

AGENDA

LAWRENCE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

DECEMBER 30, 1993 7:00 P.M.

CALL TO ORDER BY COUNTY CLERK

ROLL CALL

INVOCATION

SPECIAL CALL RESOLUTIONS TO BE ACTED UPON:

1. RESOLUTION # 01123093
Resolution to approve Employee's Manual.
2. RESOLUTION # 02123093
(Lawrence County Library)
Resolution to authorize certain active and retired members of the Tennessee Consolidated Retirement System and the Superseded State Retirement System (Lawrence County Public Library) to receive the five percent (5%) base retirement benefit increase adopted by the Board of Trustees of the Tennessee Consolidated Retirement System pursuant to Tennessee Code Annotated, Section 8-36-124.
3. RESOLUTION # 03123093
(Employee and teacher)
Resolution to authorize certain active members of the Tennessee Consolidated Retirement System and the Superseded State Retirement System to receive the five percent (5%) base retirement benefit increase adopted by the Board of Trustees of the Tennessee Consolidated Retirement System pursuant to Tennessee Code Annotated, Section 8-36-124.
4. RESOLUTION # 04123093
Resolution to approve Capital Outlay Notes, for improvement, acquisitions and reimbursement. Not to exceed \$900,000.00.

ELECTIONS:
Notaries

COUNTY COMMISSION, LAWRENCE COUNTY, TN

KENNETH WEATHERS, COUNTY CLERK

RESOLUTION #	Call to Order	Marty L. Dunkin	MOTION	SECOND	AYE	NAY	PASS	PRESENT	ABSENT
	Roll Call	Kenneth Weathers							
	Invocation	Jim Gabel							
	Pledge to the Flag	Bill Grisham							
14th District	964-2630							X	
BENEFIELD, DELANO	4628 Hwy 43 N. S'Town, TN	38483						X	
16th District	762-3167								
BULE, JIM	508 8th St. L'burg, TN	38464						X	
15th District	762-7938								
BUTLER, JACK	1000 Pine Cr. L'Burg, TN	38464						X	
13th District	762-4391								
CONE, STEVE	205 Parkes Ave. L'Burg, TN	38464						X	
1st District	845-4404								X
FERRELL, CHARLES N.	575 Mt Nebo Rd. Iron City	38463						X	
5th District	852-2899								
GABEL, JIM	P O Box 176 Leoma	38468						X	
6th District	853-6709								
GREEN, ROBERT L.	P O Box 224 Loretto	38469						X	
8th District	762-6640								
GRISHAM, BILL	199 Crawford Ln L'burg	38464						X	
18th District	829-2603								
HILL, STEVE	38 Dry Weakley Ethridge	38456							X
4th District	852-4561								
KEENER, ALAN J	226 Dunn-Leoma Rd. Leoma	38468						X	
11th District	964-3080								
MOORE, TRAVIS	352 Corbin St. S'Town	38483						X	
7th District	762-5501								
MOORE, W. T. (TOMMY)	305 Pond Field Rd. West Point	38486						X	
3rd District	852-2425								
PARROTT, L. C.	52 Williams Hill Rd. Leoma	38468						X	
10th District	762-8007								
PERRY, TIM A.	1136 Ethridge-Redhill Rd Ethridge	38456						X	
12th District	762-6357								
RAY, TOMMY	313 Shirley Dr. L'Burg	38464						X	
9th District	762-2433								
SANDRELL, CARL	79 Bishop Rd. L'Burg	38464						X	
17th District	762-8246								
MILBURN, JAMES D.	430 Frank St L'Burg	38464						X	
2nd District	853-6725								
KOCOM, WAYNE A	148 Rigling Rd Loretto	38469						X	
TOTALS									
Total present Sixteen (16)								16	2
Total absent Two (2)									

Date December 30, 1993

KENNETH WEATHERS, COUNTY CLERK

**RESOLUTION TO ESTABLISH PERSONNEL POLICY
FOR LAWRENCE COUNTY, TENNESSEE**

WHEREAS, Lawrence County recognizes the need to establish uniform minimum personnel policies for all the various departments of County Government, except for employees of the Lawrence County Board of Education, which policies will be subject to such additional policies and rules the various elected officials and department heads may establish that are not in conflict with the policies contained herein; and

WHEREAS, the attached document titled "Personnel and Travel Policy Handbook for Employees of Lawrence County" establishes such minimum personnel policies; and

WHEREAS, it is the intent of Lawrence County Legislative Body to abolish all personnel policies previously enacted by Lawrence County concerning the various employees of any officer holder and/or department, exclusive of employees of the Lawrence County Board of Education.

NOW, THEREFORE, be it resolved by the Lawrence County Legislative Body meeting in special session that this 30th day of December, 1993 that:

1. All personnel policies previously established by Lawrence County Government, exclusive of policies heretofore established for employees of the Lawrence County Board of Education, are hereby abolished;
2. The attached document titled "Personnel and Travel Policy Handbook for Employees of Lawrence County" is hereby adopted as the minimum personnel policies for all the various office and/or department heads of Lawrence County Government, except for employees of the Lawrence County Board of Education, subject to such additional policies or rules as may be established by the various elected officials and/or department heads that are not in conflict with the policies contained in the attached document.
3. This resolution and the policies and the personnel policies contained therein shall take effect January 1, 1994.

PASSED this 30th day of December, 1993.

ATTEST:

MARTY DUNKIN, County Executive

KENNETH WEATHERS, County Clerk

PERSONNEL AND TRAVEL

POLICY HANDBOOK

FOR

EMPLOYEES OF

LAWRENCE COUNTY

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INTRODUCTION

Lawrence County Government recognizes the need for standardization of its personnel policies throughout the various departments of County Government excluding employees of the Lawrence County Board of Education. This policy manual furnishes to county employees information about the policies and procedures of county government. This policy constitutes the minimum standards or "ground rules" which will enable the county to treat all employees equally and fairly. However, individual department heads may establish additional policies in their respective departments.

This manual DOES NOT create any contractual rights in favor of you or Lawrence County and Lawrence County reserves the right to amend, rescind, supplement or otherwise alter in whole or in part any of the policies and procedures of this manual at any time.

DEFINITION OF TERMS

Full Time Employee - Any person scheduled to work thirty (30) or more hours every week of and/or a minimum of 1,560 per calendar year.

Part-time Employee - Any person scheduled to work less than thirty (30) hours per week.

Emergency Medical Personnel - Any employee of Lawrence County Ambulance Service who regularly works a twenty-four (24) hour shift.

Part-time Employee with Regular Work Schedule - An employee who is scheduled to work every week of the year, but works less than thirty (30) hours per week and/or a maximum of 1,560 per year.

EMPLOYMENT-AT-WILL

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, but they shall not be terminated for a discriminatory or illegal purpose.

PERSONNEL FILES

An individualized personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the employer. Employees are also responsible for reporting to the employer any change in the information which they have previously provided.

IMMIGRATION PAPERS

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.

DRESS CODE

All employees are expected to dress in a manner conducive to the performance of their work. Employees who work in a business environment and assisting the general public in business transactions are expected to dress in a manner conducive to good business, with appearance and apparel appropriate to a business environment. Employees who work in an environment of public safety, medical, and food service may be required to wear specific clothing as required by the respective department standard. Other departments may establish dress requirements to insure proper safety and prevention of injury. It will be the responsibility of the employee to inquire from the supervisor as to the dress standard of the job or department. The department head should maintain a posted dress code for specific standards.

CODE OF CONDUCT

Employees are expected to act professionally at all times. The use of vulgar or profane language is not permitted.

FAIR LABOR STANDARDS ACT

A. WORKWEEK

An employee will be paid a regular salary which covers all hours worked up to 40 during each workweek. The workweek will begin at 12:00 a.m. on Monday and end at 11:59 p.m. on Sunday.

B. OVERTIME/COMPENSATORY TIME

- 1) Overtime/Compensatory Time - All employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours worked in excess of 40 hours during the workweek. No overtime or compensatory time will be earned until the employee has worked of the job over 40 hours during the work period, with approval of the employees' supervisor.
- 2) Overtime Rate - Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular pay. For salaried employees, the employee's annual salary divided by 52 weeks determines the weekly salary. The weekly salary is then divided by the number of hours in a normal workweek to determine the regular hourly rate of pay. That rate will then be multiplied by one and one-half to determine the overtime rate of pay. The overtime rate for both hourly and salaried employees applies only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply only to hours worked over 40 and the regular rate will apply to hours worked under 40.
- 3) Compensatory Time - Salaried employees who are required to work in excess of 40 hours per week will receive compensatory time off in lieu of overtime pay. Hourly employees who are required to work in excess of 40 hours per week may elect to receive compensatory time off in lieu of overtime subject to employer approval. 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. An employee cannot accrue more than 240 hours of compensatory time (an exception to this maximum is for the Public Safety officers, who may accrue up to 480 hours of compensatory time). Any employee who has accumulated the maximum hours of compensatory time shall be paid for any additional overtime that is worked.

The use of compensatory time is subject to approval by the employer. Such approval will not be denied unless undue disruption to the office or department will occur. Request for compensatory time shall be in writing, and in advance of taking the compensatory time.

C. RECORDS

Employees shall work set schedules as established by the elected official or department head. Each employee shall sign a schedule showing that particular employee's work schedule. For any day the employee varies from the established work schedule, the employee has the duty to file with the supervisor a signed schedule variance form, which shall show the exact hours worked during the work day, and shall show sick leave, holiday leave, and vacation time taken.

HOLIDAYS

- 1) Observed Holidays - The following holidays will be declared official holidays and employees will be excused from work without charge to leave.

New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday *	

(* Employee's birthday holiday must be taken within 30 days before or after the actual Birthday).

When a holiday falls on Saturday, the Friday prior to the holiday is substituted (exception to this is New Year's Day which will be observed on the following Monday). When a holiday falls on Sunday, the Monday following the holiday is substituted. On the occasions when Christmas Day falls on Monday, The Christmas Eve holiday will be observed on Friday preceding Christmas Day. On those occasions when Christmas falls on Saturday, the Christmas Eve holiday will be observed on the Thursday prior to Christmas Day.

- 2) Special Pay Provisions - Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the employee's regular rate of pay for the hours actually worked during the holiday. The employee may elect to receive compensatory time which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

Note: Emergency Medical Personnel will be paid for all holidays.

- 3) If an employee is not scheduled to be on duty during a holiday then the employee shall elect a regularly schedule work day as that holiday. The day must be taken within 30 days before or after the actual holiday.
- 4) To qualify for holiday compensation the employee must work the regularly scheduled day prior to and after the actual holiday. Scheduled vacation or holiday will qualify as a day worked.

