

**Jule Bryson**  
**CUMBERLAND COUNTY CLERK**

2 North Main Street, Suite 206 • Crossville, TN 38555 • (931) 484-6442 • Fax (931) 484-6440

June 9, 2023

**TO:** Cumberland County Commission, County Mayor, and News Media  
**FROM:** Jule Bryson, Cumberland County Clerk  
**SUBJECT:** Tuesday, June 20, 2023  
Regular Monthly Meeting of Cumberland County Commission

Take notice, pursuant to TCA 8-44-103, the Cumberland County Commission, the governing body of said county, will convene and meet in regular session on Tuesday, June 20, 2023 at 6:00 o'clock P.M.

The meeting will be in the **Art Circle Public Library Cumberland Room** located at **3 East Street, Crossville, TN.** Where and at which time and place the said Cumberland County Commissioners will transact such public business as may lawfully come before it.

Attached is a copy of the agenda as of this date. I am looking forward to seeing you there.

Sincerely,

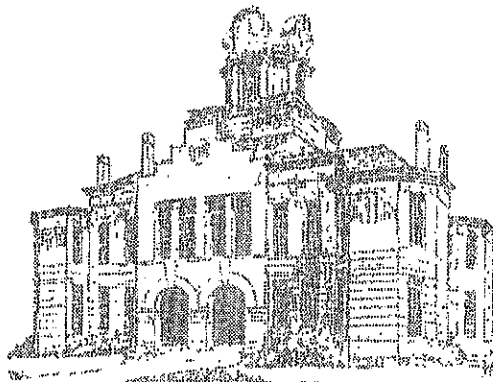


Jule Bryson

Cumberland County Clerk

JB/cwt

Enclosures



# CUMBERLAND COUNTY COMMISSION MONTHLY MEETING AGENDA

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Tuesday, June 20, 2023  
6:00 O'CLOCK P.M.

1. Call to order: Chairperson or Cumberland County Sheriff
2. Invocation
3. Pledge to the Flag of the United States of America
4. Roll Call: Cumberland County Clerk Jule Bryson
5. Approval of June 20, 2023 Cumberland County Commission Meeting Agenda
6. Approval of May 15, 2023 Cumberland County Commission Meeting Minutes
7. Special recognitions, memorials, etc.
8. Comments by the General Public
9. Unfinished Business
10. New Business:

- CUMBERLAND COUNTY TRUSTEE PERSONNEL POLICY UPDATE
- CUMBERLAND COUNTY ASSESSOR OF PROPERTY POLICY UPDATE
- CIRCUIT COURT CLERK'S OFFICE WILL JOIN THE CUMBERLAND COUNTY PERSONNEL POLICY AS OF JUNE 20, 2023

**RESOLUTION 06-2023-1 – ACCEPT OFFERS(S) TO PURCHASE DELINQUENT TAX PROPERTY OWNED BY CUMBERLAND COUNTY (HOLBROOK)**

**RESOLUTION 06-2023-2 – CREATE A TASK FORCE FOR THE OPIOID SETTLEMENT FUNDS FOR CUMBERLAND COUNTY, TENNESSEE (FOSTER)**

**RESOLUTION 06-2023-3 – APPOINT MEMBERS TO THE CUMBERLAND COUNTY LIBRARY BOARD (FOSTER)**

**RESOLUTION 06-2023-4 – QUITCLAIM THE WESTERN PORTION OF THE CURRENT BOARD OF EDUCATION CENTRAL OFFICE PROPERTY TO THE BOARD OF EDUCATION (MALL)**

**RESOLUTION 06-2023-5 – ADOPT A NEW LEASE AGREEMENT CONTRACT BETWEEN CUMBERLAND COUNTY AND THE CUMBERLAND COUNTY FAIR ASSOCIATION (WILSON)**

**RESOLUTION 06-2023-6 – RECONFIRM COUNTY COMMISSIONER'S METHOD OF COMPENSATION (COOPER)**

**RESOLUTION 06-2023-7 – HIGHWAY FUND, BUDGET AMENDMENT (STONE)**

**RESOLUTION 06-2023-8 – GENERAL FUND, BUDGET AMENDMENT, SHERIFF'S DEPARTMENT (STONE)**

**CUMBERLAND COUNTY COMMISSION  
MONTHLY MEETING AGENDA**

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- RESOLUTION 06-2023-9 – COURTHOUSE MAINTENANCE FUND, BUDGET AMENDMENT (SHERRILL)**
- RESOLUTION 06-2023-10 – SANITATION FUND, BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-11 – AMERICAN RESCUE PLAN ACT (ARPA) FUND TRANSFER TO SPECIAL REVENUE FUND, BUDGET AMENDMENT (SHERRILL)**
- RESOLUTION 06-2023-12 – GENERAL FUND, BUDGET AMENDMENTS, VARIOUS DEPARTMENTS (SHERRILL)**
- RESOLUTION 06-2023-13 - BOE GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-14 – BOE CENTRAL CAFETERIA FUND, LINE-ITEM BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-15 – BOE CENTRAL CAFETERIA FUND, BUDGET AMENDMENT, NO KID HUNGRY (MAXWELL)**
- RESOLUTION 06-2023-16 – BOE GENERAL PROGRAM SCHOOL FUND, SUMMER SCHOOL BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-17 – BOE CENTRAL CAFETERIA FUND, SCHOOL NUTRITION PROGRAM BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-18 – BOE CENTRAL CAFETERIA FUND, SCHOOL NUTRITION PROGRAM BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-19 – BOE GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT (PATTERSON)**
- RESOLUTION 06-2023-20 – BOE GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT (SHERRILL)**

11. County Official Reports
12. County Attorney Report
13. Standing Committee Reports
14. Statutory Committee Reports
15. Election of Notaries, Appointments, and Confirmations
16. Announcements and Statements
17. Adjournment

# CUMBERLAND COUNTY BOARD OF COMMISSIONERS MEETING

## May 15, 2023 Monthly Meeting Minutes

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Be it remembered that the Cumberland County Commission met in monthly session on Monday, May 15, 2023 at the Art Circle Public Library in Crossville, Tennessee. Sheriff Casey Cox called the meeting to order at 6:00 o'clock P.M. Present and presiding was Mayor Allen Foster who invited Rick Page from Plateau Christian Church to deliver the invocation. The Young Marines led the Pledge of Allegiance to the Flag of the United States of America. Also present at this meeting were County Clerk Jule Bryson, Register of Deeds Trey Kerley, Assessor of Property Sandy Gilbert, Director of Schools William Stepp, Finance Director Nathan Brock, County Attorney Philip Burnett, Library Director James Houston, Human Resources Director Brooke Shaffer, Speaker of Tennessee House Cameron Sexton, Tennessee State Senator Paul Bailey and the following County Commissioners:

Dewey Walker	Sue Ann York
Tom Isham	Nancy Hyder
Rebecca Stone	Darrell Threet
David Gibson	Charles Seiber
Jack Davis	Terry Lowe
Wendell Wilson	Joseph Sherrill
Mark Baldwin (ABSENT)	Jerry Cooper
Greg Maxwell	Deborah Holbrook
Colleen Mall	John Patterson

A quorum being present, the Cumberland County Commission Meeting was opened in due form of law and the following proceedings were had to wit:

### **1. APPROVAL OF THE MAY 15, 2023 COMMISSION MEETING AGENDA:**

On motion of Commissioner Hyder, second by Commissioner Isham, moved to approve the amended agenda, and bundle resolutions 05-2023-12, 05-2023-13, 05-2023-14, 05-2023-15, 05-2023-16 & 05-2023-17 and add 05-2023-18 & 05-2023-19 of the May 15, 2023 Cumberland County Commission meeting agenda.

Discussion: Commissioner Stone asked to send 05-2023-19 to budget committee for review. Her concern is the moving of the sign will incur costs that do not come from a designated fund. Commissioner Mall stated that she understands that the moving of the sign would come out of the general fund balance. Mayor Foster confirmed this cost would come from the general fund balance and not out of the County Clerk's budget.

The motion to approve the agenda carried by voice vote from the Commissioners present.

### **2. MINUTES OF APRIL 17, 2023 CUMBERLAND COUNTY COMMISSION MEETING:**

On motion of Commissioner York, second by Commissioner Hyder, moved to approve the April 17, 2023 Commission meeting minute, make a matter of record, and file. The motion to approve the minutes carried by voice vote, with Commissioner Mall abstaining.

**SPECIAL RECOGNITIONS:** State Senator Paul Bailey and State House Speaker Cameron Sexton presented the Cumberland County Commission with a check in the amount of \$2,000,000.00 for repairs for the Cumberland County Courthouse. The funds will be available after July 1, 2023, after the state budget is in place.

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS MEETING**  
**May 15, 2023 Monthly Meeting Minutes**

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**NEW BUSINESS:** The Cumberland County Election Commission has presented an updated personnel policy to be presented for record only adding the Juneteenth holiday to their policy. General Sessions Judge Amanda Worley's office will join the Cumberland County Personnel Policy as of May 15, 2023.

**3. RESOLUTION 05-2023-1 – TO ACCEPT OFFER(S) TO PURCHASE DELINQUENT TAX PROPERTY OWNED BY CUMBERLAND COUNTY:**

On motion of Commissioner Holbrook, second by Commissioner Sherrill, moved to adopt resolution 05-2023-1.

The motion to adopt resolution 05-2023-1 carried by a roll call vote from the commission present.

<u>Offerors</u>	<u>Property</u>	<u>Price</u>	<u>Advertising</u>
Gonzalo & Celia Maria Teller	2023 Coyote Dr/150B A 4.00	\$270.40	\$45.00
	2004 Coyote Dr/150B B 23.00	\$274.00	\$45.00
	3026 Niska Dr/150G B 9.00	\$271.80	\$45.00
	3028 Niska Dr/150G B 10.00	\$271.80	\$45.00
	5261 Pawnee Rd/150J B 3.00	\$278.50	\$45.00
	5259 Pawnee Rd/150J B 4.00	\$280.80	\$45.00
	6305 Osage Rd/150J C 3.00	\$280.90	\$45.00
	6307 Osage Rd/150J C 4.00	\$283.10	\$45.00
Judith Ann Weisgerber	58 Beachwood Ct/103D C 7.00	\$286.90	\$45.00
Donald & Jill Houston	Stone St. Lot 18/182L D 18.00	\$704.00	\$45.00
	Lantana Rd. Lot 27/183P A 28.00	\$1,021.65	\$45.00
Michelle Mena	129 Laurelwood Dr/91I G 10.00	\$678.70	\$45.00
	128 Laurelwood Dr/91P B 34.00	\$674.40	\$45.00
	132 Laurelwood Dr/91P B 36.00	\$674.40	\$45.00
Jonathan Dellisanti	4017 Kila Drive/150A F 1.00	\$683.00	\$45.00
	2 Broken Arrow Dr/150A H 2.00	\$676.80	\$45.00
	8120 Chief Red Cloud Dr/162A J 10.00	\$680.40	\$45.00
Mark & Colleen Kemp	1052 Greyeagle Dr/162A A 27.00	\$370.40	\$45.00

**4. RESOLUTION 05-2023-2 – TO APPOINT A MEMBER TO THE CUMBERLAND COUNTY HEALTH AND SAFETY STANDARDS BOARD:**

On motion of Commissioner Wilson, second by Commissioner Sherrill, moved to adopt resolution 05-2023-2.

The motion to adopt resolution 05 -2023-2, re-appointing Tom Isham and Craig Clark and appointing Richard Bringenberg to the Cumberland County Health and Safety Standards Board with their terms expiring May 15, 2027, carried by a voice vote from the commission present.

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS MEETING**  
**May 15, 2023 Monthly Meeting Minutes**

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**5. RESOLUTION 05-2023-3 – TO APPOINT MEMBERS TO THE AGRICULTURAL EXTENSION COMMITTEE:**

On motion of Commissioner Gibson, second by Commissioner Seiber, moved to adopt resolution 05-2023-3.

The motion to adopt resolution 05-2023-3, approving the following to be appointed to the Agricultural Extension Committee, Keith Cole and Vickie Houston terms expiring December 31, 2023, Sandy Helton and Joe Lowe terms expiring December 31, 2024, carried by a voice vote from the commission present.

**6. RESOLUTION 05-2023-4 – TO REMOVE THE END SECTION OF EAST KEYS ROAD FROM THE OFFICIAL COUNTY ROAD LIST:**

On motion of Commissioner Sherrill, second by Commissioner Gibson, moved to adopt resolution 05-2023-4.

The motion to adopt resolution 05-2023-4, removing the end section of East Keys Road (2,590 feet) from the County Road List with completed construction of a suitable turnaround. This request came through the Environmental Committee prior to this resolution, carried by a roll call vote from the commission present.

**7. RESOLUTION 05-2023-5 – CONFIRMING TRANSFER OF OLD HIGHWAY PATROL BUILDING ON HIGHWAY 70:**

On motion of Commissioner Gibson, second by Commissioner Stone, moved to adopt resolution 05-2023-5.

The motion to adopt resolution 05-2023-5, approving quitclaim transfer of Old Highway Patrol Station building located at 584 Highway 70 East to two heirs, Rebecca Pickering and Sarah McMahon extinguishing any right the county has to the property, carried by a roll call vote from the commission present.

**8. RESOLUTION 05-2023-6 – TO APPROVE UPDATING THE CURRENT CUMBERLAND COUNTY PERSONNEL POLICY:**

On motion of Commissioner Threet, second by Commissioner Holbrook, moved to adopt resolution 05-2023-6.

The motion to adopt resolution 05-2023-6, approving update to the current Cumberland County Personnel Policy, regarding telework/work from home, pension section to reflect changing the six-month waiting period and add Juneteenth to observed holidays, carried by a voice vote from the commission present.

**9. RESOLUTION 05-2023-7 – TO APPROVE ADDENDUM TO LEASE AGREEMENT BETWEEN THE MILITARY MEMORIAL MUSEUM OF UPPER CUMBERLAND, INC. AND CUMBERLAND COUNTY:**

On motion of Commissioner Wilson, second by Commissioner Patterson, moved to adopt resolution 05-2023-7.

The motion to adopt resolution 05-2023-7, approving an addendum to the current lease regarding changes and/or improvements to the building and real property located at 20 S. Main Street while the Military Memorial Museum inhabits this building, carried by a unanimous roll call vote from the commission present.

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS MEETING**  
**May 15, 2023 Monthly Meeting Minutes**

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**10. RESOLUTION 05-2023-8 – TO APPROVE UPDATING THE CURRENT CUMBERLAND COUNTY PARKS AND RECREATION POLICIES AND PROCEDURES:**

On motion of Commissioner Stone, second by Commissioner Threet, moved to adopt resolution 05-2023-8.

The motion to adopt resolution 05-2023-8, approving updates to the Cumberland County Parks and Recreation Policies and procedures, carried by a unanimous roll call vote from the commission present.

**11. RESOLUTION 05-2023-9 – TO APPROVE PARTICIPATION IN COOPERATIVE PURCHASING PROGRAM & ASSOCIATIONS:**

On motion of Commissioner Sherrill, second by Commissioner Stone, moved to adopt resolution 05-2023-9.

The motion to adopt resolution 05-2023-9, approving Cumberland County to participate in a cooperative purchasing association master agreement by adopting the terms of the master agreement, carried by a unanimous roll call vote from the commission present.

**12. RESOLUTION 05-2023-10 – FOR AMERICAN RESCUE PLAN ACT (ARPA) ALLOCATION:**

On motion of Commissioner Sherrill, second by Commissioner Seiber, moved to adopt resolution 05-2023-10.

The motion to adopt resolution 05-2023-10, approving Cumberland County's allocation of ARPA funding was used to fund government services under the replacement of lost public sector revenue spending category, carried by a unanimous roll call vote from the commission present.

**13. RESOLUTION 05-2023-11 – HIGHWAY FUND, BUDGET AMENDMENT, HIGHWAY AND BRIDGE MAINTENANCE:**

On motion of Commissioner Maxwell, second by Commissioner Gibson, moved to adopt resolution 05-2023-11.

The motion to adopt resolution 05-2023-11, approving Highway Fund budget amendment in the amount of \$21,565,00 for highway and bridge maintenance, carried by a unanimous roll call vote from the commission present.

**14. RESOLUTION 05-2023-12 – GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT, REALLOCATE FUNDING:**

On motion of Commissioner Hyder, second by Commissioner Patterson, moved to adopt resolution 05-2023-12.

The motion to adopt resolution 05-2023-12, approving General Program School Fund budget amendment in the amount of \$14,574.10 to reallocate funding, carried by a unanimous roll call vote from the commission present.

**15. RESOLUTION 05-2023-13 – GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT, REALLOCATE FUNDING:**

On motion of Commissioner Hyder, second by Commissioner Patterson, moved to adopt resolution 05-2023-13.

