after hours, the individual responsible for the meeting must submit in writing/email the request to the designated person(s) at ACSO.
- c. The badge does **NOT** have the ability to lock any interior office doors. The assigned badge only has the ability to serve as a way to gain entry while tracking the entries for security purposes. You must physically lock the interior doors, as they do **NOT** have strikes on them.
- d. Elected Officials and Department Heads will have the authority to request reports for their assigned locations/offices/doors only. Reports will be supplied within 7 days of the request.

7. ACCESS CONTROL SYSTEM:

- a. It is the responsibility of the ACSO as the Badge Office to monitor the function, proper operation, individual programming and issuance of badges for the access control system. Additionally, the IT Director or HR Department may be called upon to assist with the programming and issues with the access control system.
- b. Issuing Officials will be responsible for authorizing the level of access each employee has to their specific department.
- c. Department managers, Elected Officials, etc. will orient individuals on the specific procedures for entering and exiting the department to ensure their staff is in compliance with this policy as well as each departments procedures
- d. **In the event of an emergency, two temporary access badges will be maintained in the Sheriff's Office dispatch and must be logged out by the temporary user(s). These badges will only be used in situations such as a bomb threat or medical emergencies.**
- e. **The temporary access badges will be a different color then the standard "white" issued cards.**

Jeff Cole, County Clerk

Tim Shelton, Register of Deeds

John K. Alley, Assessor of Property

Regina Copeland, Trustee

Terry Frank, County Mayor

Russell Barker, Sheriff

Hal Cousins, Clerk and Master

Gary Long, Highway
Superintendent

Jay Yeager, Law Director

Rex Lynch, Circuit Court
Clerk

Tracy Wandell, Chairman of
Anderson County Commission

**ACKNOWLEDGEMENT OF RECEIPT OF ANDERSON COUNTY
GOVERNMENT EMPLOYEE BADGE POLICY**

As indicated by my signature below, I hereby acknowledge receipt of a copy of the Employee Badge Policy. I further acknowledge that I will read the Policy and any questions which I have will be addressed to my supervisor, Human Resource Office and/or The Anderson County Sheriff's Office.

Employee Name (Print)

Employee Signature

Date

3.14 Weather-related and Emergency-related Closings

Teleworking

Teleworking is defined as a work flexibility arrangement under which an employee performs their work duties and responsibilities from an approved worksite. The primary use of Teleworking would be during weather or emergency related closings or restrictions.

You must receive pre-approved authorization from your department head to participate in Teleworking. Supervisors may ask you to perform duties outside of your job description in an effort to pull together as a team to ensure essential office duties are carried out. At any time, Teleworking privileges may be revoked, and you will be required to physically report to work. Additionally, you will be considered on-call when Teleworking to ensure availability during crucial work hours.

While working remotely, you must take steps to preserve the security and confidentiality of the County's and Department's information. You must keep confidential documents and materials in secure locations and maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. Any suspected loss or theft of Employer documents, materials, or information, as well as any suspected hacks or breaches of security, must be reported to your supervisor immediately.

Teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. You are expected to comply with all County and Departmental policies, procedures and performance standards.

Sample Teleworking agreements can be obtained from the Human Resources and Risk Management Department.

**Anderson County
Human Resource Advisory Board Minutes
May 28, 2020
10:00 a.m. in Room 118A, Courthouse & GoToMeeting**

Members Present: Chairman Phil Yager, Terry Frank, Jeff Cole, Gary Long, Robby Holbrook, Regina Copeland, Tim Shelton, Russell Barker, Hal Cousins, Rex Lynch and Johnny Alley.

Members Absent: Jay Yeager

Others Present: Kim Jeffers-Whitaker, Stephanie Strickland, and Catherine Denenburg

Call to Order

HR Advisory Chairman Phil Yager called meeting to order.

Approval of Prior Minutes

Minutes of the May 13, 2020 meeting were approved, as presented, on a motion made by Terry Frank, and seconded by Johnny Alley. Motion carried by voice vote.

Approval and Correction of Agenda

Johnny Alley made a motion to approve agenda with one correction, to move policy updates to the next meeting, seconded by Russell Barker. Motion carried by voice vote.

HR Director Report

HR Director Kim Jeffers-Whitaker updated the committee on the Tobacco Cessation Policy and benefit enrollment, explaining that enrollment was going well with USABLE. HRA was paused due to COVID-19 and will restart June 1st with extension through July 31st.

Old Business

After an update on the HR Advisory Subcommittee by HR Director Kim Jeffers-Whitaker, a motion was made by Russell Barker to un-table Tim Shelton's motion from the previous HR Advisory meeting, seconded by Johnny Alley. Motion failed. Another motion was made by Russell Barker to open discussion regarding Mayor Terry Frank's email, seconded by Johnny Alley. Motion passed by roll call vote. After much discussion, a motion was made by Mayor Terry Frank that the HR Department will continue to advise Commission and Departments with pay scales and salaries, seconded by Gary Long. Motion passed by roll call vote, with Hal Cousins and Johnny Alley voting no.