SICK LEAVE

- A. Earning and Accumulating Sick Days. Sick leave shall be considered a benefit and privilege and not a right. Full time employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). 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 or separation, all unused sick leave shall be forfeited.

If an employee is in a paid status for one-half of the month or more, he or she will be credited with one day of sick leave for the month. Otherwise, the employee will not accrue any time for the month.

B. General Sick Leave Rules and Procedures.

- 1) Use of Sick Leave - An employee may use sick leave allowance for absence due to his or her own illness or injury or any immediate family member. For the purposes of sick leave, immediate family shall be defined as spouse, parent, children, and legal dependents.
- 2) Documentation of Sick Leave - Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave for 3 or more consecutive scheduled days or more than twelve (12) days during any three (3) consecutive months will be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the period of absence, and that the employee is again physically able to perform his or her duties.

Note: Emergency Medical Personnel who claim sick leave for more than six (6) days per calendar year will be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the period of absence, and that the employee is again physically able to perform his or her duties.

- 3) Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time of comp time remaining. The employee may request that additional sick leave be credited against the remaining vacation or comp time.

VACATION TIME

- 1) Qualification for Vacation Time - Full time employees (those who work 30 or more hours per week and 1560 hours per year) shall earn paid vacation at a rate provided in the schedule below.

Note: All part-time employees with regular work schedules, hired prior to January 1, 1994, shall receive vacation at a rate equal to the percentage of their regular schedule compared to that of a full-time employee.

Employees shall begin accruing vacation time as of the date of their employment. However, an employee is not eligible to use or receive compensation for vacation time until the employee has completed six months of continuous service at which time 48 hours of vacation time will be available. Part-time employees do not qualify for vacation leave. (NOTE: Ambulance service employees who work 24 hour shifts and are scheduled to work an average of 3,000 hours per year shall accrue vacation at a rate of one and one-half times the following schedule.)

0-5 years of service	8 hours per month
5-10 years of service	10 hours per month
10-or more years of service	12 hours per month

- 2) Accumulation of Vacation Time - Vacation time may be accumulated and carried forward to the next year in an amount not to exceed one-half the employees annual leave. Any days exceeding the maximum accumulation will be lost if not used prior to the end of the current employment year. (NOTE: Emergency ambulance personnel who are required to be replaced on their shift will be paid for the unused portion of their vacation in the last quarter of the calendar year.) The current employment year will be based on the calendar year.

- 3) Use of Vacation Time - Vacation leave may be used only at times approved in advance by employer. Vacation requests will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the employer's decision if this will create a hardship upon the department. If it is determined that it is not possible for both employees to be on vacation at the same time, the request for vacation time will be honored at the discretion of the elected official or department head. No employee may give or loan vacation time to another employee.

(NOTE: The Lawrence County Highway Department may take set vacation at the discretion of the Superintendent of Highways. Traditionally the Highway department has taken up to 6 days at the July 4 holiday and up to 6 days at Christmas holiday. The employees are paid for these vacation days.)

BEREAVEMENT LEAVE

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

JURY AND COURT DUTY

The employer encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- 1) Upon receiving a summons to report for jury duty, the employee shall on the next day s/he is working, show the summons to his or her supervisor.
- 2) The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- 3) The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as witness.
- 4) The employee may retain all compensation or fees received for serving as a juror or as a witness.
- 5) If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee will report back to the employer.
- 6) The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions the employee must take vacation leave, comp time or leave without pay.

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.

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. Maternity leave (a) A female employee who has been employed by the same employer for at least twelve (12) consecutive months as a full-time employee, 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 pregnancy, childbirth and nursing the infant, where applicable (such period to be hereinafter referred to as "maternity leave").

(b)(1) A female employee who gives at least three months' advance notice to her employer of her anticipated date of departure for maternity leave, her length of maternity leave, and her intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of her leave.

(2) A female employee who is prevented from giving three months' advance notice because of a medical emergency which necessitates that maternity leave begin earlier than originally anticipated, shall not forfeit her rights and benefits under this part solely because of her failure to give three months' advance notice.

(c)(1) Maternity leave may be with or without pay at the discretion of the employer. Maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which she was eligible at the date of her leave, and any other benefits or rights of her employment incident to her employment position, provided that the employer need not provide for the cost of any benefits, plans or programs during the period of maternity leave unless such employer so provides for all employees on leave 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 part for failure to reinstate the employee at the end of her maternity leave period.

(3) The purpose of this section is to provide leave time to female employees for pregnancy, childbirth, and nursing the infant, where applicable; therefore, if an employer finds that the female employee has utilized the period of maternity 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 maternity leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of her maternity leave.

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

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

- (1) Affect any bargaining agreement or company policy which provides for greater or additional benefits than those required under this section;
- (2) Require any employer to provide maternity leave to male employees;
- (3) Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or
- (4) Diminish or restrict the rights of teachers to leave for maternity pursuant to title 49, chapter 5, part 7, or to return or reinstatement after leave.

FAMILY AND MEDICAL LEAVE POLICY

I. Purpose.

To provide a family and medical leave policy in compliance with Public Law 103-3, titled Family and Medical Leave Act of 1993.

II. Guidelines.

A) Definitions.

- 1) Eligible employees are those who have been employed for at least 12 months, who have provided at least 1,250 hours of service during the 12 months before leave is requested, and who work at a worksite where at least 50 employees are on the payroll (either at that site or within a 75-mile radius).
- 2) Parent: Mother or Father of an employee, or an adult who had day to day responsibility for caring for the employee during his or her childhood years in place of the natural parents.
- 3) Son or Daughter/Child: Biological, adopted, or foster child, a step child, legal ward, or child of a person standing in loco parentis, who are under the age of 18 years. Children who are 18 years or older qualify, if he or she is incapable of self care because of mental or physical disability.
- 4) Serious Health Condition: An illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider. Examples of serious health conditions include but are not limited to heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, severe arthritis, etc.

B) Leave Provisions.

- 1) An eligible employee may take up to 12 weeks of unpaid leave in a 12 month period for the birth of a child or the placement of a child for adoption or foster care. Under the Tennessee Maternity Leave Act, a female employee may take an additional 4 weeks of unpaid leave if the 3 months advance notice has been complied with. Leave may also be taken to care for a child, spouse, or a parent who has a serious health condition.
- 2) The right to take leave applies equally to male and female employees who are eligible.
- 3) Unpaid leave for the purposes of care for a newborn child or a newly placed adopted or foster care child must be taken before the end of the first 12 months following the date of birth or placement.
- 4) An expectant mother may take unpaid medical leave upon the birth of the child, or prior to the birth of her child for necessary medical care and if her condition renders her unable to work. Similarly for adoption or foster care, leave may be taken upon the placement of the child or leave may begin prior to the placement if absence from work is required for the placement to proceed.
- 5) An employee may take unpaid leave to care for a parent or spouse of any age who, because of a serious mental or physical condition, is in the hospital or other health care facility. An employee may also take leave to care for a spouse or parent of any age who is unable to care for his or her own basic hygiene, nutritional needs, or safety. Examples include a parent or spouse whose daily living activities are impaired by such

conditions as Alzheimer's disease, stroke, or who is recovering from major surgery, or who is in final stages of terminal illness.

- 6) Eligible employees, who are unable to perform the functions of the position held because of a serious health condition, may request up to 12 weeks unpaid leave. The term serious health condition is intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than a few days for treatment or recovery.
- 7) Employees requesting medical leave due to their own illness or injury may use any balance of sick leave, annual leave, floating holidays prior to unpaid leave beginning. The combination of sick leave, annual leave, floating holidays and unpaid leave may not exceed 12 weeks. Employees requesting family leave may use unpaid leave. The combination of annual leave, floating holidays and unpaid leave may not exceed 12 weeks.
- 8) During periods of unpaid leave, an employee will not accrue any additional seniority or similar employment benefits during the leave period.
- 9) If spouses are employed by the same employer and wish to take leave for the care of a new child or a sick parent, their aggregate leave is limited to 12 weeks. For example, if the father takes 8 weeks of leave to care for a child, the mother would be entitled to 4 weeks leave, for a total of 12 weeks of leave.

C) Notification and Scheduling.

- 1) An eligible employee must provide the employer at least 30 days advance notice of the need for leave for birth, adoption or planned medical treatment, when the need for leave is foreseeable. This 30-day advance notice is not required in cases of medical emergency or other unforeseen events, such as premature birth, or sudden changes in a patient's condition that require a change in scheduled medical treatment.
- 2) Parents who are awaiting the adoption of a child and are given little notice of the availability of the child may also be exempt from this 30-day notice.

D) Certification.

- 1) The employer reserves the right to verify an employee's request for family/medical leave.
- 2) If an employee requests leave because of a serious health condition or to care for a family member with a serious health condition, the employer requires that the request be supported by certification issued by the health care provider of the eligible employee or the family member as appropriate. If the employer has reason to question the original certification, the employer may, at the employer's expense, require a second opinion from a different health care provider chosen by the employer. That health care provider may not be employed by the employer on a regular basis. If a resolution of the conflict cannot be obtained by a second opinion, a third opinion may be obtained from another provider and that opinion will be final and binding.

3) This certification must contain the date on which the serious health condition began, its probable duration, and appropriate medical facts within the knowledge of the health care provider regarding the condition. The certification must also state the employee's need to care for the son, daughter, spouse, or parent and must include an estimate of the amount of time that the employee is needed to care for the family member.

4) Medical certifications given will be treated as confidential and privileged information.

5) An employee will be required to report periodically to the employer the status and the intention of the employee to return to work.

6) Employees who have taken unpaid leave under this policy must furnish the employer with a medical certification from the employee's health care provider that the employee is able to resume work before return is granted.

E) Maintenance of Health and COBRA Benefits During Unpaid Leave.

1) The employer will maintain health insurance benefits, paid by the employer for the employee, during periods of unpaid leave without interruption. Any payment for family coverage/s premiums, or other payroll deductible insurance policies, must be paid by the employee or the benefits may not be continued.

2) The employer has the right to recover from the employee all health insurance premiums paid during the unpaid leave period if the employee fails to return to work after leave. Employees who fail to return to work because they are unable to perform the functions of their job because of their own serious health condition or because of the continued necessity of caring for a seriously ill family member may be exempt from the recapture provision.

3) Leave taken under this policy does not constitute a qualifying event that entitles an employee to COBRA insurance coverage. However, the qualifying event triggering COBRA coverage may occur when it becomes clearly known that an employee will not be returning to work, and therefore ceases to be entitled to leave under this policy.

F) Reduced and Intermittent Leave.

1) Leave taken under this policy can be taken intermittently or on a reduced leave schedule when medically necessary as certified by the health care provider. Intermittent or reduced leave schedules for routine care of a new child can be taken only with approval of the employer. The schedule must be mutually agreed upon by the employee and the employer.