The motion to adopt resolution 05-2023-13, approving General Program School Fund budget amendment in the amount of \$47,000.00 for HVAC Equipment for the CCHS Auditorium Building Project, carried by a unanimous roll call vote from the commission present.

**CUMBERLAND COUNTY BOARD OF COMMISSIONERS MEETING**  
**May 15, 2023 Monthly Meeting Minutes**

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**16. RESOLUTION 05-2023-14 – GENERAL PURPOSE SCHOOL FUND, BUDGET AMENDMENT, ARPA, NORTH KIDS CLUB GRANT:**

On motion of Commissioner Hyder, second by Commissioner Patterson, moved to adopt resolution 05-2023-14.

The motion to adopt resolution 05-2023-14, approving General Program School Fund budget amendment in the amount of \$57,095.58 for ARPA North Kids Club Grant, carried by a unanimous roll call vote from the commission present.

**17. RESOLUTION 05-2023-15– GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT, REALLOCATE FUNDING:**

On motion of Commissioner Hyder, second by Commissioner Patterson, moved to adopt resolution 05-2023-15.

The motion to adopt resolution 05-2023-15, approving General Program School Fund budget amendment in the amount of \$100,000.00 to reallocate funds, carried by a unanimous roll call vote from the commission present.

**18. RESOLUTION 05-2023-16 – GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT, ESSER 3 INDIRECT COSTS:**

On motion of Commissioner Hyder, second by Commissioner Patterson, moved to adopt resolution 05-2023-16.

The motion to adopt resolution 05-2023-16, approving General Program School Fund budget amendment in the amount of \$335,559.00 from ESSER 3 funds to fund the remaining expense of the Cumberland County High School auditorium project, carried by a unanimous roll call vote from the commission present.

**19. RESOLUTION 05-2023-17 – GENERAL PROGRAM SCHOOL FUND, BUDGET AMENDMENT, NEW STATE GRANT: INNOVATIVE SCHOOL MODELS:**

On motion of Commissioner Hyder, second by Commissioner Patterson, moved to adopt resolution 05-2023-17.

The motion to adopt resolution 05-2023-17, approving Program School Fund budget amendment in the amount of \$6,200,000.00 from a state grant: Innovative School Models, carried by a unanimous roll call vote from the commission present.

**20. RESOLUTION 05-2023-18 – TO AUTHORIZE MAYOR FOSTER TO DEVELOP A PLAN AND TIMELINE TO MOVE THE HIGHWAY DEPARTMENT OFFICE:**

On motion of Commissioner Sherrill, second by Commissioner Mall, moved to adopt resolution 05-2023-18.

The motion to adopt resolution 05-2023-18, authorizing Cumberland County Mayor Allen Foster to develop a plan and timeline to make changes to facilitate the new Highway Department office space for Director of Maintenance and maintenance crew, carried by a voice vote from the commission present.

**21. RESOLUTION 05-2023-19 – APPROVING CHANGES TO THE SIGNS CURRENTLY SERVICING THE FORMER PROGRESSIVE SAVINGS BANK AT 1760 SOUTH MAIN STREET AND THE HWY-70 ENTRANCE OF THE COMMUNITY COMPLEX:**

On motion of Commissioner Gibson, second by Commissioner Hyder, moved to adopt resolution 05-2023-19.



**CUMBERLAND COUNTY BOARD OF COMMISSIONERS MEETING**  
**May 15, 2023 Monthly Meeting Minutes**

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The motion to adopt resolution 05-2023-19, approving changes to the County Clerk's office sign at 1760 South Main Street and move electronic sign from clerk's office to the Highway 70 entrance of the Community Complex, carried by a roll call vote from the commission present.

**COUNTY FINANCE DIRECTOR REPORT:**

Finance Director Nathan Brock gave a report on the month of May revenue for sales tax for Board of Education, property tax, hotel/motel tax, prisoner boarding, and EMS collections.

**COUNTY ATTORNEY REPORT; PHILIP BURNETT:**

County Attorney Burnett reported there is one lawsuit filed that will be litigated locally regarding an easement.

**22. COMMITTEE MEETINGS:**

Commissioner Hyder stated there will be a Health and Safety Standards Board meeting on Wednesday, May 17, 2023 at 2:00PM in the small courtroom at the courthouse. The Budget Committee will meet again on Tuesday, May 16, 2023 to continue the annual budget process to discuss capital outlay and personnel.

**23. ELECTION OF NOTARIES:**

On motion of Commissioner Maxwell, second by Commissioner Walker moved to elect Jason Addy, Frances Atkins, P. M. Bey VII, Jane E. Burnett, Emmalee Cole, Jeremy C. Cole, Jamie R. Danforth, Cathy L. Garcia, Rebecca Looper, Kelsey Nichole McDaniel, Nora A. McNeal, Sherri L. Miller, Courtney Nicholson, Cameron J. Parsons, Debra J. Potts, Eric Savoldi, Harold Thompson, Taylor Webb, Kellie Jo Wiles, notaries public for the State of Tennessee.

The motion to approve the notaries carried by voice vote from the commission present.

**24. ADJOURNMENT:**

On motion of Commissioner Sherrill, second by Commissioner Hyder, moved the May 15, 2023 Commission Meeting to be adjourned at 6:32 o'clock P.M.

The motion to adjourn the meeting carried by voice vote from the commission present.

MINUTES APPROVED FOR ENTRY THIS \_\_\_\_\_ DAY OF JUNE 2023.

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Allen Foster, County Mayor  
Chairman, Cumberland County Commission

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Jule Bryson, Cumberland County Clerk

CUMBERLAND COUNTY TRUSTEE  
EMPLOYEE PERSONNEL  
POLICY

EFFECTIVE JUNE 20, 2023

earned. There will be no overtime pay. **Comp time should be limited, always use discretion when working overtime.**

The Trustee shall be the chief record keeper and custodian of records for compensatory time earned and used for each employee. This office and these policies comply with all federal wage and hour laws.

### Compensatory Leave

This office grants compensatory leave to employees who work more than 7 hours in any one day. The comp leave is given on an hour for hour basis. A comp time leave form must be submitted to the Trustee for approval for leave in advance of requested time of leave.

**No more than 2 weeks of comp time may be accumulated at any time.**

### Longevity Pay

In order that employees be rewarded for their years of service to Cumberland County. Each employee is eligible to receive a percentage of their annual base gross salary to be paid on the first pay period in December. Then annual gross salary and years of service will be based upon employment through November 1 of that year. Longevity pay will be calculated as follows:

Years of Service	Longevity Percentage
<1 year	.50%
1-4 years	1.00%
5-9 years	2.00%
10-14 years	2.50%
15-19 years	3.00%
20-25 years	3.50%
>25 years	4.00%

### Holidays

This office will observe the following paid holidays:

New Year's Eve  
New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day

Veteran's Day  
Thanksgiving Day and Friday after  
Christmas Eve and Christmas Day

When a holiday falls on a Saturday, the Friday prior to the holiday is substituted. When a holiday falls on a Sunday, the Monday following the holiday is substituted.

### **DRUG FREE WORKPLACE**

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is specifically prohibited in Cumberland County's workplace. Any employee violating this standard shall be subject to discipline up to and including discharge. As a condition of employment with Cumberland County, all employees will agree to notify the county of any criminal drug statute conviction for a violation occurring on or off county property no later than five (5) days after such conviction.

### **DRUG AND ALCOHOL TESTING POLICY**

#### **Purpose**

Safe and Productive Environment – Cumberland County government is committed to maintaining a safe and productive work environment for its employees and to providing high quality service to its citizens. The goal of this policy is for Cumberland County employees to remain, or become and remain, drug-free. Employee safety and rehabilitation serve as the foundations of this policy.

Drug-Free Workplace Act of 1988 – Cumberland County is governed by the Drug-Free Workplace Act of 1988 (*Pub. L. 100-690, Title V, Subtitle D*). This Act requires Cumberland County to adopt a written Alcohol and Drug Policy which governs all employees.

Omnibus Transportation Employee Testing Act of 1991 – Cumberland County government is governed by the Omnibus Transportation Employee Testing Act of 1991 (*Pub. L. 102-143, Title V*). This Act requires regular alcohol and drug testing in the aviation, motor carrier, rail, and transit industries in the interest of public safety. In addition, the Federal Highway Administration has issued a rule in accordance with the mandates of this Act requiring alcohol and drug testing of persons required to have a Commercial Driver's License (CDL), including persons employed by federal, state and local government entities.

Right to an Alcohol and Drug-Free Workplace – Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests – Alcohol and drug testing for employees shall be in accordance with the provisions contained in Cumberland County's Alcohol and Drug Policy. Employees will be subject to the following alcohol and/or drug tests:

- Post-offer testing for job applicants
- Reasonable suspicion testing
- Assignment to a position requiring a CDL
- Return-to-duty testing

Cumberland County  
Assessor of Property  
Employee Personnel Policy

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## INTRODUCTION

The information in this booklet is presented to answer most of your questions about your employment with the Cumberland County Assessor of Property office. However, should a situation arise in which you need more specific information or a more precise explanation, talk with your employer.

The Cumberland County Assessor of Property reserves the right to change the booklet contents at any time.

No policy, benefit, or procedure contained herein creates an employment contract for any period of time. All employees will be considered employees-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer. However, they shall not be terminated for discriminatory or illegal purposes on the part of the employer.

Upon initial employment, all employees are required to attest that they are lawfully eligible to work in the United States. Employees are further required to supply to the employer copies of documents proving this eligibility.

The benefits outlined in the County Assessor of Property employee booklet are solely for Cumberland County Assessor of Property employees and should not be implied as any additional benefit entitlement to be included or used in conjunction with any other benefits offered by another agency.

County Assessor of Property Employee defined as: an employee who is hired by the Assessor of Property and whose salary is funded under the county budget.

## INITIAL PERIOD OF EMPLOYMENT

All employees receiving an initial appointment to a regular, full-time position shall be required to complete satisfactorily a ninety (90) day initial period of employment prior to receiving regular, full-time status. The initial period of employment is an adjustment and trial period for the new employee during which the employee's attitude, work performance, job compatibility, and other job-related criteria will be observed by his/her supervisor. It is recommended that the supervisor complete a job-related performance evaluation no less than two weeks prior to the end of the employee's initial period of employment. The supervisor may review the evaluation with the employee. After reviewing with the employee, the supervisor shall submit his/her recommendation to retain the employee, extend the initial period of employment, or dismiss the employee to the Department Head or Elected Official. A supervisor may submit to the Department Head or Elected Official a performance evaluation and recommendation to dismiss an employee at any time prior to the completion of the initial period of employment if such action is warranted.

## COMPENSATORY TIME / OVERTIME

**Compensatory leave** – This office grants compensatory leave to employees who work more than 8 hours in any one day. The compensatory leave is given on an hour for hour basis. All extra work hours giving rise to compensatory leave must be approved in advance by the Assessor of Property. A Compensatory Approval form must be submitted to the Assessor of Property immediately following the day(s) on which the leave is earned indicating the date, amount of time, and reason for the compensatory leave earned.

**Overtime/Compensatory Time** – Employees who are eligible will receive overtime pay at a rate of time and one-half their equivalent hourly rate for all work performed over 40 hours during the work week. (The salaried employee's equivalent hourly rate is calculated by dividing his/her annual salary by 52 weeks and dividing that number by the number of hours in a normal work week). Employees who are required to work in excess of 40 hours per week may request to receive compensatory time off in lieu of overtime. Such compensatory time shall be earned at a rate of one and one-half hours for each hour of employment worked over 40 hours per week.

**Record Keeping Compensatory Time** – The Assessor shall be the chief record keeper and custodian of records for compensatory time earned and used for each employee. This office and these policies comply with all federal wage and hour laws.

## ABSENCE DUE TO INCLEMENT WEATHER

Annual leave will be charged to any employee who is absent due to weather conditions unless a "no work day" has been officially declared by the Assessor of Property.

Inclement weather days may be repaid with a vacation day or compensatory time. An employee may also make up an inclement weather day with loss of pay.



## HOLIDAYS

This office will observe the following paid holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day & Friday Day After
- Christmas Eve & Christmas Day

## DRUG FREE WORKPLACE POLICY

The unlawful manufacture, distribution, possession, or use of controlled substances is specifically prohibited in Cumberland County's workplace. Any employee violating this standard shall be subject to discipline up to and including discharge. As a condition of employment with Cumberland County, all employees will agree to notify the county of any criminal drug statute conviction for a violation occurring on or off county property no later than five (5) days after such conviction.

## DRUG AND ALCOHOL TESTING POLICY

### **Purpose**

Safe and Productive Environment – Cumberland County government is committed to maintaining a safe and productive work environment for its employees and to providing a high quality service to its citizens. The goal of this policy is for Cumberland County employees to remain, or become and remain, drug-free. Employee safety and rehabilitation serve as the foundations of this policy.

Drug-Free Workplace Act of 1988 – Cumberland County is governed by the Drug-Free Workplace Act of 1988 (*Pub. L. 100-690, Title V, Subtitle D*). This Act requires Cumberland County to adopt a written Alcohol and Drug Policy which governs all employees.

Omnibus Transportation Employee Testing Act of 1991 – Cumberland County government is governed by the Omnibus Transportation Employee Testing Act of 1991 (*Pub. L. 102-143, Title V*). This Act requires regular alcohol and drug testing in the aviation, motor carrier, rail, and transit industries in the interest of public safety. In addition, the Federal Highway Administration has issued a rule in accordance with the mandates of this Act requiring alcohol and drug testing of persons required to have a Commercial Driver's License (CDL), including persons employed by federal, state and local government entities.

Right to an Alcohol and Drug-Free Workplace – Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and/or drugs.

Required Alcohol and Drug Tests -Alcohol and drug testing for employees shall be in accordance with the provisions contained in Cumberland County's Alcohol and Drug Policy. Employees will be subject to the following alcohol and/or drug tests:

- Post-offer testing for job applicants
- Reasonable suspicion testing
- Assignment to a position requiring a CDL

- Return-to-duty testing
- Treatment completion and follow-up testing
- Random testing for CDL employees
- Post-accident involving company vehicles or equipment
- Random (*Sheriff's office and EMS only*)

Communicating Alcohol and Drug Policy – Cumberland County has adopted this written policy to ensure the fitness of employees for duty as a condition of employment and to communicate that alcohol and/or drug testing is a requirement of employment.

### **General Rules**

Use of Alcohol and Drugs is Prohibited – Cumberland County employees may not use or be under the influence of drugs (Marijuana, Cocaine, PCP, Methamphetamines, Codeine/Morphine, Heroin, Hydrocodone/Hydromorphone Oxycodone/Oxymorphone), narcotics, and/or any other controlled substance while at work. Alcohol is a drug and as such has no place in a drug-free workplace. Therefore, the use of alcohol while at work is prohibited by this policy. In addition, no employee may report to work under the influence of alcohol and/or drugs.

Prescription Medication – This policy does not prohibit the use of medicine prescribed by an employee's licensed physician. Use of prescribed medication may not exceed the prescribed dosage. Use of a prescription drug for which the employee has no prescription will be viewed as a violation of this policy.

Possession, Distribution, Sale and/or Manufacture of Alcohol and Drugs is Prohibited – Cumberland County prohibits employees from the possession, distribution, sale, and/or manufacture of any controlled substances on Cumberland County property.

Inspection of Property – All property belonging to Cumberland County is subject to inspection at any time without notice according to the provisions of Cumberland County's Workplace Search Policy.

Consent to be Tested – Before an alcohol and/or drug test is administered, applicants and employees will be asked to sign consent forms authorizing the test(s) and permitting release of the test results to Cumberland County officials with a need to know. Refusal to submit to an alcohol or drug test may be considered a violation of this policy and result in disciplinary action being taken against the employee.

## **Confidentiality of Test Results**

Maintaining Alcohol and/or Drug Test Results – Alcohol and/or drug test results maintained pursuant to this policy shall be considered confidential by Cumberland County and its representatives to the extent it is appropriate, feasible and permissible under applicable law.

Access to Alcohol and/or Drug Test Results – Alcohol and/or drug test results shall be reported to applicants and employees in as timely a manner as reasonable and be revealed only to those persons having established need for the information.

Consequences of Failure to Comply – The goal of this policy is for employees to remain or to become and remain alcohol and/or drug-free. However, this policy shall not preclude disciplinary action up to and including dismissal for circumstances that occur in connection with suspected alcohol and/or drug use of a positive alcohol and/or drug test. Failure to comply with the provisions of this policy may be used as grounds for disciplinary action.

Alternative to Disciplinary Action – Cumberland County reserves the right to allow employees to participate in an education and/or treatment program as an alternative to or in addition to disciplinary action. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program including follow-up care and testing as a condition of continued employment.

Treatment – Employees at the discretion of the Dept. Head/Elected Official, may be referred to county healthcare provider for treatment. Employees must use sick time if they miss work for treatment.

Refusal to Consent – Refusal of an applicant to sign the consent forms shall be considered refusal to submit to alcohol and/or drug testing as a condition of employment and shall result in the withdrawal of the conditional offer of employment.