Upcoming Meeting

TBD

Adjourned

Anderson County Board of Commissioners

Human Resources Advisory Committee Agenda

May 28, 2020

Room 118A / GoToMeeting at 10 a.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve Prior Meeting Minutes**
- 4. Approval and Corrections of Agenda**
- 5. HR Director Report**
- 6. Old Business:**
 - **HR Advisory Sub-Committee Update, HR Director**
 - **Title VI, Jay Yeager**
 - **Policy Updates to the Anderson County Employee Handbook, Law Director**
- 7. Next Meeting**
 - **End of June**
 - **Or, July**
- 8. Adjourn**

Anderson County Employee Insurance Board of Trustees

Meeting Minutes

June 2, 2020

Members Present – Mayor Terry Frank, HR Advisory Chairman Phil Yager, Commissioner Rick Meredith, Interim Finance Director Robby Holbrook, HR Director Kim Jeffers-Whitaker

Others Present – LEEAN TUPPER, Stephanie Strickland, Randy Walters, and (via teleconference) CBIZ Benefits Specialists representatives Seamus McNally and Kari Presley

Call to Order

Due to some technical issues, the meeting's start was delayed. Mayor Frank called the meeting to order at 1:12 pm.

Approval of Minutes

Commissioner Meredith moved to approve minutes of the May 5, 2020 meeting as presented. HR Advisory Chairman Yager seconded. Motion carried by voice vote.

Items for Action/Discussion

- **HR Director's Report** – HR Director Whitaker stated open enrollment for FY 2020/2021 has gone well. Rx Benefits: She said 15 members will receive a letter regarding prescriptions that won't be covered by the plan beginning July 1, 2020, and the letters will offer suggestions for other medications. HR Director Whitaker said the two appeals have both been overturned and payment will be allowed. She credited CBIZ and MedBen for assisting the HR team with the appeals process.
- **MedBen Run-out Claims** – CBIZ representative Kari Presley explained that carriers typically charge between two and four months of administrative fees for handling run-out claims. However, MedBen is wanting to charge the county administrative fees for six months or a year. Ms. Presley said there have been a lot of conversations with MedBen about the company's decision. BlueCross BlueShield of Tennessee was also asked if they could handle the claims, but they cannot. The fact is Anderson County needs a company to handle the claims from Cigna that may come in after July 1, 2020. Ms. Presley said CBIZ is recommending the 6-months run-out admin option, and noted that an additional six months can be purchased during that time if it's determined the extra time is needed. There was general discussion about the three cost-saving options submitted by BCBSTN (See Attachment A) and presented by CBIZ. To alleviate the cost imposed by MedBen while giving continuity of benefits to the employees, Commissioner Meredith moved to select Option No. 2, a three-year option agreement with BCBST for medical benefits. Interim Finance Director Holbrook seconded. Motion carried by voice vote.

Old Business

Plan Amendment (due to COVID-19) – HR Advisory Chairman Yager moved to approve. Second by Commissioner Meredith. Motion carried by voice vote. (See Attachment B)

There being no further business, the meeting was adjourned at 1:39 pm.

Attach. A

Anderson County Government - 7/1/2020

Runout Services

Based on 318 employees

*Slightly different, due to adding in the FSA vendor (listed as \$1.02 previously)

	Option 1 - Year Multi-Year Agreement	Option 2 - Year Multi-Year Agreement	Option 3 - Year Multi-Year Agreement	Option 3 - Year Multi-Year Agreement
BCBST				
Base Administration	\$37.28	\$37.28	\$37.28	\$37.28
COBRA Administration	\$1.27	\$1.27	\$1.27	\$1.27
Rx Administration/Coordination Fee	\$4.00	\$4.00	\$4.00	\$4.00
Stop Loss Integration Fee	\$1.20	\$1.20	\$1.20	\$1.20
TOTAL MONTHLY BCBST FEES PEPM	\$43.75	\$43.75	\$43.75	\$43.75
TOTAL ANNUAL BCBST FEES	\$166,950.00	\$166,950.00	\$166,950.00	\$166,950.00
MEDBEN RUNOUT ADMINISTRATION				
MedBen Admin Fee	\$22.05	\$22.05	\$22.05	\$22.05
CIGNA Admin Fee	\$19.43	\$19.43	\$19.43	\$19.43
TOTAL MONTHLY RUNOUT FEES PEPM	\$41.48	\$41.48	\$41.48	\$41.48
TOTAL COST RUNOUT FEES - 6 MONTHS	\$54,428.88	\$54,428.88	\$54,428.88	\$54,428.88
TOTAL ANNUAL COST	\$221,378.88	\$221,378.88	\$221,378.88	\$221,378.88
BCBST FEE HOLIDAY	(\$40,592.70)	(\$40,592.70)	(\$40,592.70)	(\$40,592.70)
OVERALL ANNUAL COST	\$180,786.18	\$167,255.28	\$194,317.08	\$194,317.08
ACG ANNUAL BCBST Budget	\$153,824.00	\$153,824.00	\$153,824.00	\$153,824.00
ACG FUND DEFICIT	(\$26,962.18)	(\$13,431.28)	(\$40,493.08)	(\$40,493.08)

Rate Guarantee	Year 2 - 1.5% Base Fee Increase	Year 2 - 1.5% Base Fee Increase Year 3 - 2.5% Base Fee Increase
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Wellness Fund	\$25,000	\$25,000	\$25,000
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*Option 1, 2 Year Multi-Year Agreement - 3 month fee holiday, 1 month early termination penalty

*Option 2, 3 Year Multi-Year Agreement - 4 month fee holiday, 2 month early termination penalty

*Option 3, 1 Year Agreement - 2 month fee holiday, no early termination penalty

*Stop Loss Integration is not included in the fee holiday calculations listed above. That fee will be charged for all 12 months.