2) Employees on intermittent or reduced leave schedules may be temporarily transferred by the employer to an equivalent alternate position that may better accommodate the intermittent or reduced leave schedule.

3) Intermittent or reduced leave may be spread over a period of time longer than 12 weeks, but will not exceed the equivalent of 12 workweeks total leave in a one 12-month period.

G) Restoration.

- 1) Employees who are granted leave under this policy will be reinstated to an equivalent or the same position held prior to the commencement of their leave.
- 2) Certain highly compensated key employees, who are salaried and among the 10% highest paid employees, may be denied restoration. Restoration may be denied if (A) the employer shows that such denial is necessary to prevent substantial and grievous economic injury to the employer's operations, (B) the employer notifies the employee that it intends to deny restoration on such basis at the time the employer determines that such injury would occur, and (C) in any case in which the leave has commenced, the employee elects not to return to work within a reasonable period of time after receiving such notice.

F) The 12-month FLA Period.

The 12-month period during which an employee is entitled to 12 workweeks of FMLA leave is measured forward from the date the employee's first FMLA leave begins. An employee is entitled to 12 weeks of leave during the 12-month period after the leave begins. The next 12-month period will begin the first time the employee request FMLA leave after the completion of the previous 12-month period.

IN-LINE-OF-DUTY INJURY LEAVE

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

LEAVE WITHOUT PAY

Except as provided for otherwise herein, any employee, at the discretion of the employer, may be granted leave without pay for sufficient reason as determined by the employer. During the period of absence, the employee will not accrue vacation, sick leave or other benefits. The absence without pay leave shall not extend for a period in excess of one year.

MILITARY LEAVE

- A. Full-time employees who are members of any military reserve 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 unless the employee is regularly scheduled to work on that weekend. 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 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.

TERMINATION PAY

An employee whose services are being terminated, either voluntarily or involuntarily, shall be paid for all regular earnings which are due and accrued plus all accrued overtime and compensatory time. If the employee has been employed for more than six (6) months, the employee shall be paid for all accrued vacation. The employee will not be compensated for any unused sick leave days. In the event of death, the amount owing to the employee shall be paid to the employee's estate or to the surviving spouse as may be required by law.

PART-TIME EMPLOYEES

A part-time employee designation will be used for those employees whose regular assigned work schedule includes no more than thirty (30) hours per week and one thousand, five hundred and sixty (1,560) per year. The benefits set out in this manual are intended to apply only to full-time employees. These rules and regulations are not intended to establish paid leave of any kind for part-time employees that are hired after December 31, 1993.

DISCRIMINATION STATEMENT

As an equal opportunity employer, employment will be based upon consideration of the qualifications of all employees or applicants for employment. Discrimination based upon an applicant's or employee's race, color, sex, religion, national origin, age or disability will not be tolerated.

SEXUAL HARASSMENT

Unfortunately, sexual harassment of one employee by another employee potentially might occur. All employees of this county should be aware that sexual harassment of any type will not be tolerated. If any employee feels that the employee has been subjected to sexual harassment, the employee should immediately report such treatment to the {Grievance Committee} employer in accordance with the procedures set out in this county's equal employment opportunity policy.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Lawrence County that all persons shall have equal employment opportunities regardless of race, color, national origin, sex, age, religion or disability. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other employment practices shall be prohibited. Harassment of employees in any form and for any reason is prohibited.

The personnel policies of this county shall be administered in such manner as to comply fully with the Civil Rights Act of 1964 as amended and other applicable federal and state laws as set out in this policy.

Any employee or applicant who feels that he or she has not been afforded equal opportunity for any employment action may file a complaint in accordance with the discrimination complaint procedure with an assurance of protection from harassment and retaliation.

I. THE LAW

In our efforts to achieve equal employment opportunity for everyone in the service of the government for Lawrence County, we are guided by the intent and mandates of all applicable laws. Major laws governing employment in the public sector include but are not limited to the following:

A. Federal Laws and Regulations.

1. Civil Rights Act of 1964, Title VII - makes it unlawful for an employer to discriminate as to hiring, firing, promotion, compensation, terms, conditions or privileges of employment on the basis of race, color, religion, sex, or national origin. It also forbids employers to limit, segregate or classify employees in any way that tends to deprive any individual of employment opportunities or adversely affect his or her employment status because of race, color, religion, sex or national origin. This also applies to people in apprenticeship, training and retraining programs. It is also illegal to indicate a preference in advertisements relating to employment.

Major Amendments

- a. Pregnancy Act of 1978 - clarified that women affected by pregnancy and related conditions must be treated the same as other applicants and employees on the basis of their ability or inability to work.
- b. Guidelines on Discrimination Because of Sex (1972 and 1980) - establish specific prohibitions of discrimination based on sex and makes sexual harassment a violation of Title VII.
2. Civil Rights Restoration Acts of 1987 - specifies that entire institutions receiving federal funds, rather than just programs or activities receiving the funds, must comply with Civil Rights laws.
3. Executive Order 11246 (as amended by Executive Order 11375) - imposes on government contractors and subcontractors obligations parallel to those established by Title VII of the Civil Rights Act. This order also prohibits discrimination on the basis of age or physical disability and requires that contractors take affirmative action to ensure equal opportunity.
4. Fourteenth Amendment to the United States Constitution - declares that no State shall make any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property without due process of law; nor shall any state deny persons within its jurisdiction the equal protection of the laws.
5. Equal Pay Act of 1963 (amendment to the Fair Labor Standards Act) - mandates equal pay for equal work regardless of sex. The benchmarks for a job are skill, effort, responsibility and working conditions and the exceptions are applications of seniority or a merit system, a measure of quantity or quality of production or any other factor other than sex.
6. Age Discrimination in Employment Act of 1967 (as amended in 1978) - prohibits age-based employment discrimination against individuals 40 years of age or older.
7. Rehabilitation Acts of 1973 - Section 503 requires employers with federal contracts to take affirmative action or the employment of handicapped people. Section 504 forbids discrimination against handicapped persons by any employers receiving federal financial assistance.
8. Americans with Disabilities Act of 1990, Title I - prohibits covered employers from discriminating against a qualified individual with a disability in all areas of employment.
9. Immigration and Nationality Act (Immigration Reform and Control Act of 1986, as amended) - The IRCA establishes sanctions against employers who knowingly recruit or hire illegal aliens. The law prohibits discrimination against foreign nationals by employers who are not covered by Title VII of the Civil Rights Act.
10. Family and Medical Leave Act of 1993 (FMLA) - FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons.

B. State Laws and Regulations

1. Tennessee Anti-Discrimination Act - forbids job discrimination on the basis of race, creed, color, religion, sex, age or national origin.
2. Tennessee Maternity Leave Law - allows a female employee to take four months leave, paid or unpaid, for pregnancy, childbirth and nursing the infant.
3. Tennessee Handicapped Discrimination Act - prohibits discrimination against handicapped persons.
4. Tennessee Equal Pay Act - prohibits discrimination in the rate of pay because of sex.

II. GUIDELINES ON DISCRIMINATION

Administrators and supervisors with the government of Lawrence County are familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination. Specific guidelines are summarized in this document. Furthermore, harassment of any person in the form of verbal or physical conduct relating to a person's race, sex, religion, national origin or handicap will not be condoned when such conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 2. has the purpose or effect of unreasonably interfering with an individual's work performance;
- or
3. otherwise adversely affects an individual's opportunities associated with employment.

A. Race Discrimination (Civil Rights Act of 1964, Title VII)

It shall be against the policy of Lawrence County to discriminate against an individual in employment matters because of that individual's race.

B. Sexual Discrimination

It is the policy of Lawrence County that there shall be no discrimination against any individual based on sex. This covers all employment actions and conditions of employment and benefits.

1. Job Policies and Practices (Civil Rights Acts of 1964, Title VII and Equal Pay Act of 1963)
 - a. Personnel policies do not discriminate on the basis of sex.
 - b. Employees and applicants of both sexes are equally considered for any positions for which they are qualified.
 - c. Employment opportunities, wages, hours, conditions of employment and benefits are equally offered to all employees regardless of sex.
 - d. Marital status shall not be a factor in any employment opportunity or decision.
 - e. Appropriate physical facilities shall be provided for people of both sexes.
2. Maternity Leave (Pregnancy Acts of 1978 and Tennessee Maternity Leave Law)

Accrued sick leave shall be granted for the time a woman is physically unable to work due to childbirth as documented by her physician. Additional vacation and/or leave without pay may be granted in accordance with State law. The same vacation and/or leave without pay may be granted as paternity of adoption leave.

3. Sexual Harassment (Civil Rights Acts of 1964, Title VII and Guidelines on Discrimination Because of Sex, 1980)

Sexual harassment of any employee is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
- c. such conduct has the purpose of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can take many forms. It is not limited to overt physical acts. Suggestive comments, jokes of a sexual nature, sexually suggestive objects or pictures, obscene gestures, sexually graphic stories, as well as unwanted touching, can all constitute sexual harassment.

Sexual harassment of any employee shall not be tolerated. No employee shall be allowed to sexually harass, either verbally or physically, another employee; nor shall any supervisor allow the harassment of any of his/her employees, either by other employees or by persons not employed by Lawrence County. It shall be the responsibility of managers and supervisors to take all steps necessary to ensure that the provisions of this policy are enforced. Any complaint of harassment will be investigated immediately and corrective and/or disciplinary action taken if the charges are found to be true.

C. Religious Discrimination (Civil Rights Act of 1964, Title VII)

Lawrence County expresses its commitment to prohibit religious discrimination against applicants for employment and employees in all areas of employment and benefits. No distinction based on religion shall apply in employment opportunities, wages, hours of work, other conditions of employment or benefits.

Efforts will be made to accommodate the religious observance and practices of an employee unless such accommodation is unreasonable and would result in an undue hardship on the conduct of business. In making these decisions supervisors will consider such factors as:

1. business necessity,
2. financial costs and expenses, and
3. resulting personnel problems.

D. Age Discrimination (Civil Rights Act of 1964, Title VII and Age Discrimination in Employment Act of 1967, as amended)

The policy of Lawrence County prohibits age-based discrimination against individuals 40 years of age or older. No appointing authority shall be allowed to refuse to hire, to discharge, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of an individual's age. Nor will any employee be segregated or classified in such a manner as to deprive him or her of job opportunities.

Exceptions:

1. There may be differentials in bona fide employee benefit plans.
2. For some areas of work, age may be a bona fide occupational qualification.

