

TITLE 4

MUNICIPAL PERSONNEL

CHAPTER

1. SOCIAL SECURITY. *Replaced 9/25/2018*
2. WORK, VACATION AND SICK LEAVE, AND HOLIDAY REGULATIONS. *Replaced 9/25/2018 Updated 12/1/2021*
3. PERSONNEL REGULATIONS. *Replaced 9/25/2018*
4. OCCUPATIONAL SAFETY AND HEALTH PROGRAM. *Replaced 4/12/2023*
5. INFECTIOUS DISEASE CONTROL POLICY.
6. TRAVEL REIMBURSEMENT REGULATIONS.
7. DRUG TESTING

CHAPTER 1

SOCIAL SECURITY

SECTION

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
- 4-104. Appropriations for employer's contributions.
- 4-105. Records and reports.
- 4-106. Exemptions from coverage.

4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of this town to provide for all eligible employees and officials of the town, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal social security and survivors insurance. In pursuance of said policy, and for that purpose, the town shall take such action as may be required by applicable state and federal laws or regulations.

4-102. Necessary agreements to be executed. The mayor is authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.

4-103. Withholdings from salaries or wages. Wit By law, the town is required to deduct, where applicable, federal withholding taxes,

Social Security taxes, and garnishments from an employee's pay. The following deductions will be made:

(a). Federal Income Tax – Federal taxes are withheld from employees' paychecks based on the number of dependents claimed by each individual. Employees are required to file with the town a copy of the W-4 form. In the event of changes in the employee's exemption status, a revised W-4 form must be filed before payroll deduction adjustments will be made.

(b). Social Security – Social Security payments and deductions will be made according to the Social Security Act. The (recorder/ treasurer/ personnel/human resources director) shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

(c). Others – Other town authorized deductions will be made from an employee's pay with either the employee's signed consent or pursuant to a valid court order. (NOTE: The following list is not all-inclusive. Choose any of the following deductions that are applicable and add any additional deductions not listed below):

- i. health/hospitalization insurance (as applicable, and if provided),
- ii. life insurance (as applicable, and if provided),
- iii. dental insurance (as applicable, and if provided),
- iv. vision insurance (as applicable, and if provided),
- v. deferred compensation payments,
- vi. pension plan,
- vii. supplemental insurance approved by the city,
- viii. child support or other garnishments*
- ix. charity contributions approved by the city, and
- x. if applicable, cost of uniforms, safety footwear, and applicable equipment during employment or upon failure to return such upon separation as allowed by state law and the FLSA.

*An employee who is garnished for more than one indebtedness within a 12-month period may be subject to disciplinary action in accordance with the Consumer Credit Protection Act (15 USC, Ch. 41); except for assignment(s) of wages for spousal or child support (T.C.A. 36-5-501 (c)(2)(i)).

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's

contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations.

4-105. Records and reports. The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

4-106. Exemptions from coverage. There is hereby exempted from this chapter any authority to make any agreement with respect to any position, any employee or official not authorized to be covered by applicable state and federal laws or regulations.

CHAPTER 2

WORK, VACATION AND SICK LEAVE, AND HOLIDAY REGULATIONS

SECTION

- 4-201. Applicability of chapter.
- 4-202. Work attendance.
- 4-203. Holidays.
- 4-204. Vacation leave.
- 4-205. Personal Days.
- 4-206. Sick leave.
- 4-207. Absence without leave.
- 4-208. Absence without pay.
- 4-209. Leave without pay.
- 4-210. Bereavement leave.
- 4-211. Military and Reservists leave.
- 4-212. Jury Service leave.
- 4-213. Court Duty leave.

4-201. Applicability of chapter. This chapter shall apply to all full-time municipal officers and employees, except those operating under the jurisdiction of a school, utility or other separate board or commission.

4-202. Work attendance. All employees of the town shall be in attendance at their regular work and at their regular place of work as may be designated by the department head under whose supervision such employees shall work. The head of every town department shall keep an attendance record of the employees working under such supervisor and shall report the same to the mayor.

4-203. Holidays. (1) Except and in addition to such other holidays¹¹ as may be from time to time declared by the board of mayor and aldermen, the following days shall be official holidays for employees of the Town of Alexandria. The Town of Alexandria reserves the right to revise the holiday schedule at any time.