Anderson County Government - 7/1/2020

Administrative Services
Based on 318 employees

TPA	Current - MedBen	Renewal - MedBen	BCBS TN	UMR
FIXED COSTS				
Network	Cigna - PPO	Cigna - PPO	Network S	Choice Plus
Base Administration	\$22.05	\$28.60	\$37.28	\$16.62
COBRA Administration	\$1.95	\$1.95	\$1.02	\$1.05
Utilization Review/Medical Management	\$1.40	\$1.40	included	\$2.15
Case Management	included	included	included	\$2.00
PPO Administration/Coordination Fee	\$0.75	\$0.75	included	included
PPO Access Fee	\$19.79	\$19.79	included	\$16.87
Rx Administration/Coordination Fee	\$2.50	\$2.50	\$4.00	included
Medicare Part D Notices & Testing	\$0.60	\$0.60	n/a	n/a
Other Fees:				
TOTAL MONTHLY FEES PER PM	\$49.04	\$55.59	\$42.30	\$38.69
Other Annual Fees (if applicable)				
Setup (one time fee)	\$0.00	\$0.00	\$0.00	\$0.00
Run-out fees	n/a	n/a	4 months of admin fees	included (1 year)
TOTAL ANNUAL FEES	\$187,136.64	\$212,131.44	\$134,514.00	\$147,641.04
PERCENTAGE DIFFERENCE		13.36%	-28.12%	-21.11%
VARIABLE COSTS				
Network Discount	58.70%	58.70%	64.10%	57.60%
Annualized Medical Claims (2019)*	\$5,976,140.57	\$5,976,140.57	\$5,976,140.57	\$5,976,140.57
Annual Discounted Medical Claims	\$2,468,146.06	\$2,468,146.06	\$2,145,434.47	\$2,533,883.60
TOTAL ANNUAL COST	\$2,655,282.70	\$2,680,277.50	\$2,279,948.47	\$2,681,524.64
PERCENTAGE DIFFERENCE	0.00%	0.94%	-14.14%	0.99%
COST INCREASE	\$0.00	\$24,994.80	(\$375,334.23)	\$26,241.95
Optional Fees:				
Disease Management/Wellness Program Fee	\$6.00	\$6.00	\$2.28	\$3.85
Rate Guarantee		yes - 2 years	yes - 1 year	yes - 2 years
Notes				
1) BCBST PPO access fee is for the state of TN and its contiguous counties. For services outside of this area there are additional fees.				
Other:				
Subrogation	20% of recovered amount	20% of recovered amount	29% of amount recovered	30% of amount recovered
Reporting/Integrated Data Fees	Yes	Yes	Yes	Yes
Clinic - Integrated Reporting	Yes	Yes	Yes	Yes (additional fees may apply)
Telemedicine	No	\$3.75	\$0.74	Included in Admin Fee
HealthCare Bluebook App	\$1.75	\$1.75	No	No
Wellness Fund		\$25,000	\$25,000	\$0

Based on prior bid response -
disqualified from current bid

Allegiance
Cigna - OAP
\$24.50
\$1.00
\$1.65
\$2.50
included
\$6.95
\$0.75
n/a
\$37.35
\$750.00
3 months of admin fees
\$143,277.60
-23.44%
60.40%
\$5,976,140.57
\$2,366,551.67
\$2,509,829.27
-5.48%
(\$145,453.43)
\$2.75
yes - 3 years
20% of amount recovered
Yes
Yes
\$0.25
\$1.75
\$0

*Medical repricing file received from MedBen contains claims from 7/1/19 - 1/27/20 (7 months). Amounts have been annualized for comparison purposes only

*MedBen - Increase in ASO fee appears to be based on the \$25,000 wellness fund request

*BCBST will provide a 2 month "fee holiday" which applies to the ASO fees. This is considered in the "Total Annual Fees" listed above.

Subject: RE: ~~Stop Loss~~ ^{run-out} Discussion Items for 7/2 BOT Mtg.
Date: Tuesday, June 2, 2020 at 8:11:13 AM Eastern Daylight Time
From: Kim Jeffers-Whitaker
To: Terry Frank, Kari Presley, smcnally@cbiz.com
CC: Phil, Rick Meredith, Robby Holbrook, LEEAN Tupper, Stephanie Strickland, Randy Walters

It depends on the decision the Board makes today.

Run Out Claims:

1. 6 month option, \$54,428 cost
2. 1 year option, \$96,500 cost

CBIZ is recommending 6 months. Cost listed on spreadsheet (line 19) is \$54,429. This amount is double what the Fund has paid in the past.

Then the options for the Board today is which agreement to elect with BCBS. The below impact cost takes into consideration MedBen's Admin Fee for the 6 month run out claims, BCBS Admin Fee for the year and BCBS "Holiday Fee".

Line 26 list the Fund Deficit amount as the run out claims are not currently budgeted.