E. National Origin Discrimination (Civil Rights Action of 1964, Title VII and EEOC Guidelines effective Dec.29, 1980)

1. Policy

It shall be against the policy of Lawrence County to discriminate because of an individual's or his or her ancestor's place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group. Furthermore, it is against the policy to discriminate for reasons which are grounded in national origin, such as (a) marriage or association with persons of a national origin group; (b) membership in or association with an organization identified with or seeking to promote the interests of national origin groups; an organization identified with or seeking to promote the interests of national origin groups; (c) attendance or participation in schools, churches, temples or mosques generally used by persons of a national origin group; and (d) because an individual's name or spouse's name is associated with a national origin group. There shall be no discrimination based on national origin in any area of employment or condition of employment or in the granting of employment benefits.

2. Citizenship

Lawrence County requires that all employees be United States citizens or legal resident aliens. Specified classifications require U.S. citizenship as a bona fide occupational qualification.

F. Handicap Discrimination (State and Local Fiscal Assistance Act of 1972, Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990)

1. Policy

It is the policy of Lawrence County to assure equal employment opportunity to persons with disabilities on the basis of qualifications and ability to perform the job. There shall be no discrimination in terms of employment opportunities, wages, hours of work or other conditions of employment or benefits.

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 an impairment, or who is regarded as having such an impairment.

2. Application Process

Persons with disabilities are guaranteed the same application process as other applicants. Assistance may be provided when needed, such as the following:

- a. A reader may be provided for completing an application or written examination for qualified applicants who are vision-impaired or functionally illiterate.
- b. Waiver of a driver's license may be requested for qualified disabled applicants who are not allowed to drive.

3. Employment Physical

All new appointees are required to take a physical examination after an offer of employment is made. The physical examination will be conducted at the Lawrence County Health Department at Lawrence County's expense. If a physical limitation is determined which prevents an otherwise qualified

individual from performing the essential functions of the job, the appointee can still retain the position if reasonable accommodation can be made. The possibility of reasonable accommodation shall be determined by the applicant and the employer. Information obtained in the pre-employment physical shall be confidential to the extent allowed by law, except for the following:

- a. Supervisors shall be informed of any restrictions on the duties required for reasonable accommodation.
- b. Safety personnel shall be informed of any possibility of emergency treatment.

4. Reasonable Accommodation.

A department shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with disabilities. The specific accommodations needed shall be determined jointly by the individual and the employer with technical assistance provided by the ADA Coordinator for Lawrence County. Reasonable accommodation may include, but shall not be limited to:

- a. making facilities readily accessible to and usable by persons with disabilities, and
- b. job restructuring, job sharing or modified work schedule, acquisition or modification of equipment or devices and other similar actions.

In determining whether an accommodation would impose an undue hardship on the operation of the department, factors to be considered include:

- a. the overall size of the specific work area or program with respect to the number of employees and budget,
- b. the type of operation, and
- c. the nature and cost of the accommodation needed.

5. Accessibility

Each department is required periodically to survey their programs and physical facilities to determine if they are accessible to persons with disabilities. If structural problems are found, it is the responsibility of Lawrence County to budget for changes. Non-structural problems requiring some form of reasonable accommodation will be addressed on an individual basis. The ADA Coordinator will provide technical assistance in areas of accessibility related to employment.

III. COMPLAINT PROCEDURE

A complaint of discrimination as outlined in the Guidelines on Discrimination, including a complaint of sexual harassment, may be filed according to the steps defined below. A complaint should initially be filed within twenty (20) working days of the occurrence or reasonable knowledge of the alleged discrimination. If it is a continuing problem, the complainant should state when it began and the progression to the time of the complaint. A complaint may be filed by a current employee or by an applicant, and by an individual or a group of people. Any complainant shall have the right to choose one representative to be with him or her at all stages of the complaint procedure. Confidentiality will be maintained during the complaint procedure, to the degree allowed by law. Reprisal or retaliation against the complainant or witnesses participating in the investigation is prohibited and is grounds for disciplinary action.

A. Although individuals are encouraged to try to settle problems on an informal basis, any employee or applicant who feels that he or she has been subjected to discrimination may file a complaint with his or her supervisor. The supervisor shall try to remedy any actual or perceived problem without the necessity of additional formal procedures. The supervisor shall inform the complainant of his or her decision within five (5) working days. If the complaint is not resolved at this level, the complainant may

proceed to Step B as long as the complainant does so within ten (10) working days of receiving the supervisor's decision. If the supervisor is the offending party, or if the employee feels that the supervisor will not or cannot objectively handle the complaint, the employee should file the complaint in accordance with Step B.

B. A complaint of discrimination may be filed, in writing, with the department head or his or her designee. (If the department head is the alleged offending party, the individual should file the complaint with the any member of the Grievance Committee for Lawrence County as set out in Step C). The department head or designee, after thorough investigation, should take the necessary steps to correct any problem found to exist. Such correction may include disciplinary action against an offending employee, especially if the charge involves harassment. The departmental investigation shall be completed within twenty (20) working days following the conclusion of the investigation. If the department head feels that the charges warrant a third party investigation, or if the charges involve rules or policies which are beyond his or her scope of authority, the department head may refer the complaint to Step C.

C. If the individual feels that the complaint has not been remedied by the department head, the complainant should file a written complaint with a member of the Grievance Committee for Lawrence County. The written complaint should be filed within ten (10) working days from the date of the letter sent by the department head as set out in Step B. Upon receipt of a written complaint or referral by a department head, the Grievance Committee will conduct an investigation within twenty (20) working days, with an extension of up to twenty (20) additional working days if needed. The Grievance Committee will make a full report to the complainant and the department head which shall include findings as to the truth of the allegations of discrimination. As a result of the investigation and the findings of the Grievance Committee, the department head shall then review his or her previous decision to determine if the appropriate action was taken. Within ten (10) working days after receipt of the final report, the department head shall send a written notice to the complaining party of action being taken.

Lawrence County Government recognizes that allegations of discrimination are difficult and often embarrassing for all parties involved. Efforts should be made by employees and management to deal with such allegations in a professional and responsible manner.

IV. GRIEVANCE COMMITTEE

For the purposes set forth in this section regarding complaints of discrimination, there is hereby established a Grievance Committee to be appointed by the County Executive. Members of the Grievance Committee shall serve for terms of one (1) year or until their successor is appointed. Members are eligible to serve more than one (1) term.

The Grievance Committee shall consist of nine (9) members, no more than five (5) of whom shall be male or female.

The members of the Grievance Committee shall be employees of Lawrence County Government and shall be selected based upon the following representations:

- A. Two (2) members of the Lawrence County Legislative Body .
- B. 1 - Elected Official (County Executive, County Clerk, Circuit Court Clerk, Trustee, Register of Deeds, Assessor of Property, Sheriff, Highway Superintendent).
- C. 1 - Chief Deputy Clerk from the office of either of the County Clerk, Circuit Court Clerk, Trustee, Register of Deeds, Assessor of Property, Clerk & Master, Sheriff, or Supervisor from Ambulance Service, or office of Accounts and Budgets.

D. 1 - Non-supervisory employee from each of the following departments: Courthouse offices, Ambulance Service, Sheriff's Department, Highway Department.

E. 1 - Employee in a supervisory position from Courthouse offices or Ambulance Service or Sheriff's Department or Highway Department.

Upon the appointment of the members of the Grievance Committee, the County Executive shall cause the committee to meet, elect a chairman, and such other officers as the committee may deem necessary.

DRUG-FREE WORKPLACE

It is the policy of Lawrence County to provide a safe and healthful environment for its employees. Therefore, the following are strictly prohibited during working hours, while on Lawrence County property, or while on Lawrence County business:

- (1) being under the influence of illegal drugs or alcohol;
- (2) the sale, possession, transfer or purchase of illegal drugs; or
- (3) the possession or consumption of alcoholic beverages.

Any employee whose off-duty substance abuse results in on-the-job impairment (including but not limited to excess absenteeism or tardiness, carelessness or disregard for safety, or poor work), or who commits an unlawful act or whose conduct discredits Lawrence County in any way is in violation of this policy.

The foregoing constitutes the policy of Lawrence County on substance abuse. Violation of this policy is grounds for disciplinary action, up to and including immediate termination from employment. Lawrence County may take all appropriate actions against violators, which may include referral for legal prosecution or requiring the employee to satisfactorily complete an approved drug use/alcohol abuse assistance or rehabilitation program.

Aside from Lawrence County policy considerations, the use of illegal drugs and/or the abuse of alcohol may be harmful to your health. Some of the health risks are listed below:

Alcohol Abuse Health Risks

Liver damage-cirrhosis, alcoholic hepatitis
Heart disease-enlarged heart, congestive heart failure
Ulcers and gastritis
Malnutrition
Cancer-mouth, esophagus, stomach, liver
Brain damage-memory loss, hallucinations, psychosis
Damage to fetus if pregnant mother drinks
Death-50% if fatal auto accidents involve alcohol and 31% of suicides are alcoholics

Drug Use Health Risks

Overdose-psychosis, convulsions, coma, death
Long-term use-organ damage, mental illness, malnutrition, death
Casual use-heart attack, stroke, brain damage, death
Needles-infections, hepatitis, AIDS, death
If a pregnant mother uses drugs, her baby can be born addicted or dead

Employees needing treatment information should call the Lawrence County Health Department.

COBRA

An individual covered by the employee health plan has the right to seek continued health coverage upon the occurrence of certain events, such as termination of employment, which might affect that individual's coverage. The employee or covered individual should consult the health care plan administrator.

AMENDMENT OF RULES

It is the responsibility of all employees to carry out and comply with the rules and regulations contained in this manual. The employee should be aware that these rules and regulations are subject to periodic review and change by the employer. Before relying upon the provisions set out herein, it is the employee's responsibility to check with the employer to see if any changes have occurred.

TRAVEL POLICY

I. Introduction.

As a Lawrence County Government employee, you may be required to travel in order to fulfill your employment duties. This policy has been designed as a guide to help you become familiar with the county's policies and procedures for employment related travel.

Since you are not expected to incur personal expenses while traveling on business for the county, you will be reimbursed for authorized travel expenses. "Authorized Travel" simply means that the employee has filed the proper Travel Authorization Form and is entitled to reimbursement of travel expenses subject to certain limitations detailed in County Fiscal Policy. (Note: County Fiscal Policy on travel has been reproduced in Section II of these guidelines). The limitations detailed in County Fiscal Policy are monetary amounts established to be consistent with either the State of Tennessee or Federal Internal Revenue Service established guidelines.

II. Obtaining Official Travel Status.

To obtain official travel status on approved County Travel Authorization Form (F-1) is required for all employees traveling on county business. Also, the original must be submitted with the Travel Expense Reimbursement Form (F-2).

The F-1 provides the evidence that the authorized travel expenses will be reimbursed from county funds. In addition, the form provides official travel status for the various insurance coverages, such as worker's compensation, which are provided county employees. Accordingly, the F-1 must be completed before the actual travel.

County employees whose jobs require frequent travel may complete a blanket authorization each fiscal year, thus eliminating the need to complete an F-1 each time travel is involved.