¹ The Town of Alexandria reserves the right to revise the holiday schedule at any time.

The paid holiday schedule is as follows:	
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas	December 25

(2) When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday, and when a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Where possible, every full-time town employee will observe approved holidays.

(3) All full-time employees of the town shall be compensated for any holiday granted in this section or otherwise designated by the board of mayor and aldermen by receiving one work day off with pay on the date of the holiday. However, in the interest of continuing essential town services, any town employee may be required to work on any holiday. Any employee eligible for holiday pay who is required to work on a holiday shall receive holiday pay in addition to regular pay for any hours worked.

(4) No employee shall be authorized to work on a holiday without the prior direction or approval of the head of the department for whom the employee works. However, the board of mayor and aldermen may from time to time prescribe such other rules, regulations, and limitations on overtime work as it desires.

(5) Any employee who is absent without approved leave on any working day immediately preceding or immediately following any holiday shall not be entitled to be paid for such holiday.

4-204. Vacation leave. (1) Vacation leave is a personal leave benefit granted to ongoing full-time employees as part of the town's benefits package. Vacation leave will be granted to ongoing, regular full-time employees, but may not be taken until the employee has completed one (1) year of service. Vacation leave is to be taken following the period of time in which it is earned. Vacations will be scheduled in advance for the mutual convenience of the employee and the town government so proper adjustments can be made in the work schedules.

Vacation time will be calculated according to the following schedule:

FULL-TIME EMPLOYEES--VACATION LEAVE SCHEDULE		
Years of service	Police Officers	All other employees
1	48 hours	40 hours
2 Years and over	84 hours	80 hours
10 Years and over	132 hours	120 hours

Any employee having accumulated two (2) weeks of vacation must take one (1) full week of vacation per year.

(2) Vacation leave compensation shall be computed at the employee's regular straight time pay rate in effect as of the date that the vacation leave time is taken.

(3) An employee shall not be eligible to take vacation leave until he/she has had one (1) year continuous employment.

(4) One (1) year of employment is calculated from hire date to anniversary date.

(5) Vacation leave may not be taken before it is earned.

(6) Those employees who are not ongoing, regular full-time employees are not eligible for accrual of vacation leave.

(7) For vacation leave purposes, any reinstated employee shall be considered as a new employee, regardless of reason for separation.

(8) Earned vacation leave may be taken in whole or in part throughout the years at such times as may be approved by the head of the department for which the employee works.

(9) Any official holiday falling within a period of vacation leave shall be charged as holiday leave rather than vacation leave.

(10) No employee may take more than ten (10) consecutive vacation days without approval from the mayor.

(11) An employee may sell back, if budgeted funds are available, up to one (1) week of vacation after two (2) years of employment.

(12) An employee who separates from town employment shall be paid for his/her unused vacation leave on a regular pay-period basis. The termination date shall coincide with last date of pay. In no event will an employee who has not completed at least one (1) year of satisfactory service receive terminal vacation pay. Any ongoing, regular, full-time employee who is separated from employment from the town may receive terminal vacation

leave pay for any unused portion of this/her accumulated vacation leave up to the limit of vacation leave allowed to be accumulated under this chapter.

4-205. Personal Days. All full time employees of the city shall be allowed to accumulate personal days with pay at the rate of one half (1/2) working day for each full calendar month of service completed up to the maximum of six (6) working days within the same calendar year. Unused personal days shall become sick leave days as described below. If separated from employment, personal days and/or sick leave days will not be paid out to the employee.

4-206. Sick leave. (1) Sick leave is a benefit granted to ongoing, regular, full-time employees as part of the town's benefits package. Sick leave is not considered a right that the employee may use at his discretion, but rather as a privilege. Sick leave is a benefit to be used for legitimate sick leave purposes. Sick leave is not an employee entitlement but a benefit that is employer owned.

(2) All regular, ongoing, full-time employees shall be allowed to accumulate sick leave with pay. After one (1) year, sick days shall be accumulated from unused personal days of the previous year. Sick days are considered separate and apart from personal and vacation days and can only be used as described in this section.