1. Option 3 - Current 1-year agreement, impact cost is \$40,493
2. Option 2 - 3-year agreement, impact cost is \$13,431
3. Option 1 - 2-year agreement, impact cost is \$26,962

Kim Jeffers-Whitaker, IPMA-SCP, aPHR
Director of Human Resources & Risk Management
Anderson County Government
100 N Main St., Room 102, Clinton, TN 37716
Main Tel 865.264.6300 | Fax 865.264.6259
<http://www.anderson-county.com/humanresources/>

From: Terry Frank <tfrank@andersontn.org>
Sent: Tuesday, June 2, 2020 7:34 AM
To: Kim Jeffers-Whitaker <kwhitaker@andersontn.org>; Kari Presley <kpresley@cbiz.com>; smcnally@cbiz.com
Cc: Phil <philyageracc8@gmail.com>; Rick Meredith <rick@andersoncountychamber.org>; Robby Holbrook <rholbrook@andersontn.org>; LEEAN Tupper <ltupper@andersontn.org>; Stephanie Strickland <sstrickland@andersontn.org>; Randy Walters <rwalters@andersontn.org>
Subject: Re: Stop Loss Discussion Items for 7/2 BOT Mtg.
Importance: High

So what is the bottom line regarding the total impact? Can you please advise net impact of switching from MedBen to BCBS?

Terry

Terry Frank
Anderson County Mayor
100 North Main Street, Suite 208
Clinton, Tn 37716
tfrank@andersontn.org
865-457-6200 FAX 865-457-6270

On Jun 1, 2020, at 8:15 AM, Kim Jeffers-Whitaker <kwhitaker@andersontn.org> wrote:

Good Morning Board,

In prior years, when ACG has left a TPA (Humana, BCBS, etc.), we request the company handle runout claims for 6 months to 1 year from the contract end date. Runout claims are simply the claims that occurred during your contract with the Company but hasn't been filed/paid yet.

Both Humana and BCBST charged the County 3 months of admin fees to conduct runout claims for 1 year. The cost for those runout claim admin fees ranged between \$25-27,000.

In speaking with MedBen, I was notified that they would be charging ACG monthly for runout claims for the entire time elected – 6 months or 1 year. However, CIGNA would only charge for 2 months of admin fees, which is typical. For a 6-month run out administration, MedBen wants \$54,429! Double the normal runout admin fees paid in the past for half of the time.

I, along with CBIZ, reached out to MedBen multiple times to request clarification, additional information and assistance in decreasing the number of months they would charge the admin fee. We received a hard NO!

So, CBIZ went back to BCBS to determine if they could handle the runout claims. Again, the answer was no. However, BCBST has been kind enough to offer us options to help alleviate some of the painful cost MedBen is charging.

Attached is a spreadsheet for the runout admin options that has been created by CBIZ as it relates to the options the Board has in moving forward. I also shared information that allowed them to include a couple of rows that show the amount that was budgeted (\$153,824), and the deficit when compared to the overall cost for each option. The attached paints a straightforward picture of our options.

The initial ASO comparison spreadsheet is also attached as a reference.

This specifically confirms the renewal cost from MedBen for the 2020.2021 FY would have been roughly \$212k. By electing BCBST with an admin of \$135k, the County's estimated savings on admin alone is \$77k.

Please let us know if you have any questions!

Kim

Sincerely,

<image005.png> <image006.png> <image005.png>
Jeffers-Whitaker, IPMA-SCP, aPHR

Kim

Director of Human Resource & Risk Management
Anderson County Government
100 N Main St., Room 102, Clinton, TN 37716
Main Tel 865.264.6300 | Direct 865.264.6330 | Fax 865.264.6259
kwhitaker@andersontn.org | <http://www.anderson-county.com/humanresources/>

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<Anderson Co Gov - Runout services - July 2020.xlsx><Anderson Co Gov - FINAL ASO
Comparison July 2020.xlsx>

**ANDERSON COUNTY GOVERNMENT
EMPLOYEE BENEFIT PLAN
AND SUMMARY PLAN DESCRIPTION**

**AMENDMENT AND SUMMARY OF MATERIAL MODIFICATIONS
CORONAVIRUS DEADLINE EXTENSION PROVISIONS**

The Anderson County Government Employee Benefit Plan (hereinafter referred to as "Plan") is hereby amended and modified as set forth below. Such amendment is effective as of the date listed below.

The Plan intends to comply with the regulations entitled "Extension of Certain Timeframes for Employee Benefit Plans, Participants, and Beneficiaries Affected by the COVID-19 Outbreak" and the "EBSA Disaster Relief Notice 2020-01" issued on May 4, 2020. This includes that the Outbreak Period, as defined below, shall be disregarded for the following purposes:

- A. Special health plan enrollment periods;
- B. The sixty (60) day election period for COBRA continuation coverage;
- C. The date for making COBRA continuation coverage premium payments;
- D. The date for individuals to notify a health plan of a qualifying event or disability;
- E. The date that individuals can make a claim for benefits;
- F. The dates for appeal of denied benefit plans and external review of claims denials; and
- G. The date a group health Plan Sponsor or Plan Administrator has to provide a COBRA election notice.

The term "Outbreak Period" means the period of time beginning March 1, 2020 through sixty (60) days after the announced end of the COVID-19 National Emergency or such other date announced by the agencies in a future notification.

Anderson County Government hereby adopts the above amendment to the Anderson County Government Employee Benefit Plan effective on the date listed above.