An approved Travel Authorization Form contains the approval signature of the appropriate department head.

III. Receipts Required for Reimbursement of Travel Expenses.

Receipts for all expenditures in excess of \$3.50 must be retained by employees and submitted with their Reimbursement Form (F-2) Receipt requirements do not apply to taxi fares, tolls, or meals within the allowance. In lieu of receipts for taxi fares and tolls expenditures should be itemized and listed separately on the F-2. County employees must save airline passenger ticket coupons, hotel/motel receipts, and any other receipts for expenditures greater than \$3.50 (including parking fees) in order to support requests for reimbursement.

IV. Reimbursement for Transportation.

County employees generally use airplanes and/or automobiles for employment-related travel. The forms of transportation reimbursement which employees may request are summarized below:

V. Personally-owned Automobiles.

County employees using their personal automobiles for official travel will be reimbursed at the current IRS approved per mile rates. Employees must substantiate the number of miles driving by using one of two methods; first, actual odometer readings indicating beginning and ending miles can be shown on the F-2 with the odometer reading difference multiplied by the current per mile rate; second method, which is typically used when the trip is conducted via an indirect route, is to use the mileage indicated by a Rand-McNally atlas mileage table multiplied by the current per-mile rate.

VI. Rental Automobiles.

County employees needing ground transportation at their destination may elect to use rental automobiles or taxis. While no separate receipt is required for taxi fares, each fare and destination should be separately identified on the Reimbursement Request Form (F-2) similar procedures apply for limousine and bus service.

Should employees find it necessary to rent automobiles at their destinations, actual rental charges will be reimbursed. Employees should decline the collision damage waiver insurance provided through rental agencies as this coverage is similar to other benefits provided by the county to its employees. Moreover, personal accident insurance provided by the rental agencies is considered a personal expense and is not reimbursable by the county.

VII. Reimbursement for Lodging.

The cost of staying at a hotel or motel is reimbursable subject to limitations whenever overnight travel is involved. The lodging reimbursement will be based upon current IRS allowable per diem lodging rates. Many hotel/motels will accommodate county employees at the "state employee rate" if the employee asks for the discount.

Employees staying at an officially designated conference hotel/motel will be reimbursed for actual costs even if the rates exceed the previously noted limitation. In such cases the individual must document on the travel authorization (F-1) that the hotel/motel was designated as the official conference headquarters. When an accommodation is shared with an individual other than a county employee, the actual cost may be allowed if it does not exceed the maximum amount provided in the travel regulations.

VIII. Reimbursement for Meals.

The per diem meal allowances are based on current IRS rates. As previously noted, no receipts are required for claiming meals within the limitations. Whenever the limitations are exceeded because of the cost of an official conference banquet, the excess will be allowed provided a receipt or proper explanation for the banquet charge is submitted with the reimbursement request.

Breakfast may be claimed for reimbursement if the travel departure time is before 7:00 a.m. or the return time is after 8:00 a.m. Likewise, lunch may be claimed if the departure time is before 11:00 a.m. or the return time after 1:30 p.m. Dinner meals will be reimbursed when travel originates before 5:00 p.m. or is completed after 6:30 p.m. or if overnight travel is involved.

IX. Conference Registration Fees.

County employees are frequently required to pre-register for conferences and workshops. The county will cover the cost of registration fees upon receipt of a properly completed registration form and providing the conference is relevant to the employees duties with the county.

X. Telephone Calls.

Expenses incurred as the result of business related long distant telephone calls will be reimbursed provided the Reimbursement Request Form (F-2) details the name and location of party called, the date and nature of business.

XI. Use of Private Automobiles for Local Travel.

- (a) General Policy and Mileage Rates.

When frequent use of privately owned vehicle for official travel in the surrounding area of the employee's official station is required, the employee may be reimbursed at the current per mile rate. For

the purpose of this policy, local travel shall be defined as travel within a twenty-five (25) mile radius of the official station.

A properly executed travel authorization is required for reimbursement of local travel.

(b) Documentation for Local Mileage Claimed.

Requests for reimbursement must be submitted on the reimbursement for (F-2) using a daily log including the origin and destination of each trip, odometer mileage, and the purpose of the trip as support maintained. The (F-2) form must be approved by the appropriate department head before reimbursement is made. Reimbursement request should be submitted no more frequently than once a month. At the end of the fiscal year, such reimbursement request must be submitted by June 30.

XI. Travel Cash Advances.

(a) General Policy.

Cash advances may be obtained under certain circumstances where county travel would impose a financial burden on the people involved.

(b) Procedure for Obtaining Cash Advances.

A written request signed by the appropriate department head must be received prior to the advance being issued. The original completed travel authorization form (F-1) must accompany the request.

(c) Reimbursement of Travel Cash Advance.

All travel cash advances must be repaid within thirty (30) days after completion of the travel for which each advance was obtained. If a cash advance is not repaid within thirty (30) days, a deduction may be made from the employees payroll check. Any person from whom two (2) payroll deductions are made will forfeit future travel cash advance privileges.

XII. Conclusion.

This travel policy can only be amended by official resolution of the Lawrence County Commission. This policy shall be reviewed from time to time for possible revision.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

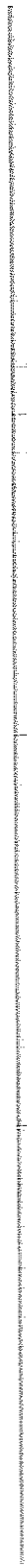
As indicated by my signature below, I hereby acknowledge receipt of a copy of the Employee Handbook.

I further acknowledge that:

- (1) I will read the Handbook and any questions which I have will be addressed to my employer or I will seek the assistance of my personal attorney if I do not understand any of the rules and regulations; and
- (2) I understand that my employment will be subject to the provisions contained in this Handbook along with any subsequent changes or amendments.

Employee's Signature

Date



COUNTY COMMISSION, LAWRENCE COUNTY, TN
KENNETH WEATHERS, COUNTY CLERK

RESOLUTION #	MOTION	AYE	NAY	PASS	PRESENT	ABSENT
01123093	Motion to amend. able this resolution until Regular January Session in order or the Commissioners to have time to read and study the annual.					
4th District 964-2430						
ENEFIELD, DELANO 4628 Hwy 43 N. S'Town, TN 38483		X				
6th District 762-3167			X			
WIE, JIM 508 8th St. L'burg, TN 38464						
5th District 762-7938		X				
UTLER, JACK 1000 Pine Cr. L'Burg, TN 38464						
3th District 762-4391						
ONE, STEVE 205 Parkes Ave. L'Burg, TN 38464						X
st District 845-4404		X				
ERRELL, CHARLES N. 575 Mt Nebo Rd. Iron City 38463		X				
th District 852-2899		X				
ABEL, JIM P O Box 176 Leoma 38468		X				
th District 853-6709		X				
REEN, ROBERT L. P O Box 224 Loretto 38469		X				
th District 762-6640	X	X				
RISHAM, BILL 199 Crawford Ln L'burg 38464		X				
8th District 829-2603						
ILL, STEVE 38 Dry Weakley Ethridge 38456						X
th District 852-4561		X				
EENER, ALAN J 226 Dunn-Leoma Rd. Leoma 38468		X				
1th District 964-3080		X				
COORE, TRAVIS 352 Corbin St. S'Town 38483		X				
th District 762-5501		X				
COORE, W. T.(TOMMY) 305 Pond Field Rd. West Point 38486		X				
rd District 852-2425		X				
ARROTT, L. C. 52 Williams Hill Rd. Leoma 38468		X				
0th District 762-8007		X				
ERRY, TIM A. 1136 Ethridge-Redhill Rd Ethridge 38456		X				
2th District 762-6357						
AY, TOMMY 313 Shirley Dr. L'Burg 38464			X			
th District 762-2433						
ANDRELL, CARL 79 Bishop Rd. L'Burg 38464		X				
7th District 762-8246		X				
ILLBURN, JAMES D. 430 Frank St L'Burg 38464		X				
nd District 853-6725		X				
OCOM, WAYNE A 148 Rigling Rd Loretto 38469		X				
TOTALS		14	1	1	2	
Total voting aye Fourteen (14)						
Total voting nay One (1)						
Total voting voting to pass One (1)						
Total Absent Two (2)						
Total Eighteen (18)						

RESOLUTION # 02123093
5% Benefit Improvement

A RESOLUTION to authorize certain active and retired members of the Tennessee Consolidated Retirement System and the Superseded State Retirement System to receive the five percent (5%) base retirement benefit increase adopted by the Board of Trustees of the Tennessee Consolidated Retirement System pursuant to Tennessee Code Annotated, Section 8-36-124.

WHEREAS, Tennessee Code Annotated, Section 8-36-124 authorized the Board of Trustees of the Tennessee Consolidated Retirement System to increase the base retirement benefit of certain active and retired state employees and teachers; and

WHEREAS, the Board of Trustees of the Retirement System adopted a five percent (5%) base retirement benefit increase to be effective for said state employees and teachers on January 1, 1994; and

WHEREAS, the governing body of any employer participating in the Tennessee Consolidated Retirement System pursuant to Tennessee Code Annotated, Title 8, Chapter 35, Part 2 may pass a resolution authorizing the five percent (5%) base retirement benefit increase for its active and retired employees who are receiving or will receive a retirement benefit as a member in any of the following groups and systems: Group 1 of the Tennessee Consolidated Retirement System; Group 2 of the Tennessee Consolidated Retirement System, or the Superseded State Retirement System; and

WHEREAS, the total liability for authorizing such increase for eligible retired and active employees of LAWRENCE COUNTY PUBLIC LIBRARY is \$6,207.

NOW, THEREFORE, BE IT RESOLVED, that having reviewed the liability associated with granting such an increase, the Lawrence County Board of Commissioners of LAWRENCE COUNTY PUBLIC LIBRARY, Tennessee hereby authorizes its active and retired employees who are members in the groups and systems referenced above to receive the five percent (5%) base retirement benefit increase authorized by the Board of Trustees of the Tennessee Consolidated Retirement System effective the first business day of the month following the Retirement System's receipt of the resolution; and hereby accepts the liability therefor.

STATE OF TENNESSEE

COUNTY OF LAWRENCE

I, Kenneth Weathers, clerk of the Lawrence County Board of Commissioners of LAWRENCE COUNTY PUBLIC LIBRARY, Tennessee do hereby certify that this is a true and exact copy of the foregoing resolution that was approved and adopted at a meeting held on the 30 day of Dec., 1993 the original of which is on file in this office. I further certify that _____ members voted in favor of the resolution and that _____ members were present and voting.

IN WITNESS THEREOF, I have hereunto set my hand, and the seal of the LAWRENCE COUNTY PUBLIC LIBRARY.