Disqualification Action – If the result of alcohol and/or drug testing is the basis for withdrawal of the conditional offer of employment, the applicant has no right to appeal this action.

## **Testing Conditions**

Reasonable Suspicion – An employee may be required to submit to alcohol and/or drug testing as a condition of employment if two (2) people in the employee's supervisory chain-of-command have reasonable suspicion of alcohol and/or drug use by the employee. In the event that the employee's immediate supervisor is an Elected Official or Department Head, one person in the employee's supervisory chain-of-command is sufficient. Reasonable suspicion means an articulate belief based on specific facts and reasonable inference drawn from those facts that an employee may be under the influence of alcohol and/or drugs. Reasonable suspicion as used in this policy means a judgement made regarding the employee's behavior or evidence found or reported and may be based on, but not limited to, one or more of the following:

- An on-the-job accident or occurrence where there is injury or property damage.

- An on-the-job incident, such as, but not limited to, a medical emergency which may be attributable to alcohol and/or drug use by the employee.
- Direct observation of behavior exhibited by the employee which indicated that the employee is unable to perform the employee's job or which may pose a threat to safety or health.
- Information that the employee may be using alcohol and/or drugs or is under the influence of alcohol and/or drugs, or the employee exhibits behavior that may render the employee unable to perform the employee's job or may pose a threat to safety of health. This information must be verified by a person with the authority as denoted in this policy to determine reasonable suspicion.
- Physical on-the-job evidence of alcohol and/or drug use by the employee.
- Documented deterioration in the employee's job performance that may reasonably be attributable to alcohol and/or drug use by the employee.
- Presence of the physical symptoms of alcohol and/or drug use (*e.g. liquor on the breath, slurred speech, unsteady walk, impaired coordination, displays of violent behavior, argumentative conversation, improperly talkative, loud or uncontrolled laughter, glassy or bloodshot eyes, slow reflexes, etc.*)
- Newly discovered evidence that an employee has tampered with a previous alcohol and/or drug test.
- Arrest or conviction for an alcohol and/or drug related offense while on duty.
- The identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.

**Random** – The Sherriff may perform random drug screening on the following employees only: Patrol Officers, Investigators, Correctional Officers or any other employee who carries a firearm or operates a government vehicle at any time as part of their job requirements. The EMS Director may perform random drug screening on the following employees only: AEMT, EMT, Paramedic or any other employee who provides care to a patient or operates a government vehicle at any time as part of their job requirements.

Note: These procedures represent Cumberland County's current guidelines with a developing program under evolving laws and facts and may be changed in accordance with Cumberland County's policy and state and federal law.

## DISCIPLINE & RESIGNATIONS

### Disciplinary Action

#### **Policy**

Regulations for the acceptable conduct of employees are necessary for the orderly operation of the county's business and for the benefit and protection of the rights and safety of all employees. Certain regulations and others that may be established from time to time, and the procedures for disciplinary action are published to promote understanding of what is considered unacceptable conduct and to provide for consistent action in the event of violation.

#### **Workplace Search Policy**

Elected officials/Directors/Supervisors/Managers can inspect both company property and personal items, including vehicles, bags/purses/wallets, pockets, briefcases, removable clothing, boxes, lunch bags, coolers, etc. brought onto county property and lockers or other individually assigned spaces. An employee's refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination. An employee who refuses to cooperate with a search request from an Elected Official/Director/Supervisor/Manager should be immediately relieved of duty and placed on an unpaid suspension pending investigation.

#### **Reasons for Discipline**

An employee may be disciplined if any of the following charges are substantiated. The following list is not intended to cover every work situation but is an example of the types of charges that may result in appropriate disciplinary action. Cumberland County's right to discipline or dismiss employees shall not be limited to the following list.

- Reporting to work under the influence of alcohol or drugs
- Possessing, distributing, or using alcohol or drugs on Cumberland County property during working hours.
- Giving false statements on the employment application.
- Intentionally reporting incorrect work schedules or falsifying records.
- Stealing from fellow employees, the county, or Cumberland County residents.
- Refusing to do assigned work (*insubordination*).
- Willfully destroying or abusing Cumberland County property.
- Using abusive and/or threatening language.
- Instigating or participating in a fight on Cumberland County property.
- Being absent from work without notifying immediate supervisor.
- Leaving work during working hours without authorization from immediate supervisor (*except during lunch period*).

- Being habitually tardy without reasonable cause as determined by the immediate supervisor.
- Being habitually absent without good cause (*when the time off is without pay*).
- Posting, removing, and or tampering with official bulletin board without proper authorization.
- An employee failing to report immediately to the supervisor any work-related accidents or injuries.
- A supervisor failing to notify immediately the County Mayor's Office concerning any work-related accident or injuries.
- Violating Cumberland County's Harassment Policy.
- Violating any Cumberland County policy as outlined in various sections of this manual.
- Committing a moving violation under state and/or local traffic laws or regulations while operating a county owned vehicle.
- Violating a safety rule or safety practice.

#### **Definitions of Disciplinary Actions**

Verbal Reprimand – When an employee commits a violation of company policy, makes a minor mistake, exhibits poor judgment/attitude, etc. and the result has only minor negative consequences, the supervisor should have a meeting with the employee to reach an understanding about cause of the offense, offer assistance, and establish a plan for corrective action. The Supervisor should briefly document the verbal reprimand, signed by the employee, in the employee's file maintained by the supervisor.

Written Reprimand – When an employee commits a more serious violation of company policy and/or makes a mistake and the result of this action has more serious negative consequences, a written reprimand is appropriate. A supervisor should proceed to a written reprimand when a verbal reprimand fails to achieve improved behavior or when the initial offense is serious enough to warrant this action. The written reprimand documents the nature of the offenses, efforts made previously to correct the problem (if applicable) and warns of the consequences of failure to correct the behavior. The Written Reprimand form is signed by the Elected Official or Department Head, a witness, and the employee. A copy of the reprimand is placed in the employee's personnel file. The employee has the right to offer a written response to be attached to the reprimand in his/her personnel file.

Suspension – A supervisor may suspend an employee for repeated or very serious violations of Cumberland County's policies and procedures. The length of the suspension should be relevant to the nature of the offense and the employee's employment history at Cumberland County. A suspension may follow earlier disciplinary action(s) or may be used when a particular incident in and of itself is serious enough to warrant the action.

An employee may be suspended from duty without pay for disciplinary or legal matters.

An employee may be suspended from duty with pay pending investigation of charges where the presence of the employee at work constitutes a hazard to the employee himself/herself, the county, the public, and/or other employees.

Demotion – Demotion is the re-assignment of an employee to a classification in a lower skill level of the Pay Plan.

An employee may be demoted when his/her job performance is unsatisfactory and all efforts to bring the employee's performance to a satisfactory level have failed.

An employee may be demoted for disciplinary reasons when an employee's behavior is deemed to be serious misconduct.

Dismissal – An employee who gives unsatisfactory service or who is guilty of any substantial violation of Cumberland County's policies and procedures shall be subject to dismissal at the will of the employer. Dismissal may be the culmination of a series of events for which disciplinary actions have been taken. Dismissal may also be the result of a single event that is serious enough to warrant immediate termination.

### **Procedure of Disciplinary Actions**

Disciplinary Authority – A supervisor should recommend disciplinary action that is appropriate given the severity of the employee's violation. While an employee may be given an opportunity to improve his/her job performance following a violation, the application of progressive disciplinary action is not required prior to dismissal. An employee may be dismissed immediately for a single event. This personnel policy is not intended to create an absolute framework for discipline or create specific rights for the employee guaranteeing any type of progressive disciplinary action. The Elected Official, department head, or supervisor retains discretion on whether to discipline an employee and the appropriate discipline to administer depending on the circumstance.

Written Documentation – All disciplinary actions, except verbal reprimands, must be documented in writing on a Cumberland County Disciplinary Action form. Verbal reprimands should be documented informally as a note in the employee's file maintained by the supervisor. Disciplinary Action forms are available from the HR office. The Disciplinary Action form shall include the name of the employee subject to the action, description of the violation, statement of prior warnings, description of recommended disciplinary action, specific plan for improvement, list of assistance offered, and a statement of what further actions may be necessary. The supervisor and a witness shall meet with the employee and review the information with the employee. The employee shall sign the Disciplinary Action form indicating receipt of information. The supervisor and witness shall sign the form and forward it to the HR office.



## RESIGNATIONS

Employees who decide to leave the county through resignation are expected to give at least two (2) weeks notice and more if possible. Failure to give proper notice will become part of the employment record and may be noted in any reference requests. To resign a written notice should be submitted to either the immediate supervisor or department director.

## ABUSIVE CONDUCT PREVENTION POLICY

### **Statement of Commitment, Values, and Purpose**

Cumberland County is firmly committed to a workplace free from abusive conduct as defined herein. We strive to provide high quality products and services in an atmosphere of respect, collaboration, openness, safety and equality. All employees have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all full-time and part-time employees of Cumberland County including temporary employees. It does not apply to independent contractors, but other contract employees are included. This policy applies to any sponsored program, event or activity including, but not limited to, sponsored recreation programs and activities; and the performance by officers and employees of their employment related duties. The policy includes electronic communications by any employee.

### **Definition of Abusive Conduct**

Abusive conduct includes acts or omissions that would cause a reasonable person, based on severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include by is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage of undermining of an employee's work performance in the workplace.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

Abusive conduct does not include:

- Disciplinary procedures in accordance with adopted policies of Cumberland County

- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on work-related concerns
- The non-abusive exercise of managerial prerogative

### **Employer Responsibility**

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made; be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where abusive conduct behavior is observed or alleged to have occurred.

### **Employee Responsibility *(including witnesses)***

Employees shall treat all other employees with dignity and respect. No employee shall engage in threatening, violent, intimidating or other abusive conduct or behaviors. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

Employees should cooperate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

### **Retaliation**

Employees who raise concerns of abusive conduct and make complaints without fear or reprisal. Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

### **Training for Supervisors and Employees**

All supervisors and employees under this Personnel Policy are required to undergo annual training on abusive conduct prevention as directed by Cumberland County. All supervisors and employees under other personnel policies are encouraged to undergo annual training on abusive conduct prevention as directed by Cumberland County. Training should identify factors that contribute to a respectful workplace, familiarize participants with responsibilities under this policy, and provide steps to address an abusive conduct incident.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY/AMERICANS WITH DISABILITIES ACT**

#### **Statement of Commitment, Value and Purpose**

It is the policy of Cumberland County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. This policy extends to all terms and conditions of employment including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

It is the policy of Cumberland County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. It is the responsibility of the employee or applicant to make known to the employer the need for the accommodation. An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major activities, a record of such an impairment, or who is regarded as having such an impairment.

It is the policy of Cumberland County to maintain a respectful work and public service environment. Cumberland County prohibits and will not tolerate any form of unlawful harassment by or toward any employee on the basis of race, color, religion, sex, national origin, age, disability, status as Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.

#### **Definition of Discriminatory Behavior**

Harassment or discrimination can be verbal or physical. Harassment or discrimination includes, but is not limited to, epithets, slurs, display of negative stereotypes, hostile acts and threats, and display or circulation of objects or pictures which denigrate or show hostility toward any individual or group, including sending or receiving such material through email, mobile phones or other electronic device, including social media on the basis of race, color, religion, sex,

national origin, age, disability, genetic information, veteran status, or status in any other group protected by law.

Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees can raise concerns and make complaints without fear of reprisal and with the assurance of protection from harassment or retaliation. Anyone (employee or official) found to be engaging in discrimination or harassment in violation of county policy will be subject to disciplinary action, up to and including termination of employment. A finding of a violation of county policy does not, however, amount to a finding of unlawful discrimination or harassment; in order to further its objective of equal employment opportunities the county may, but shall not be required to, interpret its policy more broadly than federal or state law mandates.

### **Employer Responsibility**

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately reports of harassment;
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the discrimination/harassment prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made; be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where harassment is observed or alleged to have occurred.

### **Employee Responsibility (*including witnesses*)**

Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Employees shall treat all other employees with dignity and respect. No employee shall engage in harassment. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of harassment in accordance with this policy.

Employees should cooperate with preventive measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

**Definition of Disability**

An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or who is regarded as having such an impairment.

**Employee Responsibility**

It is the responsibility of the employee or applicant to make known to the employer the need for an accommodation.

**Training for Supervisors**

All supervisors under this Personnel Policy are required to undergo annual training on how to prevent discrimination and how to recognize a need for an accommodation based on a disability as directed by Cumberland County. All supervisors and employees under other personnel policies are encouraged to undergo annual training on how to prevent discrimination and how to recognize a need for an accommodation based on a disability as directed by Cumberland County. Training should include applicable law information, steps on how to prevent discrimination and how to handle reports of discrimination and requests of accommodations.

**Training for Employees**

All employees under this Personnel Policy are required to undergo annual training on how to prevent discrimination as directed by Cumberland County. All employees under other personnel policies are encouraged to undergo annual training on how to prevent discrimination as directed by Cumberland County. Training should include applicable law information, steps on how to prevent discrimination, what constitutes a disability, how to report suspected discrimination and how to make a request for an accommodation for disabilities.

**SEXUAL HARASSMENT POLICY****Statement of Commitment, Values, and Purpose**

Cumberland County is opposed to and prohibits, without qualification, sexual harassment of its employees in the workplace. All other forms of harassment are also prohibited. The purpose of this policy is to assure all employees will enjoy a work environment free from intimidation, hostility, or offensive behavior by supervisors, co-workers, or visitors.

## **Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and all other unwelcome verbal or physical conduct of a sexual nature, especially where; (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Offenders can be employees at all levels, customers/clients and members of the same sex.

Examples of prohibited sexual harassment include, but are not limited to, offensive or unwelcome physical contact, lewd or sexually suggestive comments, texts, emails, tweets, or other forms of social media, sexual propositions, sexually-oriented teasing or kidding, jokes of a sexual nature, or any display of sexually explicit pictures, photos, cartoons, books, magazines, greeting cards, or other objects.

All employees must respect the rights of their co-workers and shall refrain from any behavior or conduct toward any other employee that could be interpreted as sexual harassment.

## **Employer Responsibility**

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with reports of sexual harassment.
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the sexual harassment prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made; be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where sexual harassment is observed or alleged to have occurred.

## **Employee Responsibility (*including witnesses*)**

Employees shall treat all other employees with dignity and respect. No employee shall engage in sexual harassment. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of sexual harassment in accordance with this policy.

Employees should cooperate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

### **Training for Supervisors**

All supervisors and employees under this Personnel Policy are required to undergo annual training on how to prevent sexual harassment as directed by Cumberland County. All supervisors and employees under other personnel policies are encouraged to undergo annual training on how to prevent sexual harassment as directed by Cumberland County. Training should include applicable law information, steps on how to prevent sexual harassment and how to report and respond to reports or observations of harassment swiftly and correctly.

### **Training for Employees**

All employees under the supervision of this Personnel Policy are required to undergo annual training on how to prevent sexual harassment as directed by Cumberland County. All employees under other personnel policies are encouraged to undergo annual training on how to prevent sexual harassment as directed by Cumberland County. Training should include applicable law information, steps on how to prevent sexual harassment and how to report and suspected sexual harassment.

All County officers are responsible for the effective administration of this policy. Should any officer or supervisor be advised or learn of a violation of this policy, he/she should immediately report to their immediate supervisor or County Mayor, another County officer, or the HR Director who will arrange for a prompt and thorough investigation.

## **WORKPLACE VIOLENCE POLICY**

### **Statement of Commitment, Values, and Purpose**

Cumberland County is firmly committed to the safety and well-being of its employees and visitors. To this end, Cumberland County seeks to provide and maintain a safe, healthy, and secure work environment that is free from workplace violence. In addition, employees are expected to maintain a high level of productivity and efficiency.

All employees not exempted above are expected to report to work and to perform duties in a safe and productive manner without violence or threats of violence toward another individual. Violence, threats, or intimidation toward any other individual will not be tolerated. Cumberland County strictly prohibits engaging in workplace violence, threats of workplace

violence, or intimidation; refusing to cooperate in an investigation into allegations or suspicion that workplace violence or threats of workplace violence have or are likely to occur.

### **Definition of Workplace Violence**

Workplace violence is any physical assault or threatening behavior in the workplace. This includes, but is not necessarily limited to, any act or threat of aggression, whether physical, verbal or written, which reasonable results in fear of bodily harm; causes or is capable of causing death or bodily injury; threatens the safety of a co-worker, visitor, client or member of the general public; or damages property.

Workplace violence can include, but is not limited to physical actions (*including but not limited to hitting, pushing, shoving, kicking, touching and assault*); certain verbal actions (*including but not limited to threats, harassment, abuse and intimidation*); certain nonverbal actions (*including but not limited to threatening gestures and intimidation*); certain written communications (*including but not limited to threatening notes, e-mail and social media postings*); and other actions (*including but not limited to arson, sabotage, vandalism and stalking*).