ADOPTED this 20th day of May, 2020.

Kim Jeffers-Whitaker

PLAN ADMINISTRATOR FOR
ANDERSON COUNTY
GOVERNMENT EMPLOYEE
BENEFIT PLAN



DOL Requires Employee Benefit Plans to Offer Extensions of Plan-Related Deadlines

On May 4, 2020, the U.S. Department of Labor's *Employee Benefits Security Administration* (EBSA) released additional COVID-19 related regulations specifically addressing deadline relief for employee benefit plans, plan participants, and plan beneficiaries. The regulation aims to help those covered by employee benefit plans and impacted by the coronavirus outbreak.

The regulation – entitled "Extension of Certain Timeframes for Employee Benefit Plans, Participants, and Beneficiaries Affected by the COVID-19 Outbreak" – was jointly issued by the DOL and the IRS and extends certain plan time frames affecting participants' rights regarding plan portability and continuation of group health plan coverage under COBRA. It also extends the time for plan participants to file or perfect benefit claims or appeals of denied claims. These extensions provide plan participants additional time to make important health coverage and other decisions affecting their benefits during the coronavirus outbreak.

The DOL and IRS believe that such relief is immediately needed to preserve and protect the benefits of participants and beneficiaries in employee benefit plans during the National Emergency. To accomplish this, the regulation is effective beginning March 1, 2020 and continues to be in effect until 60 days after the announced end of the National Emergency or such other date announced in future guidance. This time period is known as the "Outbreak Period" in the regulation. It should be noted that the National Emergency is the COVID-19 emergency period dictated by the President of the United States and should not be confused with the federal Public Health Emergency period which is determined by the Secretary of Health and Human Services. To the extent there are different outbreak period end dates for different parts of the country, the Department will issue additional guidance regarding the application of the relief for those different areas.

Relief for Employee Benefit Plan Sponsors Due to the COVID-19 Outbreak

Similarly, EBSA released separate guidance providing an extension of deadlines to plan fiduciaries and plan sponsors for furnishing required notices or disclosures to plan participants, beneficiaries, and other persons during the COVID-19 outbreak. (EBSA Disaster Relief Notice 2020-01.) This extension applies to the furnishing of notices, disclosures, and other documents required by ERISA. Per the regulations, an employee benefit plan and the responsible plan fiduciary will not be in violation of ERISA for a failure to timely furnish a notice, disclosure, or document that must be furnished between March 1, 2020, and 60 days after the announced end of the COVID-19 National Emergency, if the plan and responsible fiduciary act in good faith and furnish the notice, disclosure, or document as soon as administratively practicable under the circumstances. Good faith acts include use of electronic alternative means of communicating with plan participants and beneficiaries who the plan fiduciary reasonably believes have effective access to electronic means of communication, including email, text messages, and continuous access websites.

Regulations Applicable to Both ERISA and Non-ERISA Plans

While the Extension Regulations themselves apply directly to ERISA-governed health plans, the Department of Health and Human Services has advised that it will exercise enforcement discretion by adopting a temporary policy of measured enforcement to extend similar



timeframes otherwise applicable to non-ERISA group health plans and their participants, beneficiaries and enrollees under applicable provisions of the Public Health Service Act.

Employee welfare benefit plans, including group health and disability plans, and employee pension benefit plans subject to ERISA or the Internal Revenue Code must *disregard* (in other words, not count) the period of time during the Outbreak Period when determining the time frame for action or decision regarding the following group health plan events:

1. The date for enrolling under a health plan's special enrollment provisions.
2. The 60-day period for electing COBRA continuation coverage.
3. The date for making COBRA continuation coverage premium payments.
4. The date for individuals to notify a health plan of a qualifying event or determination of disability.
5. The date for filing a benefit claim in accordance with the plan's claims procedures.
6. The date within which claimants may file an appeal of an adverse benefit determination (claim denial) in accordance with the plan's claims procedures.
7. The date within which claimants may file a request for an external review; and
8. The date a group health plan sponsor or administrator must provide a COBRA election notice.

By disregarding the Outbreak Period when determining the time frame for action on these events, plan participants and beneficiaries are afforded an extension of time directly related to the COVID-19 pandemic. Rather than extending each particular event, the regulation requires that the balance of any time owed a plan participant to act or make a decision on any applicable event that falls within the Outbreak Period must be credited to the plan participant at the end of the Outbreak Period (60 days after the announced end of the National Emergency). **Please carefully review the examples provided at the end of this summary.** They illustrate how the extension (or deferral) of time works under the new regulations. The calculations in the three examples that follow can be similarly applied to all of the events listed above and subject to the Extension Regulations.

Plan Amendments and Forms

The Extension Regulations and related FAQs do not address whether plans must be amended to comply with the mandates. While some plans include general language stating that the plan will comply with all applicable laws and regulations, such language may not be sufficient when it comes to a plan sponsor's obligation to provide information to plan participants on how to file claims or manage their benefits under the plan. This same logic goes for updating any forms that are used in the events affected by the Extension Regulations. Until additional guidance is released, MedBen suggests providing plan participants with a general amendment that can be used to meet the mandate as well as notify plan participants of these extended deadlines. In addition, a general statement regarding the extensions might be made in the header of certain forms that can easily be updated – or internal e-mails or payroll stuffers might be sufficient to notify plan participants of the additional time to act.