As Clerk of the Board as aforesaid

COUNTY COMMISSION, LAWRENCE COUNTY, TN

KENNETH WEATHERS, COUNTY CLERK

MOTION	SECOND	AYE	NAY	PASS	PRESENT	ABSENT
RESOLUTION # 02123093 (Lawrence County Library) to authorize certain active and retired member to TCRS and SSRS to receive the 5% base retirement benefit increase adopted by the Board of Trustees of the TCRS pursuant to TCA Section 8-36-124						
14th District 964-2430						
BENEFIELD, DELANO 4628 Hwy 43 N. S'Town, TN 38483		X				
16th District 762-3167						
BUJE, JIM 508 8th St. L'burg, TN 38464		X				
15th District 762-7938						
BUTLER, JACK 1000 Pine Cr. L'Burg, TN 38464		X				
13th District 762-4391						
CONE, STEVE 205 Parkes Ave. L'Burg, TN 38464						X
1st District 845-4404						
FERRELL, CHARLES N. 575 Mt Nebo Rd. Iron City 38463		X				
5th District 852-2899						
GABEL, JIM P O Box 176 Leoma 38468		X				
6th District 853-6709						
GREEN, ROBERT L. P O Box 224 Loretto 38469		X				
8th District 762-6640						
GRISHAM, BILL 199 Crawford Ln L'burg 38464		X				
18th District 829-2603						
HILL, STEVE 38 Dry Weakley Ethridge 38456						X
4th District 852-4561						
KEENER, ALAN J 226 Dunn-Leoma Rd. Leoma 38468		X				
11th District 964-3080						
MOORE, TRAVIS 352 Corbin St. S'Town 38483		X				
7th District 762-5501						
MOORE, W. T. (TOMMY) 305 Fond Field Rd. West Point 38486		X				
3rd District 852-2425						
PARROTT, L. C. 52 Williams Hill Rd. Leoma 38468		X				
10th District 762-8007						
PERRY, TIM A. 1136 Ethridge-Redhill Rd Ethridge 38456		X				
12th District 762-6357						
RAY, TOMMY 313 Shirley Dr. L'Burg 38464		X				
9th District 762-2433						
SANDRELL, CARL 79 Bishop Rd. L'Burg 38464		X				
17th District 762-8276						
VILBURN, JAMES D. 430 Frank St L'Burg 38464		X				
2nd District 853-6725						
COCON, WAYNE A 148 Rigling Rd Loretto 38469		X				
TOTALS		16			2	
Total voting aye Sixteen (16)						
Total absent Two (2)						
Total Eighteen (18)						

ate December 30, 1993

KENNETH WEATHERS, COUNTY CLERK

COUNTY COMMISSION, LAWRENCE COUNTY, TN
KENNETH WEATHERS, COUNTY CLERK

RESOLUTION #03123093

(Employee and Teacher) to authorize certain active members of TCRS and the SSRS to receive the 5% base retirement benefit increase adopted by the Board of Trustees of the TCA Section 8-36-124

	MOTION	SECOND	AYE	NAY	PASS	PRESENT	ABSENT
4th District 964-2430							
ENEFIELD, DELANO 4628 Hwy 43 N. S'Town, TN 38483			X				
6th District 762-3167							
UIE, JIM 508 8th St. L'burg, TN 38464			X				
5th District 762-7938							
UTLER, JACK 1000 Pine Cr. L'Burg, TN 38464			X				
3th District 762-4391							
ONE, STEVE 205 Parkes Ave. L'Burg, TN 38464							X
st District 845-4404							
ERRELL, CHARLES N. 575 Mt Nebo Rd. Iron City 38463			X				
th District 852-2899							
ABEL, JIM P O Box 176 Leoma 38468			X				
th District 853-6709							
REEN, ROBERT L. P O Box 224 Loretto 38469			X				
th District 762-6640							
RISHAN, BILL 199 Crawford Ln L'burg 38464			X				
8th District 829-2603							
ILL, STEVE 38 Dry Weakley Ethridge 38456							X
th District 852-4561							
EENER, ALAN J 226 Dunn-Leoma Rd. Leoma 38468			X				
th District 964-3080							
CORE, TRAVIS 352 Corbin St. S'Town 38483			X				
th District 762-5501							
CORE, W. T. (TOMMY) 305 Pond Field Rd. West Point 38486			X				
rd District 852-2425							
ARROTT, L. C. 52 Williams Hill Rd. Leoma 38468			X				
th District 762-8007							
ERRY, TIM A. 1136 Ethridge-Redhill Rd Ethridge 38456			X				
2th District 762-6357							
AY, TOMMY 313 Shirley Dr. L'Burg 38464	X		X				
th District 762-2433							
ANDRELL, CARL 79 Bishop Rd. L'Burg 38464			X				
7th District 762-8246							
LLBURN, JAMES D. 430 Frank St L'Burg 38464			X				
rd District 853-6725							
COM, WAYNE A 148 RigLing Rd Loretto 38469		X	X				
TOTALS			16				2
Total voting aye Sixteen (16)							
Total absent Two (2)							
Total Eighteen (18)							

ite December 30, 1993

KENNETH WEATHERS, COUNTY CLERK

LAWRENCE COUNTY COMMISSION
SPECIAL SESSION
DECEMBER 30, 1993

Information regarding the issue of capital outlay notes.

Purchase of equipment for the Highway Dept.	\$ 200,000.00
Skills Center remodeling	61,000.00
21rst Century Classroom	70,000.00
Refund Debt Service for previous obligations:	
High school restoration	196,274.07
Property acquisition	173,170.00
Low Water Bridges	25,000.00
Equipment Purchases	81,555.93
Computers & remodeling	75,000.00
Network Learning Center	15,000.00
Note issue costs (estimate)	3,000.00
	<u>\$ 900,000.00</u>

December 30, 1993

The Board of County Commissioners of Lawrence County, Tennessee, met in regular session at the Courthouse in Lawrenceburg, Tennessee at 7:00p.m. on December 30, 1993. There were present Marty Dunkin, Chairman and County Executive, Kenneth Weathers, County Clerk, and the following Commissioners, to wit: DeLano Benefield, Jim Buie, Jack Butler, Charles N. Ferrell, Jim Gabel, Robert L. Green, Bill Grisham, Alan J. Keener, Travis Moore, W. T. Moore, L. C. Parrott, Tim A. Perry, Tommy Ray, Carl Sandrell, ~~Agent~~ D. Wilburn, Wayne A. Yocom.

Steve Hill, Steve Cone

A quorum being present, the Chairman called the meeting to order and thereupon the following proceedings were had, to wit:

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$900,000 INTEREST BEARING CAPITAL OUTLAY NOTES OF LAWRENCE COUNTY, TENNESSEE, PROVIDING THE DETAILS THEREOF, AUTHORIZING THE SALE THEREOF, AND PROVIDING FOR THE PAYMENT OF PRINCIPAL THEREOF AND INTEREST THEREON.

WHEREAS, it is now necessary that Lawrence County, Tennessee (the "County") obtain funds in the amount not to exceed \$900,000 for the purpose of financing the acquisition of certain equipment for the highway department; the construction, renovation and equipping of certain County properties including, but not limited to, schools; the construction of certain road and highway projects; the acquisition of property for County purposes; and for the reimbursement to the County's funds of certain monies previously spent on approved County projects; and

WHEREAS, the County is authorized by Title 9, Chapter 21, Tennessee Code Annotated, to issue bonds for the above-named projects; and

WHEREAS, by Title 9, Chapter 21, Tennessee Code Annotated, and more particularly Parts 1, 4 and 6 thereof, counties are authorized, after approval by the State Director of Local Finance, to issue and sell interest-bearing capital outlay notes for all purposes for which bonds can be issued by counties for public works projects as defined in Title 9, Chapter 21, Tennessee Code Annotated;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LAWRENCE COUNTY, TENNESSEE AS FOLLOWS:

Section 1. Definitions. For all purposes of this Resolution, except as otherwise expressly provided or unless the context otherwise requires, the terms defined in this Section shall have the meanings set forth below, and shall include the plural as well as the singular.

"Act" shall mean Title 9, Chapter 21, Tennessee Code Annotated, and more particularly parts 1, 4, and 6 thereof.

"Capital Outlay Notes" or "Notes" shall mean one or more of the Capital Outlay Notes, Series 1994 authorized to be issued by the terms of this Resolution.

"Code" shall mean the Internal Revenue Code of 1986.

"County" shall mean Lawrence County, Tennessee.

"Governing Body" shall mean the Board of County Commissioners of the County, acting as the county legislative body of the County, or such other council, board, commission or body, by whatever name known, which shall succeed to its power.

Section 2. Authority. The notes herein authorized shall be issued pursuant to Section 9-21-601 to 9-21-610, inclusive of Tennessee code Annotated, as amended, and other applicable provisions of law.

Section 3. Authorization and Terms of Notes. For the purpose of financing the acquisition of certain equipment for the highway department; the construction, renovation and equipping of certain County properties including, but not limited to, schools; the construction of certain road and highway projects; the acquisition of property for County purposes; and for the reimbursement to the County's funds of certain monies previously spent on approved County projects and paying the expenses for the issuance of the notes there shall be issued the capital outlay notes of said county in the principal amount of not exceeding \$900,000. Said notes shall be designated "Capital Outlay Notes, Series 1994". Each Note shall be dated as of the date of its issuance and delivery, or such earlier date as may be agreed upon by the County Executive and the purchaser or purchasers of such Notes, shall be numbered serially, beginning with the number one and shall mature on the anniversary of their date in the principal amount as follows:

<u>Amount</u>	<u>Year Following Date of Issuance</u>
\$290,000	1
300,000	2
310,000	3

The maximum term of the Notes, as set forth above, does not exceed the reasonably expected economic life of the project being financed with the proceeds of the Notes, which is not less than three (3) years.

Section 4. Interest; Payment Provisions. The Notes shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, at such rate or rates as may be agreed upon by the County Executive and the purchaser of the Notes, but not to exceed the statutory limit allowed by the laws of Tennessee (computed upon the basis of a 360-day year of twelve 30-day months), being payable semi-annually or annually (as may be agreed upon between the County and the original purchasers of said Notes) from the date of the Notes until the principal amount shall have been fully paid. Interest on each Note shall be paid by check or warrant of the County to the person in whose name such Note is registered at the close of business on the 15th day next preceding the interest payment date. The principal of and premium (if any) on the Notes shall be payable in lawful money of the United States of America at the office of the County Trustee of the County at the County Courthouse in Lawrenceburg, Tennessee.

Section 5. Note Registrar. The County Executive is hereby designated as the Note Registrar unless a successor is designated hereunder.