### **Employer Responsibility**

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with reports of violence;
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the workplace violence prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made; be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where violence is observed or alleged to have occurred.

### **Employee Responsibility (*including witnesses*)**

Employees shall treat all other employees with dignity and respect. No employee shall engage in workplace violence. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of violence in accordance with this policy.

Employees should cooperate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.



## **Training for Supervisors and Employees**

All supervisors and employees under this Personnel Policy are required to undergo annual training on workplace violence prevention as directed by Cumberland County. All supervisors and employees under other personnel policies are encouraged to undergo annual training on workplace violence prevention as directed by Cumberland County.

## COMPLAINT PROCESS FOR REPORTING ABUSIVE CONDUCT, DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND WORKPLACE VIOLENCE

### **Reporting**

*Employees:* Any employee who feels he or she has been subjected to abusive conduct, discrimination, harassment to include sexual harassment or workplace violence is encouraged to report the matter verbally or in writing (*While not the preferred method of reporting, anonymous reporting is permitted. When using this method, it is important to identify all individuals with knowledge of the incident/matter when reporting to allow for a more thorough investigation.*) to a supervisor including his or her supervisor, manager, appointing authority, elected official, county attorney or to the HR Director. Don't assume that your employer knows you have been subjected to the alleged misconduct. 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 dates, times, locations and any witnesses. Formal complaints should be documented in writing but 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, discrimination, harassment to include sexual harassment or workplace violence (*as defined herein*) shall report any and all incidents as set forth herein.

*Supervisors:* Supervisors must timely report known incidents involving abusive conduct, discrimination, harassment to include sexual harassment or workplace violence to the HR Director, appointing authority or investigator. 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 accused will be notified that an allegation has been made against him or her and informed of the investigative procedure.

## **Investigation**

Investigations shall be conducted as soon as practicable and in accordance with the policies and practices of Cumberland County. The objective of the investigation is to ascertain whether the behaviors reported 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 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 investigation's outcome.

## **Corrective Action**

In the event of a finding of abusive conduct, discrimination, harassment to include sexual harassment or workplace violence, the employer will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences and in accordance with existing disciplinary policies of Cumberland County.

If the individual who sexually harassed the employee is not employed by the county, the county will take action to the extent possible.

Any employee 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, discrimination, harassment to include sexual harassment or workplace violence 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 duties or location.

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

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, discrimination, harassment to include sexual harassment or workplace violence has been confirmed, the employer will continue to keep the situation under review and take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

**Confidentiality**

To the extent permitted by law, Cumberland County will maintain the confidentiality of each party involved in an investigation, complaint or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the employer from maintaining confidentiality of public records. Therefore, Cumberland County cannot guarantee confidentiality.

**Retaliation**

Employees who raise concerns of abusive conduct, discrimination, harassment to include sexual harassment or workplace violence and make complaints without fear without fear of reprisal. Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

LONGEVITY PAY

In order that employees be rewarded for their years of service to Cumberland County, each employee is eligible to receive a percentage of their annual base pay gross salary to be paid on the first pay period in December. The annual gross salary and years of service will be based upon employment through November 1 of that year. Longevity pay will be calculated for each individual employee according to the table below:

Years of Service	Longevity Percentage
< 1 year	.50 %
1-4 years	1.00 %
5-9 years	2.00 %
10-14 years	2.50 %
15-19 years	3.00 %
20-25 years	3.50 %
> 25 years	4.00 %

## PAYMENT OF MEDICAL INSURANCE PREMIUMS FOR RETIREES

Cumberland County shall offer a voluntary retirement incentive program for full-time employees who were employed on or before July 1, 2015. Employees hired or re-hired after July 1, 2015 shall not be eligible for this benefit. The County shall pay individual medical insurance premiums for a maximum of eight (8) eligible employees who choose to retire in any one fiscal year. The medical insurance coverage for retirees shall be the same as that provided for current regular full-time employees and shall continue until the retiree is eligible for Medicare benefits.

### a) Retiree Responsibilities

1. Retiree must give written notification to the Finance Department regarding intent to retire no later than March 1 of the fiscal year prior to the requested retirement year. Such notification shall be waived in the event of unexpected retirement due to health conditions or other catastrophic event.
2. Retiree must have a minimum of thirty years creditable Tennessee Consolidated Retirement System (TCRS) service with Cumberland County. Exceptions to the credible TCRS service may be made only for employees who were employed on July 1, 1985 and opted out of participation in TCRS at inception for general government employees.
3. Retiree must submit an application for continuation of insurance with TCRS retirement application at the time of retirement.
4. Retiree must comply with all eligibility requirements established by the health insurance plan for self and dependents.

### b) Cumberland County shall

1. Terminate premium payment incentive to a retiree who returns to full time employment with any agency covered by TCRS.
2. Allow retiree to add, and require the retiree to pay for, eligible family plan coverage at the same rate as current regular full-time employees.
3. Accept applications for this benefit in the order of the number of years of TCRS approved service until the maximum cap of eight (8) is reached. Should applicants have the same number of years' service, those with the earlier date of submission of an application for this shall be given preference in the order of acceptance. Any applicant not granted this benefit due to the maximum eight (8) caps shall be placed in a pool effective for the following year, with the date of their application remaining unchanged.
4. Guarantee those employees taking advantage of this program shall continue to receive this benefit if the program is discontinued at a future date.

### VACATION LEAVE

Each employee in the Assessor of Property Office will earn vacation or annual leave at the rate of one-half day on the 15<sup>th</sup> and one-half day on the last day of each month of employment in the Assessor of Property Office. Additionally, employees will receive one-half day vacation or annual leave for each full year of employment in the Assessor of Property Office not to exceed 20 days in any one-year period.

You may take one-half day at a time. Vacation scheduling will be by seniority. You may carry over a maximum of 20 unused days. Leave must be approved in advance by the Assessor of Property.

### SICK LEAVE

Sick leave shall be considered a benefit and a privilege and not a right. Employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave will be earned at the rate of one-half day on the 15<sup>th</sup> and one-half day on the last day of each month of employment in the Assessor of Property Office. There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted and in the event of retirement. At the discretion of the supervisor, a doctor's certificate may be required for use of sick leave.

Sick leave may be taken in one-half day increments.

The Assessor shall be the chief record keeper and custodian of records for any leave granted or used for each employee. This office and the policies comply with all state and federal family and medical leave laws.

### BEREAVEMENT LEAVE

In the case of death in the employee's immediate family, the employee will be given three (3) days paid leave which will not be charged to personal leave. Immediate family shall be defined as spouse, parent, children, brother, sister, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

## FAMILY AND MEDICAL LEAVE

It is the policy of Cumberland County to grant its employees leave in accordance with the requirements of the Family and Medical Leave Act (FMLA) and the Tennessee Maternity Leave Law.

Under the federal Family and Medical Leave Act of 1993, county employees are entitled to up to twelve (12) work weeks of unpaid leave during each 12-month period (a rolling 12-month period measured backward from the date an employee uses FMLA leave – each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the immediately preceding 12 months) for

- The birth of a child, the placement of a child for adoption or foster care,
- a serious health condition of the employee that makes the employee unable to perform the functions of his or her job,
- or the serious health condition of a spouse, son, daughter or parent which requires the employee's presence.

Both male and female employees are eligible for leave in connection with the birth or placement of a child or a family illness, but special rules may apply if both husband and wife are county employee. Accrued paid leave may be substituted for unpaid FMLA leave in accordance with the county's paid leave policies. Employees may be required to use their accrued paid leave prior to taking unpaid leave under the FMLA.

Eligibility for leave under the Family and Medical Leave Act are that an employee must have been employed by the county for at least 12 months and who have worked at least 1,250 hours during the 12-month period immediately before leave is requested.

An employee must provide at least 30 days advance notice of the need to take FMLA leave under normal circumstances. Medical certification also may be required.

Employees returning to work from FMLA leave will be restored to the same position or one with equivalent pay and benefits. Returning employees may be required to provide a certification of fitness for duty prior to being reinstated.

The FMLA also allowed eligible employees to take up to twelve (12) workweeks of job-protected leave in the applicable 12-month period for a 'qualifying exigency; arising out of the active duty or call to active-duty status of a spouse, son, daughter, or parent and up to 26 workweeks of job-protected leave in a single 12-month period to care for a covered service member with a serious injury or illness. Advance notice is required – at least thirty (30) days for foreseeable planned medical treatment and otherwise as soon as practicable. Certification of the need for leave may be required.

It is the policy of Cumberland County to grant its employees leave in accordance with the requirements of the Family and Medical Leave Act. A copy of the FMLA Fast Sheet #28 setting out the employee's rights under the FMLA and Fact Sheet #28A setting out the employee's rights to military family leave are attached to these policies, and employees may obtain additional copies of these documents as well as additional information about the FMLA and their rights and obligations under that law from their supervisor, or by contacting HR.

Employees on approved FMLA leave for their own serious health condition are prohibited from performing another job with a separate employer with similar job duties/requirements.

In addition to the FMLA, Tennessee has a leave for adoption, pregnancy, childbirth and nursing an infant (T.C.A. § 4-21-408) which applies to all employers who employ 100 or more full-time employees at a job site or location. The state law allows employees who have been employed for twelve (12) months to take up to four (4) months of unpaid leave for adoption, pregnancy, childbirth, and nursing the infant. To be eligible for this leave, the employee must give at least three (3) months advance notice, except in cases of a medical emergency. This leave will run concurrently with any leave to which the employee may be entitled to under the FMLA or otherwise. Subject to certain conditions, accrued paid leave may be substituted for unpaid leave. Employees may obtain a copy of the Tennessee leave statute by contacting HR.

#### **PROCEDURE FOR FAMILY AND MEDICAL LEAVE**

An employee of Cumberland County who is absent from work or will be absent from work for three consecutive days or more for a serious health condition must contact the HR Director. The HR Director will provide the employee with appropriate forms.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day for a single qualifying reason.

**The following is the FMLA definition of a "serious health condition" and "period of incapacity":**

- A. Serious health condition means an illness, injury, impairment, or physical or mental condition involving any of the following:
  1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity; or
  2. Continuing treatment by a Health Care Professional (HCP) which includes:
    - a. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also include:
      - i. Treatment two (2) or more times by or under the supervision of a HCP (i.e., in person visits, the first within seven (7) days and both within 30 days of the first day of incapacity); or

- ii. treatment on at least one occasion by a HCP (i.e., an in person visit within seven (7) of the first day of incapacity) with a continuing regimen of treatment (e.g. prescription medication, physical therapy)
  - b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the HCP is not necessary for each absence; or
  - c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a HCP, and may involve episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). A visit to a HCP is not necessary for each absence; or
  - d. A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g. Alzheimer's, severe stroke, or terminal stages of a disease). Only supervision by a HCP is required, rather active treatment; or
  - e. Any absences to receive multiple treatments, including any period of recovery therefrom, for restorative surgery after an accident or other injury; or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.
- B. Period of incapacity means an inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment, or recovery.
- C. Absences due to pregnancy, prenatal care, or chronic conditions as specified above, fall within FMLA even if no treatment from a HCP is received, and even if the absence does not last more than three (3) consecutive, full calendar days.

#### PREGNANCY LEAVE

Pregnancy, childbirth, and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes. In addition to sick leave and annual leave, leave related to pregnancy and childbirth may be available to eligible employees under the federal Family and Medical Leave Act and/ or Tennessee's law governing adoption, pregnancy, childbirth and nursing.

Tennessee law requires that the following provisions be included in this Personnel Manual. The provisions may or may not apply, depending upon the circumstances. T.C.A. 4-21-408. Leave for adoption, pregnancy, childbirth and nursing an infant:

- (a) Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave"



in this section. With regard to adoption, the four-month period shall begin at the time an employee receives custody of the child.

(b) (1) Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

(2) Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

(3) Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

(c) (1) Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

(2) If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

(3) The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or if the employer finds that the employee has worked part time or full time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

(4) Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

(d) Nothing contained within this section shall be construed to:

1. Affect any bargaining agreement or company policy that provides for greater or additional benefits than those required under this section;

2. Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location.

### **Tennessee Pregnancy Workers Fairness Act**

It is the policy of Cumberland County to make reasonable accommodations for qualified individuals who have medical needs arising from pregnancy, childbirth, or related conditions unless such accommodations would impose an undue hardship.

#### MILITARY LEAVE

- A. Full-time employees who are members of any military reserve or National Guard component will be granted military training leave for such time as they are in the military service on field training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed forces orders.
- B. Full-time employees who are members of a military reserve unit or National Guard unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training:
  - 1. Occurs during the same calendar year; and
  - 2. Fulfills the employee's military training obligation for the subsequent calendar year.
- C. During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.

#### JURY AND COURT DUTY

Employees of office holders are not exempt from jury duty. Upon receiving a summons to report for jury duty, you must present the summons to your supervisor on the next day he or she is working. You will be excused from work for the entire day or days you are required to serve as a juror, except you can be required to return to work on days when you are required to serve less than three hours. You are entitled to your usual compensation, less the amount of the fee or compensation received for serving as a juror. You will not be compensated for more time than was actually spent serving and traveling to and from jury duty. You will not be discharged or discriminated against for serving on jury duty if you have given the required notice.

### VOTING LEAVE

Any employee may be absent from work for a reasonable period of time, not to exceed three hours, necessary to vote while the polls are open in the county where the employee resides. In the event time away from work is required to assure an employee may vote, the employee will receive regular compensation during this period and leave will not be affected. The employer may specify the time the employee may be absent. Voting time shall not be counted as working time for overtime compensation.

### PART-TIME EMPLOYEES

Part-time employees receive the following:

1. Paid holidays listed in this booklet if it is observed during their work period.
2. Two personal days for each six months worked.
3.  $\frac{1}{2}$  sick day for each full month worked.

All policies listed in this booklet apply to part-time employees except for those listed above.

### GENERAL STATEMENT

A leave report must be filled out on any type of leave taken.

This office also adheres to all state and federal guidelines pertaining to employees.

**ACKNOWLEDGMENT**

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for the Cumberland County Assessor of Property's Office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with the Cumberland County Assessor of Property's Office. I understand that I should consult the Cumberland County Assessor of Property or their designee regarding any part of the policies that I do not understand or any questions I may have about my employment with the Cumberland County Assessor of Property's Office which are not answered in the policies. The current policies will always be on file in the office of the County Clerk of Cumberland County, and I may examine them there at any time during normal business hours.

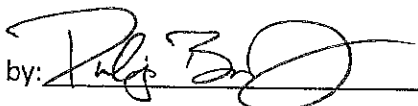
The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the County Clerk. Although my employer will usually provide me with notice of changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supersede, modify or eliminate any or all of the policies at any time. All information contained in the policies are subject to applicable state and federal laws, rule and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such law, rule and regulations will control.

I have entered into my employment relationship with the Cumberland County Assessor of Property's Office voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the Assessor of Property's Office policies may be construed to create a contract of employment or any other legal obligation, expressed or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of the Cumberland County Assessor of Property.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature & Date

Approved by: 

Philip D. Burnett, Cumberland County Attorney

Date: 6/20/2023

**A RESOLUTION TO ACCEPT OFFER(S) TO PURCHASE DELINQUENT TAX  
PROPERTY OWNED BY CUMBERLAND COUNTY**

**WHEREAS**, Citizens have presented offers to the Cumberland County Delinquent Tax Committee for property currently owned by Cumberland County, and;

**WHEREAS**, said offers are for parcels of property and offer details are as follows:

<b>Offerers</b>	<b>Property</b>	<b>Price</b>	<b>Advertising</b>
Brenton & Shannon Wiley	79 North Hampton Ct/65E B 13.00	\$301.90	\$45.00
	26 North Hampton Ln/65E B 18.00	\$289.20	\$45.00
Donald & Misty Moore	Blackfoot Trl Lot 57/154D D 7.00	\$358.50	\$45.00
Harry Alex Davis	Chickasha Trl Lot 114/155A A 24.00	\$659.10	\$45.00
	Chickasha Trl Lot 69/155H B 43.00	\$658.50	\$45.00
	Narcissa Dr Lot 86/155H B 28.00	\$658.50	\$45.00
Talmadge Potter	3010 Niska Drive/150G B 2.00	\$473.20	\$45.00
	3012 Niska Drive/150G B 3.01	\$287.00	\$45.00
	7008 Peoto Lane/150I E 31.00	\$473.20	\$45.00
	7010 Peoto Lane/150I E 32.00	\$470.10	\$45.00
Nicholas Ross	Bear Den Trl Lot 75/199I A 1.00	\$276.00	\$45.00
	Bear Den Trl Lot 76/199I A 2.00	\$276.00	\$45.00
	Bear Den Trl Lot 97/199I A 18.00	\$276.00	\$45.00
	Bear Den Trl Lot 96/199I A 19.00	\$276.00	\$45.00
	Bear Den Trl Lot 95/199I A 20.00	\$276.00	\$45.00
Joseph & Lyudmila Sandor	208 Marmaduke Dr/90J A 49.00	\$423.40	\$45.00
Roderick Stubbs & Shirley Pattman-Stubbs			
	103 Manchester Rd/90C G 46.00	\$490.00	\$45.00
TBA (Counterbids)	Blackfoot Trl Lot 47/154E A 2.00	2 bids	\$45.00
TBA (Counterbids)	Narcissa Dr Lot 105/155H B 15.00	3 bids	\$45.00
TBA (Counterbids)	Narcissa Dr Lot 106/155H B 14.00	3 bids	\$45.00
TBA (Counterbids)	Narcissa Dr Lot 102/155H B 18.00	2 bids	\$45.00
TBA (Counterbids)	Narcissa Dr Lot 101/155H B 19.00	2 bids	\$45.00
TBA (Counterbids)	Bear Den Trl Lot 77/199I A 3.00	2 bids	\$45.00
TBA (Counterbids)	Bear Den Trl Lot 78/199I A 4.00	2 bids	\$45.00
TBA ( Counterbids)	Bear Den Trl Lot 79/199I A 5.00	2 bids	\$45.00

WHEREAS, the Cumberland County Delinquent Tax Committee, meeting in regular session, votes to recommend to the full Cumberland County Commission that the Commission accept the offer(s).