Effect on Stop-Loss Policies

As with many health plan related laws and regulations, the Extension Regulations do not apply to stop-loss policies – which means it will be up to the plan sponsor's stop-loss carrier to allow

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the same extension deadlines to apply under the stop-loss policy. No doubt, different stop-loss carriers will take different approaches to plan sponsor compliance with these new mandates. In some cases, stop-loss claims must be processed and filed within certain time frames described in the stop-loss policy which now might not be met given the plan's requirement to allow plan participants additional time to act. In some cases, claims and elections for coverage could extend beyond the end of the stop-loss contract period. MedBen will be working with the stop-loss carriers utilized by our clients to determine how to best mitigate confusion and maintain stop-loss coverage for affected claims.

Extension of Time Frame Examples

To understand the following examples, assume that the National Emergency ended April 30, 2020. (It did not end on that day, but the Extension Regulations use this date to illustrate how the extensions will work.) If the National Emergency ended April 30, 2020, 60 days from that date is June 29, 2020. Given this assumption, the Outbreak Period would run from March 1, 2020 through June 29, 2020. ***Important Note: Plan participants are not required to wait until the end of the extended deadline to act (i.e., enroll, elect COBRA, or appeal a claim). These rules just give them the flexibility to do so if they want or need the extra time. In many cases, plan participants will want to act immediately within the standard time frames described in the plan.***

Special Enrollment Period Examples

Under HIPAA, employees have either 30-day or 60-day special enrollment periods to request enrollment in the health plan based on certain events. For a 30-day special enrollment period, the following examples illustrate how the extension works.

Special Enrollment Example One:

- The employee originally waived coverage under the health plan.
- On March 15, 2020, the employee gives birth and would like to enroll in the plan along with her newborn child.
- March 15, 2020 is after the March 1, 2020 effective date of the Extension Regulations, so the entire special enrollment period is put on hold until the end of the Outbreak Period.

Special Enrollment Extension Calculation (Example One):

- The employee's 30-day special enrollment period is extended by disregarding (not counting) any of the days during the entire Outbreak Period.
- Assuming that the National Emergency ends April 30, 2020, and therefore the Outbreak Period ends June 29, 2020, the employee has 30 days from the end of the Outbreak Period (June 29, 2020) to enroll herself and her child in the plan.
- The employee's special enrollment election period ends July 29, 2020.

Special Enrollment Example Two:

- The employee originally waived coverage under the health plan.
- On February 20, 2020, the employee gives birth and would like to enroll in the plan along with her newborn child.



- February 20, 2020 is before the March 1, 2020 effective date of the Extension Regulations so only the days during the Outbreak Period are put on hold until the end of the Outbreak Period.

Special Enrollment Extension Calculation (Example Two):

- The employee's 30-day special enrollment period is extended by disregarding (not counting) only those days during the Outbreak Period.
- Because the special enrollment period began before the March 1, 2020 effective date, the nine (9) days in February count against the special enrollment period election time frame.
- The health plan will not start counting the remaining twenty-one (21) days of the special enrollment election time frame until the end of the Outbreak Period (June 29, 2020).
- The employee's special enrollment election period ends July 20, 2020 (21 days after June 29, 2020).

COBRA Election Period Examples

Under COBRA, employees and dependents who lose active coverage due to a qualifying event (for example, termination of employment or reduction of hours) have 60 days from the date the individual receives the COBRA election notice to elect COBRA coverage.

COBRA Election Period Example One:

- The employee's hours are reduced causing the employee to lose active coverage under the health plan, which is a COBRA qualifying event.
- The employee receives the COBRA election notice on April 1, 2020.
- April 1, 2020 is after the March 1, 2020 effective date of the Extension Regulations, so the entire COBRA election period is put on hold until the end of the Outbreak Period.

COBRA Election Period Calculation (Example One):

- The employee's 60-day COBRA election period is extended by disregarding (not counting) the entire Outbreak Period.
- Assuming the National Emergency ends April 30, 2020, and therefore the Outbreak Period ends June 29, 2020, the employee has 60 days from the end of the Outbreak Period (June 29, 2020) to elect COBRA.
- The employee would have until August 28, 2020 to elect COBRA.

COBRA Election Period Calculation Example Two:

- The employee's hours are reduced causing the employee to lose active coverage under the health plan, which is a COBRA qualifying event.
- The employee receives the COBRA election notice on February 1, 2020.
- February 1, 2020 is before the March 1, 2020 effective date of the Extension Regulations, so only those days during the Outbreak Period are put on hold until the end of the Outbreak Period.

COBRA Election Period Calculation (Example Two):

- The employee's 60-day COBRA election period is extended by disregarding (not counting) only those days during the Outbreak Period.



- Because the COBRA election period began before the March 1, 2020 effective date, the twenty-eight (28) days in February count against the 60-day COBRA election period time frame.
- The remaining thirty-two (32) days of the COBRA election period time frame will not be counted until the end of the Outbreak Period (June 29, 2020).
- The employee's COBRA election period ends July 31, 2020 (32 days after June 29, 2020).

Adverse Benefit Determination Appeal Filing Deadline Examples

ERISA, and many group health plans, include specific deadlines for the appeal of denied claims. Among these deadlines is the 180-day timeframe to appeal an adverse benefit determination under a group health plan.