Section 6. Executive; Authentication. The Notes shall be executed on behalf of the County with the manual or facsimile signature of its County Executive and attested with the manual or facsimile signature of its County Clerk and shall have impressed or imprinted thereon the corporate seal of the County or a facsimile thereof. In case any officer whose signature shall appear on any Note shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Notes shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Note Registrar as authenticating agent of the County and showing the date of authentication. No Note shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been fully executed by the Note Registrar by manual signature, and such certificate of authentication upon any such Note shall be conclusive evidence that such Note has been authenticated and delivered under this

Resolution. The certificate of authentication on any Note shall be deemed to have been executed by the Note Registrar if signed by an authorized officer of the Note Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Notes issued hereunder.

Section 7. Registration of Notes: Persons Treated as Owners. The County shall cause books (the "Note Register") for the registration and for the transfer of the Notes as provided in this Resolution to be kept at the office of the Note Registrar, which is hereby constituted and appointed the registrar of the County. Upon surrender for transfer of any Note at the office of the Note Registrar duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Note Registrar duly executed by, the registered owner or his attorney duly authorized in writing, the County shall execute and the Note Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Note or Notes of the same maturity or authorized denominations, for a like aggregate principal amount. Any fully registered Note or Notes may be exchanged at said office of the Note Registrar for a like aggregate principal amount of Note or Notes of the same maturity of other authorized denominations. The execution by the County of any fully registered Note shall constitute full and due authorization of such Note and the Note Registrar shall thereby be authorized to authenticate, date and deliver such Note. The Note Registrar shall not be required to transfer or exchange any Note during the period of fifteen days next preceding any interest payment date on such Note, nor to transfer or exchange any Note after notice calling such Note for redemption has been mailed nor during the period of fifteen days next preceding mailing of a notice of redemption of any Notes.

The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of, premium (if any) or interest on any Note shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Notes, but the County or the

Note Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Notes except in the case of issuance of a Note or Notes for the unredeemed portion of a Note surrendered for redemption.

Section 8. Redemption. The Notes shall be subject to redemption prior to maturity six months from the date thereof and any time thereafter at the option of the County as a whole, or in part in integral multiples of \$5000 in inverse order of their maturity (less than all of the Notes of a single maturity to be selected by the Note Registrar) at the principal amount thereof and accrued interest to the date of redemption; provided, that with the consent of the original purchaser of any Note, the County Executive may determine at the time of sale thereof that such Note shall not be subject to redemption or may determine an alternative redemption date other than that specified above.

The Notes shall be redeemed only in the principal amount of \$5000 each and integral multiples thereof. The County shall, at least 45 days prior to the redemption date (unless a shorter notice shall be satisfactory to the Note Registrar) notify the Note Registrar of such redemption date and of the principal amount of Notes to be redeemed. For purposes of any redemption of less than all of the outstanding Notes of a single maturity, the particular Notes or portions of Notes to be redeemed shall be selected not more than 60 days prior to the redemption date by the Note Registrar from the outstanding Notes of the longest maturity then outstanding by such method as the Note Registrar shall deem fair and appropriate, and which may provide for the selection for redemption of Notes or portions of any Note in principal amounts of \$5000 and integral multiples thereof. The Note Registrar shall promptly notify the County in writing of the Notes or portions of Notes selected for redemption and, in the case of any Note selected for partial redemption, the principal amount thereof to be redeemed.

Section 9. Redemption Procedure. Unless waived by any holder of Notes to be redeemed, notice of the call for any such redemption shall be given by the Note Registrar on behalf of the County by mailing the redemption notice by first class mail at least thirty days and not more than sixty days prior to the date fixed for redemption to the registered owner of the Note or Notes to be redeemed at the

address shown on the Note Registrar or at such other address as is furnished in writing by such registered owner to the Note Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Notes are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Notes to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Note or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date, and
- (5) the place where such Notes are to be surrendered for payment of the redemption price, which place of payment shall be the office of the Note Registrar.

Prior to any redemption date, the County shall deposit with the Note Registrar an amount of money sufficient to pay the redemption price of all the Notes or portions of Notes which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, the Notes or portions of Notes so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the County shall default in the payment of the redemption price) such Notes or portions of Notes shall cease to bear interest. Upon surrender of such Notes for redemption in accordance with said notice, such Notes shall be paid by the Note Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Note, there shall be prepared for the registered owner a new Note or Notes of the same maturity in the amount of the unpaid principal. All Notes which have been redeemed shall be canceled and destroyed by the Note Registrar and shall not be reissued.

Section 10. Form of Notes. The Notes, the certificate of authentication to be endorsed thereon and the form of assignment are all to be in substantially the following forms with necessary and appropriate variations, omissions and insertions as permitted or required by this Resolution:

UNITED STATES OF AMERICA
STATE OF TENNESSEE
COUNTY OF LAWRENCE
CAPITAL OUTLAY NOTE
SERIES 1994

No. _____

Rate of Interest

Maturity

Registered Owner

Principal Amount

KNOW ALL MEN BY THESE PRESENTS: That Lawrence County, Tennessee (the "County") organized and existing under the laws of the State of Tennessee, hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner hereinabove identified, or registered assigns as hereinafter provided, on the Maturity Date hereinabove identified, the Principal Amount hereinabove identified and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such principal amount from the date of this Note or from the most recent interest payment date to which interest has been paid at the Rate of Interest per annum hereinabove set forth on _____ and _____ of each year commencing _____, 19__ until said principal sum is paid, except as the provisions hereinafter set forth with respect to redemption prior to maturity may be and become applicable hereto.

Both principal of and premium (if any) on this Note are payable in lawful money of the United State of America at the office of the County Trustee of the County in Lawrenceburg, Tennessee as paying agent. Payment of each installment of interest shall be made by the County to the registered owner hereof who shall appear on the registration books of the County maintained by the County Executive of the County as note registrar (the "Note Registrar") at the close of business on the 15th day next preceding the interest payment date and shall be paid by check or warrant of the County mailed to such registered owner at his address as it appears on such registration books or at such other address as may be furnished in writing by such registered owner to the Note Registrar.

This Note is one of an issue of Notes aggregating the principal amount of \$900,000 (the "Notes") issued under authority of and in full compliance with the constitution and statutes of Tennessee, including Sections 9-21-601 to 9-21-610, inclusive, Tennessee Code Annotated, for the purpose of providing funds to finance the purchase of computer equipment and software and for the purpose of paying the expenses for the issuance of the Notes.

Notes of the issue of which this Note is one are subject to redemption prior to maturity on _____, 19__ and at any time thereafter at the option of the County as a whole, or in part in integral multiples of \$5000 in inverse order of their maturity to be selected by the Note Registrar in such manner as it shall deem fair and appropriate) at the principal amount thereof and accrued interest to the date of redemption.

Notice of any such redemption shall be sent by first class mail not less than thirty days nor more

than sixty days prior to the date fixed for redemption to the registered owner of each Note to be redeemed (in whole or in part) at the address shown on the registration books of the County maintained by the Note Registrar or at such other address as is furnished in writing by such registered owner to the Note Registrar. When so called for redemption, this Note, or the portion thereof being so called for redemption, will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

This Note is transferable by the registered owner hereof in person or by his attorney duly authorized in writing at the office of the Note Registrar at the County Courthouse in Lawrenceburg, Tennessee, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Note. Upon such transfer a new Note or Notes of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

The Notes are issued in fully registered form in minimum denominations of \$5,000 each and in \$5,000 multiples thereof. This Note may be exchanged at the office of the Note Registrar for a like aggregate principal amount of Notes of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution.

The County and the Note Registrar may deem and treat the registered owner as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof, premium, if any, hereon and interest due hereon and for all other purposes and neither the County nor the Note Registrar shall be affected by any notice to the contrary.

It is hereby certified, recited and declared that all acts, conditions and things required to be done, exist, happen and be performed precedent to and in the issuance of this Note have been done, have existed, have happened and have been performed in regular form and manner as required by the constitution and statutes of the State of Tennessee; that this Note, together with all other indebtedness of the County, does not exceed any limitation prescribed by law, and that provision has been made for the levy and collection of a direct annual tax, in addition to all other taxes, on all taxable property in the County sufficient to pay the interest hereon as the same falls due and for the payment of the principal hereof at maturity.

It is provided in Section 9-21-117, that neither that principal nor the interest on notes issued pursuant to the provisions of Title 9, Chapter 21, Tennessee Code Annotated, shall be taxed by the State of Tennessee or by any county or municipality therein. Other provisions of said code indicate, however, that such exemption may not be available with respect to certain taxes.

The County has designated the Notes as "qualified tax-exempt obligations" within the meaning of and pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Note Registrar.

IN WITNESS WHEREOF Lawrence County, Tennessee, by its Board of County Commissioners, has caused this Note to be executed with the duly authorized manual or facsimile signature of its County Executive and attested by the duly authorized manual or facsimile signature of its County Clerk and its corporate seal or a facsimile thereof to be impressed or reproduced hereon, as of the _____ of _____, 1993.

County Executive

[SEAL]

Attest:

County Clerk

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes described in the within mentioned Resolution and is one of the Capital Outlay Notes, Series 1994 of Lawrence County, Tennessee

Date of Authentication:

County Executive of Lawrence County as Note Registrar

By: _____
Authorized Officer

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

the within Note and does hereby irrevocably constitute and appoint

_____ attorney to transfer the said Note on the books kept for registration thereof with full power of substitution on the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

Section 11. Levy of Taxes. For the purpose or providing funds with which to pay the interest accruing on said Notes and the principal thereof at maturity, there shall be and there is hereby levied upon all taxable property in the County, in addition to all other taxes, a direct annual tax for each of the years while said Notes or any of them, shall be outstanding, in an amount sufficient for that purpose. Principal and interest falling due at any time when there shall be insufficient funds on hand from such tax levy shall be paid from the current funds of the County and reimbursement therefor shall be made out of taxes hereby provided to be levied when the same shall have been collected.

Section 12. Qualified Tax-Exempt Obligations. To the extent it may lawfully do so, the County hereby designates the Notes as "qualified tax-exempt obligations" within the meaning of and pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 13. Approval by State Director of Local Finance. None of the Notes authorized hereunder shall be issued and sold unless they shall first have been approved by the State Director of Local Finance.

Section 14. Sale of Notes. The County Executive is authorized to negotiate the sale of said Notes at not less than ninety-nine percent of par and at an interest rate not exceeding the statutory limit allowed by the laws of Tennessee, and no further action with respect to such sale shall be required of the Board of County Commissioners. On or before the sale date, the County Executive may elect to sell less than the full amount authorized, may sell the Notes in one or more emissions, may make corresponding adjustments in the maturity amounts and dates and may take whatever other action that he deems necessary and in the best interest of the County provided it is not inconsistent with the requirements and terms of this resolution.

Section 15. Application of Note Proceeds. The proceeds from the sale of the Notes shall be applied for the purposes set forth in Section 2 hereof.