NOW, THEREFORE, BE IT RESOLVED the Cumberland County Commission meeting in its regular monthly session hereby accepts said offers, and sells said properties to the Offeror(s).

ADOPTED this 20<sup>th</sup> day of June, 2023.

SPONSOR:

*Deborah Holbrook* <sup>By:</sup> *BWD*  
Deborah Holbrook, COMMISSIONER

APPROVED:

Allen Foster, COUNTY MAYOR

ATTEST:

Jule Bryson, COUNTY CLERK

**RESOLUTION NO. 06-2023-2**  
**RESOLUTION TO CREATE A TASK FORCE FOR THE OPIOID SETTLEMENT  
FUNDS FOR CUMBERLAND COUNTY, TENNESSEE**

**WHEREAS**, Cumberland County will be receiving funds from the Opioid Lawsuit settlements to address drug addiction and help with treatment plans; and

**WHEREAS**, Cumberland County intends to ensure its share of the fund is spent in a fiscally responsible manner focusing on a comprehensive, community-wide approach that will help to remediate the opioid problem in our county; and

**WHEREAS**, in meetings with various departments of the State, the recognized model for taking proposals for the usage of the funds is to create a task force to provide recommendations; and

**NOW, THEREFORE, BE IT RESOLVED**, the Cumberland County Commission, meeting in regular session, hereby resolves that an Opioid Task Force be established to create a comprehensive, community-wide approach concerning the remediation of the opioid problem in our county. The Opioid Task Force members will include:

County Mayor  
Crossville Mayor  
Sheriff (or designee)  
Crossville Chief of Police (or designee)  
County Commissioner Joe Sherrill  
District Attorney General (or designee)  
Judge Amanda Worley (or designee)  
Director of Schools William Stepp  
Cumberland Medical Center CAO Randy Davis (or designee)  
Cumberland County Health Department Director Angela Slaven

**BE IT FURTHER RESOLVED** that the County Mayor will have the authority to add members in the future if deemed necessary.

**Adopted this 20<sup>th</sup> day of June, 2023.**

**SPONSOR:**

  
\_\_\_\_\_  
COUNTY MAYOR

**APPROVE:**

\_\_\_\_\_  
COUNTY MAYOR

**ATTEST:**

\_\_\_\_\_  
COUNTY CLERK

**A RESOLUTION TO APPOINT MEMBERS TO THE CUMBERLAND COUNTY LIBRARY BOARD**

**WHEREAS**, the Cumberland County Library Board is composed of nine (9) members appointed by the Cumberland County Commission for three-year staggered terms (TCA 10-3-103); and

**WHEREAS**, not more than one official of the county may serve on the Library Board; and

**WHEREAS**, current members and their terms are as follows:

- (1) Terry Lowe – Second Term expires 06/30/2023**
- (2) Robert Schwartz – Second Term expires 06/30/2023**
- (3) Joe Looney – First Term Expires 06/30/2023**
- (4) Deborah Douglas – Second Term expires 06/30/2024**
- (5) Kaye Randolph – First Term expires 06/30/2024**
- (6) J. D. Atkinson – First Term expires 06/30/2024**
- (7) Kathy T. Ivey – Second Term expires 06/30/2025**
- (8) Melanie Sherrill – First Term Expires 06/30/2025**
- (9) J. Howell Peebles – First Term Expires 06/30/2025; and**

**WHEREAS**, Library Board members may serve two (2) consecutive three-year terms and may be reappointed after a minimum three-year break in service (TCA 10-3-103); and

**WHEREAS**, Terry Lowe and Robert Schwartz have served (2) consecutive three-year terms on the Cumberland County Library Board; and

**WHEREAS**, Joe Looney has served one term of three years on the Cumberland County Library Board; and

**WHEREAS**, Greg Maxwell and McKinley Tabor are willing to serve a first term of three years on the Cumberland County Library Board; and

**WHEREAS**, Joe Looney is willing to serve a second term of three years on the Cumberland County Library Board; now



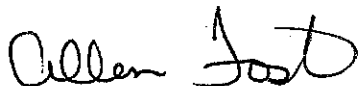
**THEREFORE, BE IT RESOLVED** by the Cumberland County Board of Commissioners meeting in regular session this 20<sup>th</sup> day of June, 2023, that

Greg Maxwell and McKinley Tabor be appointed to the Cumberland County Library Board for a first term of three years to begin on July 1, 2023 and to expire on June 30, 2026, and that

Joe Looney be appointed to the Cumberland County Library Board for a second term of three years to begin on July 1, 2023 and to expire on June 30, 2026.

This 20<sup>th</sup> day of June, 2023.

SPONSOR:



\_\_\_\_\_  
COUNTY MAYOR

APPROVE:

\_\_\_\_\_  
COUNTY MAYOR

ATTEST:

\_\_\_\_\_  
County Clerk

**RESOLUTION NO. 06-2023-4**

**RESOLUTION TO QUITCLAIM THE WESTERN PORTION OF THE CURRENT  
BOARD OF EDUCATION CENTRAL OFFICE PROPERTY TO THE  
BOARD OF EDUCATION**

**WHEREAS**, on April 6, 2023 a request was brought before the Building and Grounds Committee by Phoenix School Principal Mitch Lowe regarding the County owning the west side of the current Board of Education/old city school parcel; and

**WHEREAS**, Mitch explained that the school would like to erect a new basketball court in the yard behind the school; and

**WHEREAS**, upon further investigation, it was discovered that the title of the parcel where the basketball court would be built was originally conveyed from Cumberland County to the State of Tennessee in 1948 for use as an armory; and

**WHEREAS**, in addition, the title of this parcel was obtained again by Cumberland County via a Declaration of Abandonment by the State of Tennessee in 1998; and

**WHEREAS**, at the April 6, 2023 Building and Grounds Committee meeting, the committee voted unanimously to convey this parcel to the Cumberland County Board of Education via quitclaim deed prepared by the attorney for the Board of Education; and

**WHEREAS**, a survey was not necessary as the legal description of the parcel was not different from the previous deed of record;

**NOW, THEREFORE, BE IT RESOLVED**, by the Cumberland County Board of Commissioners that the western portion of the current Board of Education central office property be conveyed from Cumberland County to the Board of Education via quitclaim deed, upon acceptance from the Board of Education.

**Adopted this 20<sup>th</sup> day of June, 2023.**

**SPONSOR**

Colleen Mall by: JL  
**COUNTY COMMISSIONER**

**APPROVE**

\_\_\_\_\_  
**COUNTY MAYOR**

**ATTEST**

\_\_\_\_\_  
**COUNTY CLERK**

RESOLUTION NO. 06-2023-5

**RESOLUTION TO ADOPT A NEW LEASE AGREEMENT CONTRACT  
BETWEEN CUMBERLAND COUNTY AND THE CUMBERLAND  
COUNTY FAIR ASSOCIATION**

**WHEREAS**, the previous agreement between the County and the Cumberland County Fair Association has expired; and

**WHEREAS**, a new lease agreement has been negotiated between the County and the Cumberland County Fair Association; and

**WHEREAS**, the new lease and agreement would expire on December 7, 2026;

**NOW, THEREFORE BE IT RESOLVED**, by the Cumberland County Board of Commissioners that Cumberland County enters into a new lease and agreement with the Cumberland County Fair Association to expire on December 7, 2026.

Adopted this 20<sup>th</sup> day of June, 2023.

**SPONSOR:**

Wendell Wilson By BWD  
COUNTY COMMISSIONER

**APPROVED:**

\_\_\_\_\_  
COUNTY MAYOR

**ATTEST:**

\_\_\_\_\_  
COUNTY CLERK

## LEASE

**THIS AGREEMENT** is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between CUMBERLAND COUNTY, TENNESSEE hereinafter referred to as LESSOR; and the CUMBERLAND COUNTY FAIR ASSOCIATION, a non-profit corporation organized and existing under the laws of the State of Tennessee, hereinafter referred to as the LESSEE. WITNESSETH; That the Lessor leases and rents to the Lessee the following described premises:

The entire Complex known as the Cumberland County Community Complex, including all improvements and grounds.

Lessor specifically excepts and reserves those buildings being used full time by State and County governmental agencies as well as sufficient realty surrounding said buildings for said agencies to operate their normal course of business.

Lessor specifically excepts and reserves any new constructions during contract period.

This lease is subject to the following conditions, each of which the Lessee and Lessor covenant and agree to keep and observe:

**I.     TERMS**

The term of this lease shall be for a certain number of identified days covering the next (4) four years. The rental shall cover the following dates:

2023 – Total of 27 days rented – Fair – August 7<sup>th</sup> through September 6<sup>th</sup>  
Additional Dates: May 13<sup>th</sup>, June 10<sup>th</sup>, September 16<sup>th</sup>, November 11<sup>th</sup>

2024 – Total of 34 days rented – Fair – August 5<sup>th</sup> through September 4<sup>th</sup>  
Additional Dates: May 11<sup>th</sup>, June 8<sup>th</sup>, September 21<sup>st</sup>, November 9<sup>th</sup>

2025 – Total of 27 days rented – Fair – August 4<sup>th</sup> through September 3<sup>rd</sup>  
Additional Dates: May 10<sup>th</sup>, June 14<sup>th</sup>, September 20<sup>th</sup>, November 8<sup>th</sup>

2026 – Total of 27 days rented – Fair – August 3<sup>rd</sup> through September 9<sup>th</sup>  
Additional Dates: May 9<sup>th</sup>, June 13<sup>th</sup>, September 19<sup>th</sup>, November 14<sup>th</sup>

## II. RENTAL

The rental fee shall be \$15,000.00, per year, for all rental dates listed above. The per day rental amount to be used for calculating any credits due the Lessee for severe adverse weather or hold over is as follows:

2023 – 35 days rented for \$15,000.00 rental = \$428.57 per day.

2024 – 35 days rented for \$15,000.00 rental = \$428.57 per day.

2025 – 35 days rented for \$15,000.00 rental = \$428.57 per day.

2026 – 39 days rented for \$15,000.00 rental = \$384.62 per day.

Rent shall be due and payable to the Lessor on or before September 30 of each designated year. In addition to the rental price set forth above, should Lessee fail to pay rent when due, Lessee shall pay a late fee of \$100.00 per day for each day past September 30. Unless the parties agree otherwise in writing, if the Lessee fails to pay the rent in full within 30 days beyond the rental due date, that failure to pay shall be considered a breach of this agreement and the Lessor shall have the option of cancelling the contract at that

time, declaring the Lease forfeited, expelling the Lessee and be relieved of any further rental obligations listed in this Lease.

As part of this lease and for the rental amount listed, Lessee will have use of the 40X80 metal storage building located East of the arena and North of Gate #3, during the contract period.

### **III. LIABILITY INSURANCE**

Lessee agrees that the Lessor shall not be liable for any damage to or injury of the Lessee, the Lessee's agents or employees, or to any person entering the premises due to Lessee's activities, or to goods or chattels therein, and further, to indemnify and save the Lessor harmless from all claims of every kind and nature growing out of the Lessee's activities or presence on the Lessor's premises. Lessee agrees at his/her own cost and expense to maintain general public liability insurance for and on the demised premises, naming it and the Lessor as an additional insured, with limits in the aggregate of not less than One Million (\$1,000,000.00) Dollars for bodily injury or death to persons arising out of one accident or occurrence and One Million (\$1,000,000.00) Dollars for property damage. Lessee shall provide Lessor with proof of insurance. Lessee shall obtain and maintain its own fire and casualty insurance covering any contents or personal property placed on the leased premises.

### **IV. SUB-LEASE**

Lessee shall not sub-lease the premises without the prior written consent of the Lessor.

### **V. HOLDING OVER**

Lessor agrees that any holding over by Lessee after the expiration of this or any

subsequent Lease shall not constitute an automatic renewal of this or any subsequent Lease. However, the Lessee will be responsible for payments at a per day amount as set out in section II. RENTAL above during the period of any such holding over. Also, all parties to this agreement agree to negotiate in good faith for a renewal of a contract for the use of said facilities.

#### **VI. MAINTENANCE AND REPAIRS**

The Lessee hereby agrees to maintain all land, structures and all equipment owned by the Lessor in good working condition during the term of this Lease, normal wear and tear excepted. Whenever possible, any repairs to be performed on the Leased Premises shall be performed by the Lessor or its agents. Except in the case of an emergency where continued damage is occurring rapidly or there is an immediate safety hazard, the Lessee will not be reimbursed for repairs made by Lessee or its agents unless approval was obtained from the Lessor. The Lessee shall seek approval for repairs from the Director of the Community Complex. The Director of the Community Complex can approve requests, by signature, for repairs up to One Thousand (\$1,000.00) Dollars. The Lessee understands that any repair deemed by the Director as needed and costing over One Thousand (\$1,000.00) must be approved by the Building and Grounds Committee, the Budget Committee or the Full Cumberland County Commission as required. A receipt of all approved expenses incurred by the Lessee for the upkeep, maintenance or expansion to the Community Complex will be kept on file with the Complex office.

#### **VII. ACCEPTANCE "AS IS"**

Lessee accepts said premises in their present condition and agrees to keep the premises in a good and clean condition and to obey all laws, ordinances and lawful

regulations affecting said premises.

### **VIII. CAPITAL INVESTMENTS BY THE LESSOR**

The Lessee understands and agrees that the Lessor has been investigating and taking steps toward the construction of new facilities on the Leased Premises. In the event said construction is planned and the Lessor feels that said construction or any part of the preliminary work toward construction causes a conflict with the obligations under this lease, the Lessor shall give a Sixty (60) day written notice to the Lessee to cancel the Lease. Upon the Lessor giving the Sixty (60) written notice to cancel, the Lessee hereby agrees to release the Lessor from this agreement. Said written notice shall give a date certain when the Lease will end and both parties will continue to meet their obligations under said lease until that ending date. In the event said notice is given by Lessor to cancel the lease, the Lessee agrees to waive and/or release the Lessor from any damages this cancellation may cause said Lessee.

### **IX. DESTRUCTION OF DEMISED PREMISES**

Should 70% or more of the premises described by this Lease be destroyed for any reason, then and in that event the Lease shall be declared null and void and all conditions and covenants of the Lease shall cease as to all parties.

### **X. COLLECTION OF TAX**

Lessee shall be solely responsible for computation, collection, and payout of all taxes applicable to the operation of its attractions, shows and fairs. This responsibility includes but is not limited to amusement tax, sales tax, and taxes of all kinds affecting Lessee's business, shows, fairs and attractions.



**XI. SALE OF INTOXICATING BEVERAGES**

Lessee shall not allow the sale, consumption, or giving away of beer, wine or alcoholic beverages of any kind on or about said premises without prior consent from the Parks & Recreation Department.

**XII. TYPES OF ATTRACTIONS PERMITTED**

- A. Both parties condition this Lease upon the fact that no performance, attraction or other activity objectionable to the Lessor shall be promoted or allowed by Lessee. Whether the performance, attraction or other activity is objectionable shall be decided solely by the Lessor.
- B. In consideration of A. above, unless this Lease is cancelled or ends for some other reason, Lessor covenants that it will not lease the Leased Premises to a “carnival” or for “carnival events” on or before December 7, 2026.

**XIII. PARKING CHARGES**

- A. There shall be no charge assessed for parking on or about the Community Complex grounds without prior approval of the Cumberland County Commission.
- B. In consideration of A. above, Lessor agrees to continue to strive to improve and maintain the buildings and grounds to accommodate normal growth and normal needs of the Lessee during the term of this Lease.