Appeal Filing Deadline Example One:

- The employee receives notice of a denied health benefit claim (an adverse benefit determination explanation of benefits) on April 15, 2020.
- April 15, 2020 is after the March 1, 2020 effective date of the Extension Regulations, so the entire 180-day appeal time period is put on hold until the end of the Outbreak Period.

Appeal Filing Deadline Calculation (Example One):

- The employee's 180-day appeal time period is extended by disregarding (not counting) the days during the entire Outbreak Period.
- Assuming the National Emergency ends April 30, 2020, and therefore the Outbreak Period ends June 29, 2020, the employee has 180 days from the end of the Outbreak Period (June 29, 2020) to appeal the denied claim.
- The employee would have until December 26, 2020 to appeal the denied claim.

Appeal Filing Deadline Example Two:

- The employee receives notice of a denied benefit claim (an adverse benefit determination explanation of benefits) on January 28, 2020.
- January 28, 2020 is before the March 1, 2020 effective date of the Extension Regulations, so only those days during the Outbreak Period are put on hold until the end of the Outbreak Period.

Appeal Filing Deadline Calculation (Example Two):

- The employee's 180-day appeal filing time period is extended by disregarding (not counting) only those days during the Outbreak Period.
- Because the appeal filing time period began before the March 1, 2020 effective date, the thirty-two (32) days before March 1, 2020 count against the 180-day appeal filing deadline period.
- The remaining 148 days of the appeal deadline period (180 minus 32) will not be counted until the end of the Outbreak Period (June 29, 2020).
- The employee would have until November 24, 2020 to appeal the denied claim (148 days from June 29, 2020).

Anderson County Library Board
Minutes of Regular Meeting
Clinton Public Library – Zoom meeting
Thursday, April 16, 2020

It was necessary for this meeting to be held electronically in order to protect the public health, safety, and welfare in light of the COVID-19 crisis.

Present: Attending via Zoom

Library Board Members: John Selser, Debra Cox, Lake McCoy, Susan Miceli, Katherine Smith, Mary Jane Berry (Regional Board), Janine Brewer, Theresa Venable,
Library Directors: Meg Harrison (Clinton), Norma Day (Rocky Top), Daphne Windham (Briceville), Jenny Heffron (Norris), Matthew Jordan (Regional)

Also Attending via Zoom

Members of the Clinton Friends of the Library- Sally Bruno, Peggy Laxton, Martha Beukema, Irene Post

Absent: Steve Mead (Anderson County Commissioners) ill, Josh Anderson (Regional)

Call to Order and Revisions to Agenda:

Chair John Selser called the meeting to order at 4:04 pm. and welcomed the members of the Clinton Library FOL who joined the meeting.

Appearance of Citizens: None of the members of the Clinton FOL wanted to speak.

Approval of Minutes:

Susan Miceli moved to approve the minutes of March 19, 2020, as amended. Lake McCoy seconded the motion. The motion passed unanimously.

Treasurer's Report:

Susan Miceli presented one transfer request from Briceville Public Library to decrease Staff Development by \$85.00 and Local Restricted Funds by \$341.00, for a total of \$426.00 and increase Maintenance and Repair by \$341.00 and Office Supplies by \$85.00, for a total of \$426.00. This is a one-time transfer to cover the bill for the HVAC maintenance and for Office Supplies, Debra McCoy moved to approve the transfer and Katherine Smith seconded the motion. The motion passed unanimously.

Susan said that the 2020-21 budget for the libraries was submitted on time. She remarked that there are funds in various accounts set by the directors for travel, etc. In the current budget, that will go unused due to the current COVID crisis. She asked the

directors to track those dollars and to let Susan know the amounts after the year closes on June 30, 2020. She will then add that amount into their 2021 budgets.

Library Director Reports: See Library Director Reports Attachment
Abbreviated Director Reports were given by the directors. A few items are highlighted here.

Briceville Public Library – Daphne Windham

Daphne Windham reported that story time videos and one book review have been presented online. The videos help the Briceville elementary school kids to continue to qualify for their Engineering Better Reader points.

Gary Cooper cleaned the building and all the concrete surfaces around the library, Then he cleaned the parking lot and restriped it. Everything looks great.

Powell Brothers came out to look at the HVAC unit. The tech fixed the thermostat, but three days later there was another problem. Daphne called and the same tech came out and discovered that a wasp nest was in the unit and had burned itself out on a fuse, causing the whole thing not to work properly. He cleaned the coil, and now the heat and air has been working great since.

Curbside service has been working out great patrons call or message for their needs, we gather the materials, confirm when they can come pick them up, and put them in our curbside box outside the front doors. If someone needs something faxed or copied, they put it in a box step back 6 feet, and we retrieve it, fax, or make copies and return. We wear gloves during this procedure.

Clinton Public Library – Meg Harrison

All in person programs canceled until May 11 at the earliest. Friends of the library have rescheduled the book sale to the week of May 26, pending our ability to be reopened. Several programs have moved online. We have posted story times, a Lego club, and an adult craft program. We have more of all of these plus a team craft plan for this month. Next month We plan to hold our book club via zoom.

We are planning summer reading program around the fact that we may not be able to have in person programs. My staff and I are working hard to come up with ideas we can translate into online programs.