Section 16. No Arbitrage; Tax Exemption Certificate and Agreement; Notes to Remain in Registered Form. The County recognizes that the purchasers and holders of the Notes will have accepted them on, and paid therefor a price which reflects, the understanding that interest thereon is excludable from federal gross income of the owners thereof under laws in force at the time the Notes shall have been delivered. In this connection the County agrees that it shall take no action which may render the interest on any of the Notes includible in federal gross income of the owners thereof and that the principal proceeds of the sale of the Notes shall be devoted to and used with due diligence for the purposes for which the Notes are hereby authorized to be issued. The County agrees that, to the extent possible under state law, it will comply with whatever federal law is now in effect or which shall be adopted in the future which applies to the Notes and affects the tax-exempt status of the Notes.

The County Executive, the County Trustee, and the County Clerk of the County, or any of them, are hereby authorized to execute on behalf of the County a Tax Exemption Certificate and Agreement to assure the purchasers and owners of the Notes that the proceeds of the Notes will not be used in a manner which would or might result in the Notes being "arbitrage bonds" under Section 148 of the Code, or the regulations of the United States Treasury Department currently in effect or proposed. Such Tax Exemption Certificate and Agreement shall constitute a representation, certification and agreement of the County and no investment of Note proceeds or of monies accumulated to pay the Notes herein authorized shall be made in violation of the expectations and covenants prescribed by said Tax Exemption Certificate and Agreement. Such Tax Exemption Certificate and Agreement shall constitute an agreement of the county to follow certain covenants which may require the County to take certain actions (including the payment of certain amounts to the United States Treasury) or which may prohibit certain actions (including the establishment of certain funds) under certain conditions as specified in such Tax Exemption Certificate and Agreement.

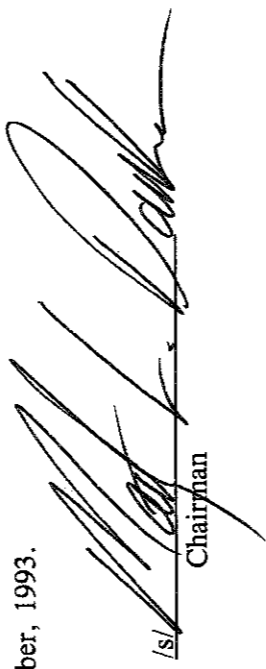
The County further recognizes that Section 149(a) of the Code requires the Notes to be issued

and to remain in fully registered form in order that interest thereon is excludable from federal gross income of the owners thereof under laws in force at the time the Notes are delivered. In this connection, the County agrees that it will not take any action to permit the Notes to be issued in, or converted into, bearer or coupon form.

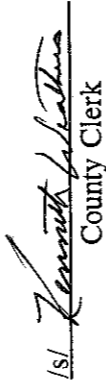
Section 17. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Section 18. Repeal of Conflicting Resolution and Effective Date. All resolutions and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed and this resolution shall be in immediate effect from and after its adoption.

Adopted and approved this 30th day of December, 1993.


Chairman

Attest:


County Clerk

It was thereupon moved by Wayne Yocom and seconded by Robert L. Green the

said resolution be adopted. Upon roll being called the following voted:

Aye: Delano Benefield, Jim Buie, Jack Butler, Charles N. Ferrell, Jim Gabel, Robert L. Green, Alan J. Keener, Travis, Moore, W. T. Moore, L. C. Parrott, Tim A. Tim, Wayne A. Yocom.

Opposed: Bill Grisham, Carl Sandrell, James D. Wilburn.

(Other Business)

Upon motion duly seconded and voted, the Lawrence County Board of County Commissioners adjourned.

Attest:


Is/ Kenneth Wilburn
County Clerk

Is/ Robert L. Green
Chairman

STATE OF TENNESSEE)
)
COUNTY OF LAWRENCE)

I Kenneth Weathers hereby certify that I am the duly qualified and acting County Clerk of Lawrence County, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of the meeting of the Board of County Commissioners of said County held on December 30, 1993, that I have compared said copy with the original minute recorded of said meeting; and that said copy is a true, correct and complete transcript from said original minute recorded insofar as said original record relates to \$900,000 Capital Outlay Notes, Series 1994.

WITNESS my official signature and the seal of said County this 30 day of December, 1993.



County Clerk

[SEAL]

COUNTY COMMISSION, LAWRENCE COUNTY, TN
KENNETH WEATHERS, COUNTY CLERK

MOTION	SECOND	AYE	NAY	PASS	PRESENT	ABSENT
RESOLUTION # 04123093						
Resolution to approve Capital Outlay notes, for improvement, acquisitions and reimbursement. Not to exceed \$900,000.00						
4th District						
BENEFIELD, DELANO						
6th District		X				
BUE, JIM						
5th District		X				
BUTLER, JACK						
3th District		X				
ONE, STEVE						X
st District						
TERRELL, CHARLES N.		X				
th District		X				
ABEL, JIM						
th District		X				
REEN, ROBERT L.		X				
th District	X					
IRISHAM, BILL			X			
8th District						
HILL, STEVE						X
th District						
EENER, ALAN J		X				
1th District		X				
OOORE, TRAVIS		X				
th District		X				
OOORE, W. T. (TOMMY)		X				
rd District		X				
ARROTT, L. C.		X				
0th District		X				
ERRY, TIM A.		X				
2th District		X				
AY, TOMMY						
th District						
ANDRELL, CARL			X			
7th District						
ILBURN, JAMES D.			X			
nd District						
OCOM, WAYNE A		X				
TOTALS		13	3			2

Total voting aye Thirteen (13)

Total voting nay Three (3)

Total absent Two (2)

Total Eighteen (18)

Date December 30, 1993

KENNETH WEATHERS, COUNTY CLERK

December 30 1993

Kay Allen	Orlando McCafferty- James T Allen
Buell T Franklin	The Ohio Farmers Ins
Donna G Cash	Edward White - Jerry Cash
Judy D Smith	George M Smith - Ray McDonald
Linda G Bryant	Markus Ins
Debbie Davis	Markus Ins
Cheryl Pilkinton	Allied Ins Co
Patsy H Maynard	State Employee
Nedenia Baxter	Eddy Casteel - Teresa Robbins
Kathy Thomas	Van Vickl

COUNTY COMMISSION, LAWRENCE COUNTY, TN

KENNETH WEATHERS, COUNTY CLERK

RESOLUTION #	Notaries	MOTION	SECOND	AYE	NAY	PASS	PRESENT	ABSENT
14th District	964-2430							
BENEFIELD, DELANO	4628 Hwy 43 N. S'Town, TN 38483			X				
16th District	762-3167			X				
BUIE, JIM	508 8th St. L'burg, TN 38464			X				
15th District	762-7938							
BUTLER, JACK	1000 Pine Cr. L'Burg, TN 38464							
13th District	762-4391							
CONE, STEVE	205 Parkes Ave. L'Burg, TN 38464			X				X
1st District	845-4404			X				
FERRELL, CHARLES N.	575 Mt Nebo Rd. Iron City 38463							
5th District	852-2899							
GABEL, JIM	P O Box 176 Leoma 38468			X				
6th District	853-6709			X				
GREEN, ROBERT L.	P O Box 224 Lorello 38469	X		X				
8th District	762-6640			X				
GRISHAM, BILL	199 Crawford Ln L'burg 38464							
18th District	829-2603							
HILL, STEVE	38 Dry Weakley Ethridge 38456							X
4th District	852-4561							
KEENER, ALAN J	226 Dunn-Leoma Rd. Leoma 38468			X				
11th District	964-3080			X				
MOORE, TRAVIS	352 Corbin St. S'Town 38483							
7th District	762-5501			X				
MOORE, W. T. (TOMMY)	305 Pond Field Rd. West Point 38486							
3rd District	852-2425			X				
PARROTT, L. C.	52 Williams Hill Rd. Leoma 38468			X				
10th District	762-8007							
PERRY, TIM A.	1136 Ethridge-Redhill Rd Ethridge 38456			X				
12th District	762-6357							
RAY, TOMMY	313 Shirley Dr. L'Burg 38464			X				
9th District	762-2433							
SANDRELL, CARL	79 Bishop Rd. L'Burg 38464			X				
17th District	762-8246							
WILBURN, JAMES D.	430 Frank St L'Burg 38464			X				
2nd District	853-6725							
YOCON, WAYNE A	148 Rigling Rd Lorelto 38469		X	X				
TOTALS				16			2	

Total voting aye Sixteen (16)

Total absent Two (2)

Total Eighteen (18)

Date December 30, 1993

KENNETH WEATHERS, COUNTY CLERK

COUNTY COMMISSION, LAWRENCE COUNTY, TN

KENNETH WEATHERS, COUNTY CLERK

RESOLUTION #	Adjournment	MOTION	SECOND	AYE	NAY	PASS	PRESENT	ABSENT
14th District	964-2430							
BENEFIELD, DELANO	4628 Hwy 43 N. S'Town, TN 38483							
16th District	762-3167							
BUIE, JIM	508 8th St. L'burg, TN 38464							
15th District	762-7938							
BUTLER, JACK	1000 Pine Cr. L'Burg, TN 38464							
13th District	762-4391							
CONE, STEVE	205 Parkes Ave. L'Burg, TN 38464							
1st District	845-4404							
FERRELL, CHARLES N.	575 Mt. Nebo Rd. Iron City 38463							
5th District	852-2899							
GABEL, JIM	P O Box 176 Leoma 38468	X						
9th District	853-6709							
GREEN, ROBERT L.	P O Box 224 Loretto 38469							
3th District	762-6640							
BRISHAN, BILL	199 Crawford Ln L'burg 38464							
18th District	829-2603							
HILL, STEVE	38 Dry Weakley Ethridge 38456							
4th District	852-4561							
KEENER, ALAN J	226 Dunn-Leoma Rd. Leoma 38468							
11th District	964-3080							
MOORE, TRAVIS	352 Corbin St. S'Town 38483							
7th District	762-5501							
MOORE, M. T. (TOMMY)	305 Pond Field Rd. West Point 38486							
3rd District	852-2425							
PARROTT, L. C.	52 Williams Hill Rd. Leoma 38468							
10th District	762-8007							
PERRY, TIM A.	1136 Ethridge-Redhill Rd Ethridge 38456							
2th District	762-6357							
WAY, TOMMY	313 Shirley Dr. L'Burg 38464							
4th District	762-2433							
ANDRELL, CARL	79 Bishop Rd. L'Burg 38464							
7th District	762-8246							
MILLBURN, JAMES D.	430 Frank St L'Burg 38464							
2nd District	853-6725							
MOON, WAYNE A	148 Rigling Rd Loretto 38469		X					
TOTALS								
Total voting aye Sixteen (16)								
Total absent (2)								

ate December 30, 1993

KENNETH WEATHERS, COUNTY CLERK