**XIV. FREE PASSAGE**

No portion that is objectionable to Lessor of the sidewalks, entries, passages, vestibules, halls, elevators or stairways for access to public buildings shall be obstructed by the Lessee or used for any purpose other than for ingress to and from the demised premises. The doors, skylights, stairways or openings that reflect or admit light into any place in the building, including hallways, corridors and passageways, also heater, and home light attachments, shall not be covered or obstructed by the Lessee. The bathrooms or other water apparatuses shall not be used for any purpose other than that for which they were constructed, and no sweepings, rubbish, rags, paper or other substances shall be thrown therein. Any damage resulting to these items from misuse of any nature or character whatsoever shall be paid for by the Lessee.

**XV. COST OF COLLECTIONS**

Lessee shall pay all cost of collection by Lessor including without limitation, legal fees and court costs, for any amounts due and owing hereunder.

**XVI. CHANGING OF PREMISES BY LESSEE**

The Lessee shall not injure, nor mar, nor in any manner deface said premises, and shall not cause or permit anything to be done whereby the said premises shall be in any manner injured, marred or defaced; and will not make or allow to be made any alterations of any kind therein without prior consent of Lessor.

**XVII. CLEANING AND MISCELLANEOUS SUPPLIES**

Lessee shall be responsible for all cleaning supplies, paper products, and any other miscellaneous supplies needed during the term of these contracted dates.

IN TESTIMONY WHEREOF, said parties have executed this Lease in duplicate, one of which is retained by the Lessor and the other by the Lessee on the day and date above written.

**LESSOR:**

**CUMBERLAND COUNTY,  
TENNESSEE**

\_\_\_\_\_  
**By: ALLEN FOSTER**  
**Its: County Mayor**

**LESSEE:**

**CUMBERLAND COUNTY FAIR  
ASSOCIATION**

\_\_\_\_\_  
**GARY ADAMS**  
**Its: President**

**CUMBERLAND COUNTY, TENNESSEE**

**A Resolution to Reconfirm  
County Commissioner's Method of Compensation**

To the Cumberland County Commission meeting in regular session this 20th day of June, 2023:

**Whereas**, a previous County Commission established a compensation plan for commissioners, and

**Whereas**, according to the County Clerk's office, the actions of the Commission were not memorialized in the official records of the County, and

**Whereas**, the Commission compensation had previously been established as follows:

*A County Commissioners compensation shall be calculated annually at the County Mayors annual salary multiplied by 90% with the product divided among 18 County Commissioners.*

*Example for Fiscal Year 22-23:*

<i>County Mayors Salary</i>	<i>\$112,246.00</i>
<i>Multiplied By 90%</i>	<i>\$101,016.00</i>
<i>Divided by 18 Commissioners</i>	<i>\$5,612.00</i>
<i>Equals Monthly Compensation</i>	<i>\$467.67</i>

**Now, therefore be it resolved** that the Cumberland County Commission reconfirms the actions of the previous County Commission that the compensation of the County Commission be calculated as prescribed above.

Sponsor:   
County Commissioner

Approval: \_\_\_\_\_  
County Mayor

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: 7 Nays: 0 Abstain: 0

**Resolution # 06-2023-7**  
**Cumberland County, Tennessee**

To the Cumberland County Commission meeting in regular session this 20th Day of June, 2023:

Whereas, it appears there will be budget overruns in various department expenditures in the Highway Fund operations.

Therefore, be it resolved that the following budget amendments be adopted by the Cumberland County Commission.

**HIGHWAY FUND**

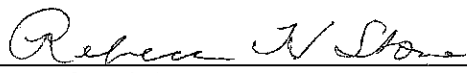
Increase Expenditures:

61000-320	Dues & Membership (Highway)	\$	600.00
62000-299	Other Fringe Benefits (Highway & Bridge Maintenance)	\$	737.00
	<b>Total</b>	\$	<b>1,337.00</b>

Decrease Expenditures:

62000-186	Longevity (Highway & Bridge Maintenance)	\$	737.00
39000	Unassigned Fund Balance	\$	600.00
	<b>Total</b>	\$	<b>1,337.00</b>

Sponsor:

  
\_\_\_\_\_  
County Commissioner

Approval:

\_\_\_\_\_  
County Mayor

Attest:

\_\_\_\_\_  
County Clerk

Budget Committee Vote:  
Ayes: 7 Nays: 0 Abstain: 0

**Cumberland County, Tennessee  
General Fund  
Sherrif's Department**

To the Cumberland County Commission meeting in regular session this 20<sup>th</sup> day of June, 2023:

Whereas, the Sheriff has requested additional funding in the amount of \$1,848.00 for technology updates and improvements, and

Whereas, revenues are designated and reserved for the purpose of improving and maintaining technology in the Sheriff's Department.

Therefore, be it resolved that the following budget amendment be adopted by the Cumberland County Commission:

**General Fund  
Sheriff**

Decrease:

101-34525	Restricted for Public Safety	\$1,848.00
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Increase Expenditures:

101-54110-719	Office Equipment	\$1,848.00
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Sponsor: Rebecca H. Stone  
County Commissioner

Approval: \_\_\_\_\_  
County Mayor

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: 7 Nays: 0 Abstain: 0

Resolution # 06-2023-9  
Cumberland County, Tennessee

To the Cumberland County Commission meeting in regular session this 20th Day of June, 2023:

Whereas, it appears there will be budget overruns in various department expenditures in the Courthouse Maintenance Fund operations.

Therefore, be it resolved that the following budget amendments be adopted by the Cumberland County Commission.

**Courthouse Maintenance**

Increase Expenditures:

50800-70 Building Improvements	\$	149,820.00
<b>Total</b>	\$	<b>149,820.00</b>

Decrease Expenditures:

39000 Unassigned Fund Balance	\$	149,820.00
<b>Total</b>	\$	<b>149,820.00</b>

Sponsor:

  
\_\_\_\_\_  
County Commissioner

Approval:

\_\_\_\_\_  
County Mayor

Attest:

\_\_\_\_\_  
County Clerk

Budget Committee Vote:  
Ayes: 7 Nays: 0 Abstain: 0

RESOLUTION# 06-2023-10  
Cumberland County, Tennessee

To the Cumberland County Commission meeting in regular session this 20th Day of June, 2023:

Whereas, it appears there will be budget overruns in various department expenditures in the Sanitation operations.

Therefore, be it resolved that the following budget amendments be adopted by the Cumberland County Commission.

**SANITATION FUND**

Increase Expenditures:

55731-187	Overtime (Waste Pickup)	\$	93.00
55731-299	Other Fringe Benefits (Waste Pickup)	\$	1,159.00
55731-338	Maintenance & Repair Vehicles (Waste Pickup)	\$	50,000.00
55732-312	Contracts w/Private Agencies (Convenience Center)	\$	35,000.00
55732-499	Other Supplies & Materials (Convenience Center)	\$	20,000.00
55732-724	Site Development (Convenience Center)	\$	18,410.00
55751-208	Dental Insurance (Recycle)	\$	750.00
55751-312	Contracts w/Private Agencies (Recycle)	\$	27,500.00
55751-452	Utilities (Recycle)	\$	11,000.00
55751-499	Other Supplies & Materials (Recycle)	\$	7,500.00
58400-510	Trustee Commission	\$	250.00
64000-106	Deputies (Litter)	\$	400.00
	<b>Total</b>	\$	<u>172,062.00</u>

Decrease Expenditures:

39000	Unassigned Fund Balance	\$	<u>172,062.00</u>
	<b>Total</b>	\$	<u>172,062.00</u>

Sponsor:

  
\_\_\_\_\_  
County Commissioner

Approval

\_\_\_\_\_  
County Mayor

Attest:

\_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: 7 Nays: 0 Abstain: 0



**CUMBERLAND COUNTY, TENNESSEE**

**American Rescue Plan Act (ARPA) Fund Transfer To  
Special Revenue Fund**

To the Cumberland County Commission meeting in regular session this 20th day of June, 2023:

**Whereas**, the Cumberland County Commission previously recognized that \$10,000,000.00 of the County's allocation of ARPA funding was used to fund government services under the replacement of lost public sector revenue spending category, and

**Whereas**, the County would like to transfer those monies to a new fund to provide for grant funding matches for previously approved broadband and water improvement projects and other future projects for the betterment of Cumberland County citizens.

Now, be it resolved that the following budget amendment be adopted by the Cumberland County Commission.

**ARPA Fund – 127**

Increase:		
127-99100-590	Transfers to Other Funds	\$10,000,000.00
Decrease:		
127-39000	Unassigned Fund Balance	\$10,000,000.00

**Special Purpose Fund – 121**

121-49800	Transfers In	\$10,000,000.00
Increase:		
121-39000	Unassigned Fund Balance	\$10,000,000.00

Sponsor:   
County Commissioner

Approval: \_\_\_\_\_  
County Mayor

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: \_\_ Nays: \_\_ Abstain: \_\_

Resolution # 06-2023-12  
**Cumberland County, Tennessee**

To the Cumberland County Commission meeting in regular session this 20th Day of June, 2023:

Whereas, It appears there will be budget overruns in various department expenditures in the General Fund operations.

Therefore, be it resolved that the following budget amendments be adopted by the Cumberland County Commission

**GENERAL FUND**

Increase Expenditures:

51100-305	Audit Services (County Commission)	\$611.00
51100-309	Contracts w Gov Agencies (County Commission)	\$331.00
51100-320	Dues & Memberships (County Commission)	\$326.00
51100-355	Travel (County Commission)	\$5,000.00
51300-355	Travel (County Mayor)	\$350.00
51800-105	Supervisor/Director (County Buildings)	\$2,724.00
51800-335	Maintenance & Repair Buildings (County Buildings)	\$10,000.00
51800-452	Utilities (County Buildings)	\$5,000.00
51900-499	Other Supplies (Vehicle Maintenance)	\$3,000.00
53100-186	Longevity Pay (Circuit Court)	\$9.00
53300-201	Social Security (General Session Court)	\$457.00
53500-112	Juvenile Court (Youth Service Officer)	\$50.00
54110-140	Salary Supplements (Sheriff)	\$800.00
54110-161	Secretary (Sheriff)	\$530.00
54110-189	Other Salaries & Wages (Sheriff)	\$35,000.00
54110-338	Maintenance & Repair Service (Sheriff)	\$10,000.00
54210-160	Gaurds (Jail)	\$20,000.00
54210-162	Clerical Personal (Jail)	\$2,500.00
54210-187	Overtime Pay (Jail)	\$235.00
54210-189	Other Saleries & Wages (Jail)	\$45,000.00
54210-340	Medical & Dental (Jail)	\$20,000.00
54240-186	Longevity Pay (Juvenile Services)	\$124.00
54310-105	Supervisor/Director (Fire)	\$2,450.00
54310-140	Salary Supplements (Fire)	\$3,400.00
54310-187	Overtime Pay (Fire)	\$4,000.00
54310-189	Other Salries & Wages (Fire)	\$2,000.00
54310-204	State Retirement (Fire)	\$1,500.00
54110-201	Social Security (Civil Defense)	\$85.00
54110-204	State Retirement (Civil Defense)	\$108.00
54110-299	Other Fringe Benefits (Civil Defense)	\$1,352.00
55130-131	Medical Personnel (Ambulance)	\$32,000.00
55130-187	Overtime Pay (Ambulance)	\$21,500.00
55130-307	Communication (Ambulance)	\$1,500.00
55130-338	Maintenance & Repair Vehicle (Ambulance)	\$20,000.00
55130-413	Drugs & Medical Supplies (Ambulance)	\$40,000.00
55170-103	Assistant (Alcohol & Drug Programs)	\$840.00
55170-105	Supervisor/Director (Alcohol & Drug Programs)	\$2,723.00
55170-201	Social Security (Alcohol & Drug Programs)	\$170.00
55170-204	State Retirement (Alcohol & Drug Programs)	\$285.00
56700-186	Longevity Pay (Parks & Fair Boards)	\$27.00
58300-101	County Official/Admin Officer (Veterans Service)	\$293.00
58300-161	Secretary (Veteran's Service)	\$555.00
58300-186	Longevity (Veteran's Service)	\$15.00
58300-204	State Retirement (Veteran's Service)	\$35.00
58400-510	Trustee Commission	\$56,700.00
	<b>TOTAL</b>	<b>\$353,585.00</b>

Increase Revenue:

46210	Law Enforcement Training Programs	\$4,200.00
46290	Other Public Safety Grants	\$35,000.00
48140	Contracted Services	<u>\$45,000.00</u>
	<b>TOTAL</b>	\$80,000.00

Decrease Expenditures:

51800-166	Custodial Personnel	\$2,724.00
51900-433	Lubricants (Vehicle Maintenance)	\$3,000.00
		\$5,724.00

Decrease Unassigned Fund Balance:

39000	Unassigned Fund Balance	<u>\$267,861.00</u>
	<b>TOTAL</b>	\$267,861.00

\$353,585.00

Sponsor:

  
\_\_\_\_\_  
County Commissioner

Approval:

\_\_\_\_\_  
County Mayor

Attest:

\_\_\_\_\_  
County Clerk

Budget Committee Vote:  
Ayes: 1 Nays: 0 Abstain: 0

Resolution # 06-2023-13  
 Cumberland County, Tennessee  
 General Program School Fund

WHEREAS the General budget requires revision to reallocate resources.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted.

**General Budget Amendment**

<b>Increase Expenditures:</b>		
141-72710-729	Transportation Equipment	\$36,438.00
Total Increase in Expenditures		\$36,438.00
<b>Decrease Expenditures:</b>		
141-72710-418	Equipment & Machinery Parts	\$7,102.61
141-72710-355	Travel	\$1,500.00
141-72710-524	Staff Development	\$6,735.39
141-72710-188	Bonus Payments	\$13,000.00
141-72710-399	Other Contracted Services	\$8,100.00
Total Decrease in Expenditures		\$36,438.00

SPONSORED BY: *James L. McGet*  
 BOE Member

APPROVED BY: *Jerome Boster*  
 Chairman of the Board

ATTEST: *William B. [Signature]*  
 Director of School

Ayes: 1 Nays: 0 Abstain:     

Sponsor: *[Signature]*  
 County Commissioner

Approval:       
 County Commissioner

Attest:       
 County Clerk

Budget Committee Vote

Ayes: 1 Nays: 0 Abstain: 0

**CENTRAL CAFETERIA FUND**  
**Line-Item Budget Amendments** *Kerry Hamby*

WHEREAS reallocations are required to balance specific lines of the budget where certain lines were under projected. Budget Line 143.43100.204 State Retirement was miscalculated during the budget estimate.

THEREFORE, be it resolved that the following budget line-item amendments be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of May 2023 and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of June 2023.

<b>INCREASE EXPENDITURES:</b>	
143.73100.204 State Retirement	\$ 29,535.00
<b>TOTAL INCREASE</b>	<b>\$ 29,535.00</b>

<b>DECREASE EXPENDITURES:</b>	
143.73100.422 Food Supplies	\$29,535.00
<b>TOTAL DECREASE</b>	<b>\$ 29,535.00</b>

SPONSORED BY: *Judy G. Nichols*  
BOE Member

SPONSORED BY: *[Signature]*  
County Commissioner

APPROVED BY: *Debra Bush*  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: \_\_\_\_\_  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Ayes: 7 Nays: 0 Abstain: 0

RESOLUTION # 06-2023-15

Cumberland County, Tennessee  
CENTRAL CAFETERIA FUND

*Henry Hombly*

WHEREAS, the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved to receive private funding from No Kid Hungry.

WHEREAS, these funds are provided to increase the CCSNP Central Cafeteria Fund budget to support the summer meal program and to assist with breakfast outreach in order to improve access to healthy meals.

THEREFORE, be it resolved that the following budget line-item amendments be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of May 2023 and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of June 2023.