So far, we are planning an online escape room, a teen D & D game on our new discord server, an adult/child cooking session, a couple of teen crafts, and an interactive Facebook live doing fractured fairytales.

Currently we are both closed to the public and our curbside service is suspended until the Governor's Stay at Home order lifts on May 1. Many staff members are working

from home at least part time including myself. Someone is always available by phone during our normal hours of operation. Library cards are being prepared online.

Norris Public Library – Jenny Heffron

We are almost finished weeding the fiction section. We will continue with the wedding project while we are closed.

Alden is doing daily story times on our Facebook page, and we are also posting daily and interacting with our patrons online.

I have plans to refurbish our back book drop over the next couple of weeks. I just need to go to Lowe's and get the supplies. Staff are doing weekly CE training online.

Rocky Top Public Library – Norma Day

We are all working our regularly scheduled number of hours per week, a small amount from home but most at the library. We are still offering curbside pick-up, with no face-to-face contact with patron at all. When they arrive to pick up their materials, they call the library and stay in their car until we set the tote outside the door. Then they come pick up the materials and leave. All returns are dropped in the drop box.

If patrons need faxes or copying service, they email it to the library, and we provide the same service as a book pick-up.

We are working on reading and weeding the collection I am hoping we can finish before re-opening. It is very time-consuming and requires a lot of steps to complete the process. In addition, our library will definitely be squeaky clean by the time we reopen.

Cary has worked hard to provide many programs via Facebook. Some of the used have included a variety of craft classes teaching people how to make Clorox wipe, Rice heating pads, and reusable dryer sheets. We have had many comments and several shares and views. Every time a person comments, their name is put into a drawing for a prize every Monday at noon.

Cary has also continued to do a weekly STEAM program and the kids have really enjoyed doing a project from home together each Thursday. She lets the families know what the project is for the class that day, and if they do not have the supplies needed, they can come by the library and pick up supplies.

Teal does story time on Fridays and is going to start doing one on Saturday, also. She does a great job reading. She is very animated, and the kids and adults love it. We have received many compliments about what a good job she does.

Clinch River Regional Library – Matthew Jordan

All libraries in the Clinch River Region are either closed or closed to the public with staff reporting. Changes are being made on a daily basis. Some of the adjusted services have included WIFI, phone/email reference, copy/fax, "curbside" or other configured system for checking out materials to patrons, limited public access computer access for filing unemployment claims and other vital needs, virtual programming, etc. Staff continuing to be in the libraries are doing deep cleaning, weeding, program planning, etc.

The TLA Conference and annual Friends and Trustees Luncheon were canceled.

Prez's Corner – John Selser – Nothing this month except continuing discussion on current situation due to COVID-19 crisis.

Reports of Committees – Nothing this month in order to abbreviate the meeting

New Business: Covid-19 Health Crisis – John Selser reopened discussion of the things being done to accommodate the problems posed by the ongoing COVID-19 crisis.

Many topics were discussed, and suggestions and ideas were shared. Mary Jane suggested that staff and others wear masks. Meg mentioned the possibility of using shields at the circulation desk, masks, and standalone shields in the building.

Reopening procedures were discussed. The directors will be working on plans for reopening, possibly in phases. Curbside service will possibly resume by May 1. Rocky Top and Briceville are continuing curbside even now.

Pay for part-time workers was discussed. The ways to perform essential tasks via telework are being considered and developed. Everything is being done to continue to provide as much remote service to the public as possible, during these unprecedented times. All staff will do as many tasks as possible, working either from home remotely or in the libraries. Online storytimes and programming will be offered via Facebook and/or the libraries websites. Telephone and email services will continue to be offered.

All libraries will be planning toward reopening, as the Governor lifts the Stay-at-Home order. Libraries will follow the procedures as they are developed and will cooperate with County, City, State, and Federal guidelines, as appropriate.

Unfinished Business / Updates

- Election of Vice-Chair – There were no nominations and no volunteers for this position.
- Vacancy on the Library Board – There is still an opening on the library board for a Norris representative.

Announcements/Next Meeting:

The next meeting will be Thursday, May 21, 2020, at 4:00 p.m., at the Norris Public Library or via Zoom, depending on the current status of the COVID-19 crisis.

Susan Miceli moved for adjournment at 5:05 p.m. Lake McCoy seconded the motion, and the meeting adjourned.

Respectfully submitted,
Katherine Smith, Secretary



Annette Prewitt <aprewitt@acs.ac>

Reappointment to Library Board1 message

KATHERINE SMITH <ksmith505@comcast.net>

Thu, Jun 4, 2020 at 1:32 PM

Reply-To: KATHERINE SMITH <ksmith505@comcast.net>

To: Annette Prewitt <aprewitt@acs.ac>

Hi Annette,

As I mentioned in my phone message, Theresa Venable is an at-large member of the Anderson County Library Board, appointed by the County Commissioners. She was first appointed in 2017, and her term ends this month. We are asking that you put her name on the Agenda to be reappointed by the County Commissioners for a 3-year term, ending in June of 2023.

Thank you. Please let me know if you have any questions about this.

Best,
Katherine Smith

Katherine W. Smith
505 Mariner Point Drive
Clinton, TN 37716

865-269-4468
269-921-2298 (cell)

ksmith505@comcast.net