**INCREASE REVENUES:**

143.4861 Donations	\$57,500.00	
	<b>TOTAL INCREASE</b>	<b>\$ 57,500.00</b>

**INCREASE EXPENDITURES:**

143.73100.165 Cafeteria Salaries	\$34,900.00	
143.73100.499 Other Supplies and Materials	\$22,600.00	
	<b>TOTAL DECREASE</b>	<b>\$ 57,500.00</b>

SPONSORED BY: *Sheryl L. Nichol*  
BOE Member

SPONSORED BY: *Greg Maxwell*  
County Commissioner

APPROVED BY: *Jerrod Bost*  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: *William R. [Signature]*  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: 7 Nays: 0 Abstain: \_\_\_\_\_

Ayes: 7 Nays: 0 Abstain: 0

**RESOLUTION # 06-2023-16**  
**Cumberland County, Tennessee**  
**General Program School Fund**

WHEREAS, the General budget requires revision to reallocate funding for Summer School

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day  
of May 2023, that the following budget amendment be adopted:

**Decrease Expenditures**

141-71200-207	Medical	\$	50,000.00
<b>Total Decrease Expenditures</b>			<b>\$ 50,000.00</b>

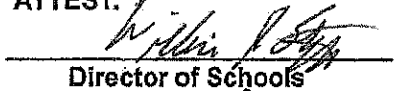
**Increase Expenditures**

141-71200-116	Teacher	\$	17,000.00
141-71200-499	Other Supplies and Materials	\$	10,000.00
141-72220-399	Other Contracted Services	\$	23,000.00
<b>Total Increase Expenditures</b>			<b>\$ 50,000.00</b>

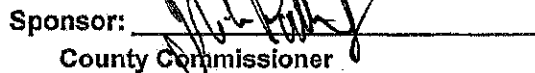
  
BOE Member

  
Chairman of the Board

ATTEST:

  
Director of Schools

Ayes: 7 Nays: 0 Abstain: \_\_\_\_\_

Sponsor:   
County Commissioner

Approval: \_\_\_\_\_  
County Mayor

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: 7 Nays: 0 Abstain: 0

**RESOLUTION # 06-2023-17**

Cumberland County, Tennessee

CENTRAL CAFETERIA FUND

*Handwritten signature*

WHEREAS the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved for additional USDA grant funds.

WHEREAS the United States Department of Agriculture (USDA) has selected the State of Tennessee to receive federal funds for Equipment Assistance Grants. These funds are to provide equipment assistance to School Food Authorities (SFAs) participating in the National School Lunch Program. South Cumberland Elementary School has been awarded \$60,000 to purchase a new replacement walk in freezer and cooler. See attached page for more information.

THEREFORE, be it resolved that the budget amendment be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of May 2023 and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of June 2023.

**INCREASE REVENUES:**

143.47590 Other Federal through State \$60,000.00

**TOTAL INCREASE: \$60,000.00**

**INCREASE EXPENDITURES:**

143.73100.710 Food Service Equipment \$60,000.00

**TOTAL INCREASE: \$60,000.00**

SPONSORED BY: *Sheryl G. Nichols*  
BOE Member

SPONSORED BY: *John P. [Signature]*  
County Commissioner

APPROVED BY: *Charles Boston*  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: *William H. [Signature]*  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: 7 Nays: 0 Abstain: \_\_\_\_\_

Ayes: 7 Nays: 0 Abstain: 0



RESOLUTION # 06-2023-18

Cumberland County, Tennessee

CENTRAL CAFETERIA FUND

*Handwritten signature*

WHEREAS, the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved for additional USDA grant funds.

WHEREAS, the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved for additional USDA funds designated to school food authorities (SFAs) administering the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to purchase domestic, locally grown foods, that are unprocessed or minimally processed from local producers, small businesses, and socially disadvantaged farmers/producers. These funds have been designated for CCHS, SMHS, and Phoenix to purchase bulk milk from Mayfield Dairy Farms. Please see the attached page for additional information.

THEREFORE, be it resolved that the following budget amendment be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of May 2023 and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of June 2023.

INCREASE REVENUES:

143.47114 USDA Other \$96,400.00

TOTAL INCREASE: \$96,400.00

INCREASE EXPENDITURES:

143.73100.422 Food Supplies \$96,400.00

TOTAL INCREASE: \$96,400.00

SPONSORED BY: *Sheryl L. Nichols*  
BOE Member

SPONSORED BY: *[Signature]*  
County Commissioner

APPROVED BY: *James Bost*  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: *[Signature]*  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: 7 Nays: 0 Abstain: \_\_\_\_\_

Ayes: 7 Nays: 0 Abstain: 0

**Resolution # 06-2023-19**

Cumberland County, Tennessee  
General Program School Fund

WHEREAS the State of Tennessee has awarded funding for summer learning programs for K-8th grade and summer transportation, and the award is on a reimbursement basis through the General Purpose School fund.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted.

**General Budget Amendment**

**Increase Revenue:**

141-46590	Other State Education Funds	\$858,069.29
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Total Increase in Revenues

\$858,069.29

**Increase Expenditures:**

141-71100-116-SMLRN	Regular Instruction-Teachers	\$455,900.00
141-71100-163-SMLRN	Regular Instruction-Assistants	\$56,448.00
141-71100-189-SMLRN	Regular Instruction-Other Salaries & Wages	\$17,205.00
141-71100-201-SMLRN	Regular Instruction-Social Security	\$40,510.43
141-71100-204-SMLRN	Regular Instruction-State Retirement	\$45,628.23
141-71100-499-SMLRN	Regular Instruction-Other Supplies & Materials	\$35,067.88
141-72120-105-SMLRN	Health Services-Director	\$3,780.00
141-72120-131-SMLRN	Health Services-Nurses	\$13,440.00
141-72120-201-SMLRN	Health Services-Social Security	\$1,320.33
141-72120-204-SMLRN	Health Services-State Retirement	\$1,406.68
141-72410-104-SMLRN	Office of the Principal-Principals	\$24,000.00
141-72410-161-SMLRN	Office of the Principal-Secretaries	\$9,408.00
141-72410-201-SMLRN	Office of the Principal-Social Security	\$2,562.72
141-72410-204-SMLRN	Office of the Principal-State Retirement	\$2,840.24
141-72610-186-SMLRN	Operation of Plant-Custodial Personnel	\$7,620.00
141-72610-201-SMLRN	Operation of Plant-Social Security	\$585.00
141-72610-204-SMLRN	Operation of the Plant-State Retirement	\$610.00
141-72610-410-SMLRN	Operation of the Plant-Custodial Supplies	\$8,000.00
141-72710-146-BUS	Transportation-Drivers	\$41,517.52
141-72710-201-BUS	Transportation-Social Security	\$3,176.09
141-72710-204-BUS	Transportation-State Retirement	\$3,321.40
141-72710-425-BUS	Transportation-Fuel	\$83,721.77

Total Increase in Expenditures

\$858,069.29

SPONSORED BY:

*Sharon McSt...*  
BOE Member

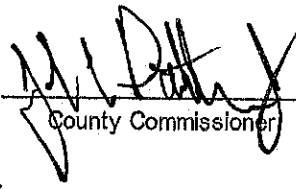
APPROVED BY:

*Debra Buster*  
Chairman of the Board

ATTEST:

*William A. Smith*  
Director of School

Ayes: 7 Nays: 0 Abstain:

Sponsor:   
County Commissioner

Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: 7 Nays: 0 Abstain: 0

**Resolution # 06-2023-20**

Cumberland County, Tennessee  
General Program School Fund

WHEREAS the General budget requires revision to reallocate resources.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted.

**General Budget Amendment**

**Increase Expenditures:**

141-71150-217	Retire-Hybrid Stabilization	\$100.00
141-72110-217	Retire-Hybrid Stabilization	\$725.00
141-72210-105	Supervisor/Director	\$8,000.00
141-72220-161	Secretary	\$1,500.00
141-72220-207	Medical Insurance	\$1,500.00
141-72230-207	Medical Insurance	\$6,000.00
141-72250-105	Director	\$350.00
141-72250-201	Social Security	\$28,000.00
141-72250-204	State Retirement	\$32,000.00
141-72410-162	Clerical Personnel	\$6,200.00
141-72410-217	Retire-Hybrid Stabilization	\$300.00
141-72410-161	Secretaries	\$1,500.00
141-72710-162	Clerical Personnel	\$8,300.00
141-72710-142	Mechanics	\$30,000.00
141-73400-163	Educational Assistants	\$20,000.00
141-73400-195	Substitute Teachers-Certified	\$7,000.00
141-73400-198	Substitute Teachers- Non-Certified	\$8,500.00
141-73400-208	Dental Insurance	\$700.00
141-73400-217	Retire-Hybrid Stabilization	\$1,000.00

Total Increase in Expenditures \$161,675.00

**Decrease Expenditures:**


141-71150-204	State Retirement	\$100.00
141-72110-207	Medical Insurance	\$725.00
141-72210-207	Medical Insurance	\$8,000.00
141-72230-105	Director	\$6,000.00
141-72250-138	Computer Technical Personnel	\$350.00
141-72310-207	Medical Insurance	\$40,000.00
141-71100-201	Social Security	\$20,000.00
141-72410-139	Assistant Principals	\$6,200.00
141-72410-204	State Retirement	\$300.00
141-72710-105	Director	\$8,300.00
141-72710-146	Bus Drivers	\$10,000.00
141-73400-116	Teachers	\$60,700.00
141-73400-204	State Retirement	\$1,000.00

Total Decrease in Expenditures \$161,675.00

SPONSORED BY:

  
BOE Member


APPROVED BY:

  
Chairman of the Board

ATTEST:

  
Director of School

Ayes: 7 Nays: 0 Abstain:

Sponsor:   
County Commissioner

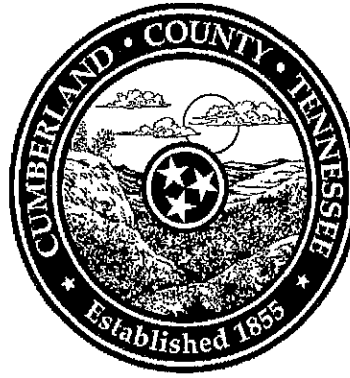
Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: 6 Nays: 0 Abstain: 1

**1<sup>st</sup> District**  
Dewey Walker  
Sue York  
**2<sup>nd</sup> District**  
Nancy Hyder  
Tom Isham  
**3<sup>rd</sup> District**  
Rebecca Stone  
Darrell Threet  
**4<sup>th</sup> District**  
David Gibson  
Charles Seiber  
**5<sup>th</sup> District**  
Jack Davis  
Terry Lowe



**6<sup>th</sup> District**  
Joe Sherrill  
Wendell Wilson  
**7<sup>th</sup> District**  
Mark Baldwin  
Jerry Cooper  
**8<sup>th</sup> District**  
Deborah Holbrook  
Greg Maxwell  
**9<sup>th</sup> District**  
Colleen Mall  
John Patterson, Jr  
**Commission Chairman**  
Mayor Allen Foster

## Cumberland County Board of Commissioners

2 N Main St | Suite 203 | Crossville, TN 38555

June 6, 2023

**TO:** County Commissioners, County Mayor, County Clerk, Media

**FROM:** Wendell Wilson—Chairman, Building and Grounds Committee

**The Building and Grounds Committee will begin on Tuesday, June 13, 2023  
at 4:00 pm at the Cumberland County Community Complex with a tour  
led by Donnie Moody with meeting to follow.**

### AGENDA

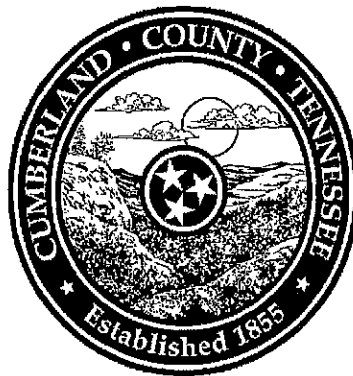
Tour of Community Complex—Donnie Moody

1. Call to Order
2. Approval of Minutes
3. Courthouse Renovation Update, Upland Design Group
4. Archives Renovation Update, Upland Design Group
5. County Clerk Drive-Thru Discussion
6. Fair Park Senior Center Flooring, Conrad Welch
7. Community Complex Equipment Policy Changes,  
Donnie Moody and Stanley Hall
8. Fair Association Contract, Donnie Moody
9. Old Business, if any
10. New Business, if any
11. Adjournment

### **BUILDING AND GROUNDS COMMITTEE:**

Dewey Walker (1st)	Wendell Wilson (6 <sup>th</sup> ), Chairman
Tom Isham (2nd), Vice Chairman	Mark Baldwin (7 <sup>th</sup> )
Darrell Threet (3rd)	Deborah Holbrook (8 <sup>th</sup> )
David Gibson (4th)	Colleen Mall (9 <sup>th</sup> ), Secretary
Terry Lowe (5th)	

**1<sup>st</sup> District**  
Dewey Walker  
Sue York  
**2<sup>nd</sup> District**  
Nancy Hyder  
Tom Isham  
**3<sup>rd</sup> District**  
Rebecca Stone  
Darrell Threet  
**4<sup>th</sup> District**  
David Gibson  
Charles Seiber  
**5<sup>th</sup> District**  
Jack Davis  
Terry Lowe



**6<sup>th</sup> District**  
Joe Sherrill  
Wendell Wilson  
**7<sup>th</sup> District**  
Mark Baldwin  
Jerry Cooper  
**8<sup>th</sup> District**  
Deborah Holbrook  
Greg Maxwell  
**9<sup>th</sup> District**  
Colleen Mall  
John Patterson, Jr  
**Commission Chairman**  
Mayor Allen Foster

## Cumberland County Board of Commissioners

2 N Main St | Suite 203 | Crossville, TN 38555

June 6, 2023

**TO:** County Commissioners, County Mayor, County Clerk, Media  
**FROM:** Terry Lowe—Chairman, Environmental Committee

**The Environmental Committee will be meeting on Tuesday, June 13, 2023 immediately following the 4:00 pm Building and Grounds Committee meeting at the Cumberland County Community Complex**

### AGENDA

1. Call to Order
2. Approval of Minutes
3. Removal of Tanner Road from the Road List
4. Addition of Pear Circle to the Road List
5. Discussion of County Roads, Stanley Hall
5. New Business, if any
6. Old Business, if any
7. Adjournment

### **ENVIRONMENTAL COMMITTEE:**

Dewey Walker (1st)  
Tom Isham (2nd)  
Darrell Threet (3rd)  
Charles Seiber (4th)  
Terry Lowe (5th), Chairman  
Wendell Wilson (6th)  
Jerry Cooper (7th), Vice Chairman  
Greg Maxwell (8th)  
Colleen Mall (9th)

**CUMBERLAND COUNTY  
BOARD OF COMMISSIONERS**  
2 North Main Street, Suite 203 Crossville, Tennessee 38555

FIRST DISTRICT  
Dewey Walker  
Sue Ann York  
SECOND DISTRICT  
Tom Isham  
Nancy Hyder  
THIRD DISTRICT  
Rebecca Stone  
Darrell Threet  
FOURTH DISTRICT  
David Gibson  
Charles Seiber  
FIFTH DISTRICT  
Jack Davis  
Terry Lowe

SIXTH DISTRICT  
Joseph Sherrill  
Wendell Wilson  
SEVENTH DISTRICT  
Mark Baldwin  
Jerry Cooper  
EIGHTH DISTRICT  
Greg Maxwell  
Deborah Holbrook  
NINTH DISTRICT  
Colleen Mall  
John Patterson

**Beer Board Meeting Agenda**

**DATE:** June 9, 2023  
**TO:** All County Commissioners, County Mayor, County Attorney, Sheriff and News Media  
**FROM:** Commissioner Joseph Sherrill Chairman of the Cumberland County Beer Board

**MEETING DATE:** **The Beer Board will be conducted with Commissioners on  
Tuesday, June 20th at 5:30 o'clock PM  
at the Art Circle Public Library in the Cumberland Room**

**AGENDA**

1. Call to Order
2. Approval of Minutes: April 17, 2023 Beer Board Meeting
3. New Business:

1) Erika Crawford  
CharcuterMe Crazy  
73 Martin Burgess Road  
Crossville, TN 38572  
ON and OFF PREMISES PERMIT

2) All Holder, LP  
Mountain Top Campground, LLC  
2538 Westel Road  
Rockwood, TN 37854  
ON and OFF PREMISES PERMIT

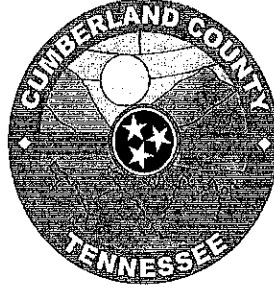
4. Old Business/Unfinished Business
5. Other Business
6. Adjournment

**BEER BOARD MEMBERS:**

Darrell Threet (3<sup>rd</sup>) David Gibson (4<sup>th</sup>) Terry Lowe (5<sup>th</sup>) Joe Sherrill (6<sup>th</sup>) John Patterson (9<sup>th</sup>)



**1<sup>st</sup> District**  
Dewey Walker  
Sue York  
**2<sup>nd</sup> District**  
Tom Isham  
Nancy Hyder  
**3<sup>rd</sup> District**  
Rebecca Stone  
Darrell Threet  
**4<sup>th</sup> District**  
David Gibson  
Charles Seiber  
**5<sup>th</sup> District**  
Jack Davis  
Terry Lowe



**CUMBERLAND COUNTY  
BOARD OF COMMISSIONERS**

2 N Main St | Suite 203 | Crossville, TN 38555

**6<sup>th</sup> District**  
Wendell Wilson  
Joe Sherrill  
**7<sup>th</sup> District**  
Mark Baldwin  
Jerry Cooper  
**8<sup>th</sup> District**  
Greg Maxwell  
Deborah  
Holbrook  
**9<sup>th</sup> District**  
Colleen Mall  
John  
Patterson, Jr

**TO:** County Commissioners, County Mayor, County Clerk, Media

**FROM:** Deborah Holbrook - Delinquent Tax Committee Chair

**The Delinquent Tax Committee will be meeting on Tuesday, June 20, 2023  
at 5:00 pm in Plateau Conference Room (Rm 130) of the Art Circle Public  
Library.**

**AGENDA**

1. Call to Order
2. Approval of May Minutes
3. Brenton & Shannon Wiley 79 North Hampton Ct/65E B 13.00  
26 North Hampton Ln/65E B 18.00
4. Donald & Misty Moore Blackfoot Trl Lot 57/154D D 7.00
5. Harry Alex Davis Chickasha Trl Lot 114/155A A 24.00  
Chickasha Trl Lot 69/155H B 43.00  
Narcissa Dr Lot 86/155H B 28.00  
Blackfoot Trl Lot 42/154E A 7.00
6. Talmadge Potter 3010 Niska Drive/150G B 2.00  
3012 Niska Drive/150G B 3.01  
7008 Peoto Lane/150I E 31.00  
7010 Peoto Lane/150I E 32.00
7. Nicholas Ross Bear Den Trl Lot 75/199I A 1.00  
Bear Den Trl Lot 76/199I A 2.00  
Bear Den Trl Lot 97/199I A 18.00  
Bear Den Trl Lot 96/199I A 19.00  
Bear Den Trl Lot 95/199I A 20.00
8. Joseph & Lyudmila Sandor 208 Marmaduke Dr/90J A 49.00
9. Roderick Stubbs & Shirley Pattman-Stubbs 103 Manchester Rd/90C G 46.00

10. (Counterbids)	Blackfoot Trl Lot 47/154E A 2.00	2 bids
11. (Counterbids)	Narcissa Dr Lot 105/155H B 15.00	3 bids
12. (Counterbids)	Narcissa Dr Lot 106/155H B 14.00	3 bids
13. (Counterbids)	Narcissa Dr Lot 102/155H B 18.00	2 bids
14. (Counterbids)	Narcissa Dr Lot 101/155H B 19.00	2 bids
15. (Counterbids)	Bear Den Trl Lot 77/199I A 3.00	2 bids
16. (Counterbids)	Bear Den Trl Lot 78/199I A 4.00	2 bids
17. (Counterbids)	Bear Den Trl Lot 79/199I A 5.00	2 bids

- 18. Old Business
- 19. New Business
- 20. Adjournment

**DELINQUENT TAX COMMITTEE MEMBERS:**

Allen Foster   Mayor	Darrell Threet   3 <sup>rd</sup> District
Dewey Walker   1st District	Colleen Mall   9 <sup>th</sup> District
Deborah Holbrook   8 <sup>th</sup> District	

**RECEIVED**  
6.7.23

**MINUTES**

**AUDIT COMMITTEE  
OF  
CUMBERLAND COUNTY, TENNESSEE**

Meeting Held  
At the  
Courthouse Small Courtroom

January 12, 2022

**Members Present:**

Colleen Mall  
Rebecca Stone  
Wendell Wilson  
Amanda Houston  
Kim Tabor

**CALL TO ORDER**

Chairman Stone called the meeting to order at 10:00 A.M. and the following business was conducted:

**APPROVAL OF MINUTES**

Commissioner Mall made a motion to approve the January 12, 2021 minutes as presented. Commissioner Wilson seconded the motion and it carried by voice vote.

**REVIEW OF  
FY 20-21 AUDIT**

The Committee acknowledged that there were no audit findings with the FY 20-21 audit and congratulated all county officials, department heads and employees for the achievement.

The committee continued with general discussion of the County's financial status. Citizen committee member Amanda Houston, who is a credit analyst in the private sector, shared her insight on the local and regional economies and complimented the County's leadership during difficult economic times brought on by the challenges of COVID.

**OTHER BUSINESS**

There was no other business to discuss.

**ADJOURNMENT**

Commissioner Mall made a motion to adjourn. Commissioner Wilson seconded the motion and it carried by voice vote. The meeting adjourned at 10:15 A.M.

**RECEIVED**  
6.7.23

**MINUTES**  
**Budget Committee**  
**Of**  
**Cumberland County, Tennessee**

**Meeting Held**  
**At the**  
**Courthouse Small Courtroom**

**May 2, 2023**

**Members Present:**

Nancy Hyder  
Charles Seiber  
Sue York  
Jerry Cooper  
Joe Sherrill  
Greg Maxwell  
Jack Davis  
John Patterson

**Members Absent:**

Rebecca Stone

**CALL TO ORDER**

Chairman Hyder called the meeting to order at 4:30 P.M. and the following business was conducted:

**APPROVAL OF MINUTES**

After review of the minutes of the April 4, 2023 meeting, Commissioner Seiber made a motion to approve them as presented. Commissioner Cooper seconded the motion and it carried by voice vote.

**BUDGET AMENDMENTS**  
**&**  
**OTHER FINANCIAL MATTERS**

The following budgets amendments were presented to the committee for consideration:

The BOE presented a budget amendment in the amount of \$2,210,000.00 moving funds from unassigned fund balance for a proposed South Cumberland Elementary building project. Included in the Committee members discussion was the school system's established maintenance program and how the security of Homestead Elementary School was prioritized in that program. After further discussion, no action was taken on the proposed resolution.

**Resolution #05-2023-16**  
**General Purpose School Fund**  
Amount: \$335,559.00  
Motioner: Patterson  
Seconder: Maxwell  
Motion carried by vote.  
Vote count 8Y-0N-0A.

**Resolution # 05-2023-13**  
**General Purpose School Fund**  
Amount: \$47,000.00  
Motioner: Seiber  
Seconder: Maxwell  
Motion carried by voice vote.  
Vote count 8Y-0N-0A.

**Resolution # 05-2023-15**  
**General Purpose School Fund**  
Amount: \$100,000.00  
Motioner: Patterson  
Seconder: Sherrill  
Motion carried by voice vote.  
Vote count 8Y-0N-0A.

**Resolution # 05-2023-14**  
**General Purpose School Fund**  
Amount: \$57,095.58  
Motioner: Maxwell  
Seconder: York  
Motion carried by voice vote.  
Vote count 8Y-0N-0A.

**Resolution # 05-2023-12**  
**General Purpose School Fund**  
Amount: \$14,574.10  
Motioner: Sherrill  
Seconder: York  
Motion carried by voice vote.  
Vote count 8Y-0N-0A.

**Resolution # 05-2023-17**  
**General Purpose School Fund**  
Amount: \$6,200,000.00  
Motioner: Patterson  
Seconder: Sherrill  
Motion carried by voice vote.  
Vote count 8Y-0N-0A.

**Resolution # 05-2023-11**

**Highway Fund**

Amount: \$21,565.00

Motioner: Cooper

Seconder: Maxwell

Motion carried by voice vote.

Vote count 8Y-0N-0A

The following line-item budget amendment was presented to the committee for consideration:

**General Fund**

**Trustee**

Amount: \$2,400.00

Motioner: Cooper

Seconder: Sherrill

Motion carried by voice vote.

Vote count 8Y-0N-0A.

**HEALTH DEPARTMENT RENOVATION GRANT**

Health Department Director Angela Slaven presented members of the committee with data on a renovation project for the Health Department. The State of Tennessee would pay \$337,500 and the County would be required to match at \$112,500. Commissioner York made a motion to approve. Commissioner Seiber seconded the motion and it carried by voice vote.

**DISCUSSION OF ARPA FUNDS**

Members of the committee reviewed proposed resolution (#05-2023-10) allowing Cumberland County to take the standard allowance of \$10 million to spend on lost revenue due to the onset of Covid-19. Commissioner Seiber made a motion to approve. Commissioner Maxwell seconded the motion it carried by voice vote.

**SYNTHETIC DEBT SWAPS**

Finance Director, Nathan Brock reported to the committee that the transaction had been successfully completed and it came in under the projected cost of \$1,650,000.00.

**FIRE CAPITAL REQUEST**

Fire Chief Trevor Kerley informed the committee that he had left over funds from his capital request for dash cameras. Mr. Kerley explained that he would like to use the remaining allocation to purchase additional driving cameras. Commissioner Patterson made a motion to allow the Fire Chief to spend the remaining allocation that was budgeted to purchase additional driving cameras. Commissioner Sherrill seconded the motion and it carried by voice vote.

**FINANCIAL REPORTS**

Finance Director Nathan Brock presented the committee with data on Property Tax, Local Option Sales Tax, EMS Collections, Prisoner Boarding and Hotel Motel Tax. Members of the committee also received an update on fuel usage and cost.

### **OTHER BUSINESS**

EMA Director Travis Cole advised the committee that there was a grant that Cumberland County could apply for to help purchase Bi Directional Antennas. This grant would require a twenty five percent match from the county. Commissioner Maxwell made a motion to allow the EMA to apply for the grant. Commissioner Cooper seconded the motion and it carried by voice vote.

Mayor Foster advised the committee that there were some needed maintenance repairs at the Homestead Convenience center. Mayor Foster stated that this could potentially cause over expenditures in the Solid Waste budget. The consensus of the committee was to do the repairs and do a budget amendment at a later date.

Mayor Foster also informed the committee that the Vehicle Maintenance Supervisor was out on leave and could be out until July or possibly longer. Mayor Foster felt that it was necessary to get some part-time help to with the work load and informed the committee that TCAT had paid student worker programs that might be implemented. Commissioner Sherrill made a motion to allow the County Mayor to work with TCAT or find temporary help. Commissioner Seiber seconded the motion and it carried by voice vote.

### **ADJOURNMENT**

With no further business to conduct, Commissioner Seiber made a motion to adjourn. Commissioner Davis seconded the motion and it carried by voice vote. The meeting adjourned at 5:16 P.M.

RECEIVED  
6.7.23

**MINUTES**

Budget Committee  
Of Cumberland County, Tennessee

Meeting Held  
At the  
Courthouse Small Courtroom

May 5, 2023

Members Present:

Nancy Hyder  
Greg Maxwell  
John Patterson  
Joe Sherrill  
Jerry Cooper  
Rebecca Stone  
Jack Davis  
Sue York  
Charles Seiber

**FISCAL YEAR 2023-2024  
BUDGET REVIEW**

Chairman Nancy Hyder called the meeting to order at 8:00 AM to begin the FY 23-24 budget review process, and the following business was conducted.

Finance Director Nathan Brock gave an introduction as to how the budget review process works. He advised members of the committee that budget packages were sent out to officials and department heads in early April 2023. The budget packages included forms for operating budgets, new capital items, new employee requests, and a 5-year capital plan. Mr. Brock stated that this information was gathered consolidated into the notebooks each committee member received. He further explained that all-day budget meeting was intended to review department operating budgets with capital and personnel requests to be reviewed at a later date per the approved calendar.

The Finance Director advised members of the committee that Non-Profit letters were mailed out the later part of February and that letters were only sent to currently funded entities.

The committee was advised that salaries and benefits are calculated by the Finance Department and presented at the prior year amounts as the committee will give direction



on that later in the budget process. Additionally, changes in medical insurance cost have not yet been released by the State.

Mr. Brock stated that offices who generate revenue were asked to project current and next year revenue amounts, grant revenues and any other revenue opportunities.

The Finance Director suggested, to streamline the meeting, that as departments are reviewed, members of the committee concur on funding and minimize motions and seconds because most actions are tentative until near the end of the budget process. He also advised members of the committee if they wanted their vote recorded in the minutes to indicate so and the minutes would reflect their actions.

Next, the following officials and department budgets were reviewed for FY 23-24 funding requests:

- **Chancery & Probate** – Revenues and expenditures tentatively approved as presented. Capital requests will be reviewed later in the process.
- **Alcohol and Drug** – Tentatively approved as presented.
- **Sanitation** – The Solid Waste Director reviewed various budgets in the Solid Waste fund. After review, all were tentatively approved as presented. Capital and Personnel requests will be reviewed later.
- **EMS** - Expenditures tentatively approved as presented. Capital requests will be reviewed later.
- **Election Commission** – Tentatively approved as presented. The request for changes in machine technicians and Election Commission pay, if recommended by the Budget Committee, would have to be approved by a resolution. Capital requests will be reviewed at a later date.
- **Complex** - Expenditures tentatively approved as presented. Capital and Employee requests will be reviewed later.
- **County Buildings** – Tentatively approved as presented. Capital and Employee items will be reviewed later.
- **Engineering** - Tentatively approved as presented. Capital requests will be reviewed later.
- **EMA** - Tentatively approved as presented.
- **Animal Shelter** – Tentatively approved as presented. Capital and personnel requests will be reviewed later.

- **Circuit Court** - Tentatively approved as presented. Capital and Personnel requests will be reviewed later.
- **Soil Conservation** - Tentatively approved as presented.
- **County Mayor** - Tentatively approved. Personnel request will be reviewed later.
- **Codes Compliance** - Tentatively approved as presented.
- **Vehicle Maintenance** – Expenditures tentatively approved as presented.
- **Trustee** - Tentatively approved as presented. Capital requests will be reviewed later.
- **Veteran's Services** – Tentatively approved as presented. Capital and Personnel request will be reviewed later.
- **General Session Court**- Tentatively approved as presented. Capital and Personnel requests will be reviewed later.
- **Juvenile Court** – Expenditures tentatively approved as presented. Capital requests will be reviewed later.
- **Register of Deeds** – Tentatively approved as presented. Capital and Personnel request will be reviewed at a later date.
- **County Clerk** - Tentatively approved as presented
- **Personnel Office** – Tentatively approved as presented. Capital requests will be reviewed later.
- **Judicial Commissioners** - Tentatively approved as presented. Capital requests will be reviewed later.
- **Health Department** - Tentatively approved as presented.
- **Library** – Revenues and expenditures tentatively approved as presented. Capital requests will be reviewed later.
- **Preservation of Records** – Revenues and expenditures tentatively approved as presented. Capital requests will be reviewed later.
- **Property Assessor** - Tentatively approved as presented.
- **County Commission** – The County Commission budget will be updated as more numbers become available.

- **Board of Equalization** - Tentatively approved as presented.
- **Beer Board** - Tentatively approved as presented.
- **Other Boards & Committees (Health & Safety Standards)** - Tentatively approved as presented.
- **County Attorney** – Tentatively approved at current amount.
- **County Coroner** – Tentatively approved at \$275,000 and will be reviewed again later.
- **Finance** - Tentatively approved as presented. Personnel requests will be reviewed later.
- **Courthouse (112)**- No action was taken and will be reviewed again later.
- **Railroad Authority (128)** – Tentatively approved as presented. Will be updated if other grants are approved.
- **Ag Extension**- Tentatively approved as presented.

This concluded the elected officials and departments scheduled for review. Chairman Hyder reminded the committee members of the next scheduled Budget Committee meeting on May 11, 2023 at 4:30 P.M.

#### **ADJOURNMENT**

With no further business to discuss, Commissioner Seiber made a motion to adjourn. Commissioner Sherrill seconded the motion and it carried by voice vote. The meeting adjourned at 3:55 P.M.

**MINUTES**

Budget Committee  
Of  
Cumberland County, Tennessee

**RECEIVED**  
6.7.23

Meeting Held  
At the  
Courthouse Small Courtroom

May 11, 2023

**Members Present:**

Nancy Hyder  
Charles Seiber  
Sue York  
Jack Davis  
Joe Sherrill  
Jerry Cooper  
Rebecca Stone  
John Patterson

**Members Absent:**

Greg Maxwell

**CALL TO ORDER**

Chairman Hyder called the meeting to order at 4:30 P.M. and the following business was conducted.

**APPROVAL OF MINUTES**

Commissioner Seiber made a motion to approve the May 5, 2023 minutes as presented. Commissioner York seconded the motion and it carried by voice vote.

**FISCAL YEAR 2023-2024  
BUDGET REVIEW**

The Committee reviewed the following budgets in the General Fund that the Sheriff administers:

Courtroom Security, Sheriff's Department, Special Patrols, Drug Enforcement, Administration of the Sexual Offender Registry, Jail, Juvenile Services, Other Public Safety (Reserve Deputies), and Animal Control. After reviewing the operating budgets for the Sheriff's Department, members of the committee tentatively approved as presented. Capital items were discussed and will be reviewed further later.

The committee also reviewed the operating budget of the Drug Fund (122). Members of the committee tentatively approved.

Next, Fire Chief Trevor Kerley presented the Fire Department budget requests for FY 23-24 as he was unable to attend the all-day meeting. After reviewing the operating budgets members of the committee tentatively approved. Capital and personnel items will be reviewed at a later date.

#### **NEXT MEETING**

Chairman Hyder reminded committee members that the next budget review for FY 23-24 would be on Tuesday, May 16, 2023 at 4:30 PM.

#### **ADJOURNMENT**

With no further budgets scheduled for review, Commissioner Sherrill made a motion to adjourn. Commissioner Seiber seconded the motion and it carried by voice vote. The meeting adjourned at 6:10 P.M.