(3) Sick leave days may be accrued up to an unused maximum of thirty (30) working days. Sick leave days will require a doctor's excuse if any employee is absent more than two (2) consecutive sick days. Employees shall, therefore, utilize their accumulated sick leave allowance for absences due to personal illness or physical incapacity, illness or physical incapacity within the immediate family of the employee as defined in paragraph (5) below, enforced quarantine of the employee in accordance with community health regulations, disability resulting from pregnancy, childbirth or related medical conditions, or so as to keep an appointment with a licensed medical, dental or healthcare practitioner.

(4) The board of mayor and aldermen may, in its discretion, prescribe regulations requiring that a health care practitioner's certificate or other satisfactory evidence be filed with the town supporting the absence before it may be properly chargeable as sick leave.

(5) For sick leave purposes, the term working day as it applies in this section shall be computed on a working day basis. The term 'immediate family' shall be defined as:

Spouse;

Child, step-child;

Parent, step-parent, foster parent, parent-in-law;

Sibling(s); and

Grandparents and grandchildren

(6) Sick leave compensation shall be calculated at the employee's straight time rate of pay in effect on the date of use.

(7) Sick leave will begin to accrue on the first day of the month following the first full calendar year of employment. Any unused personal days will become sick leave beginning on said day.

(8) Those employees other than ongoing, regular, full-time employees are not eligible for accrual of sick leave.

(9) For sick leave purposes, any reinstated employee shall be considered as a new employee, regardless of reason for separation.

(10) Any employee who abuses these sick leave provisions or who deliberately makes, or causes to be made, any false or misleading statement or claim concerning the same, shall be subject to the loss of any such benefits, and disciplinary action up to, and including, dismissal from his or her employment with the town.

4-207. Absence without leave. An absence without leave is an absence from duty which was not authorized or approved and for which either a request for leave was not made by the employee, or when made such request was denied. Under such circumstances any employee may be subject to such disciplinary action, including termination from employment with the town, as the board of mayor and aldermen deems necessary or appropriate.

4-208. Absence without pay. An absence without pay is an absence which may or may not have been known and which has resulted from suspension, abandonment of position, or leave without pay granted by the town. The heads of all departments shall be responsible for maintaining accurate records of any employee who is absent from duty for any reason and shall promptly report the same to the mayor.

4-209. Leave without pay. A regular or part-time employee who is in good standing may be granted a leave without pay for a period not to exceed (3) months upon approval.

4-210. Bereavement leave. (1) It is the policy of the town to provide all regular, full-time employees time off without loss of pay due to the death of an immediate family member as defined below.

(2) An employee who is absent during his/her regularly scheduled work week due to the death of an immediate family member will receive payment for reasonable and customary days absent, not to exceed three (3) regularly scheduled work days. Immediate family includes:

Spouse;

Child, step-child;
Parent, step-parent, foster parent, parent-in-law;
Sibling(s); and
Grandparents and grandchildren.

4-211. Military and Reservist's Leave. All employees who are members of reserve components of the armed forces, including the National Guard, are entitled to leave while engaged in "duty or training in the service of this state, or of the United States, under competent orders," and they must be given such leave with pay not exceeding twenty (20) working days (maximum 160 hours) in any one (1) calendar year. Also, any employee of the town who leaves his/her job, voluntarily or involuntarily, to enter active duty in the armed forces may return to the job in accordance with Veterans' Re-employment Rights (38 U.S.C. § 202-2016) and the Tennessee Military Leave Act.

4-212. Jury Service Leave. When an employee receives a summons to report for jury duty, the employee is required to provide a copy of the summons to his/her immediate supervisor within one (1) business day of receiving the summons. Upon presentation of the summons, the employee will be excused from employment for the day or days required of the employee while serving as a juror in any court of the United States or the State of Tennessee; provided, that such employee's responsibility for jury duty exceeds three (3) hours during the day for which excuse is sought. Upon release from jury duty during the employee's normal working hours, he/she is expected to return to duty. Employees will receive full pay during jury service. The town will pay the employee's usual compensation but may deduct an amount equal to the fee or compensation the employee received for jury service. If an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, the employee is also excused from employment as provided by this section for the shift immediately preceding the employee's first day of service on any jury trial. After the first day of service, when the employee's responsibility for jury duty exceeds three (3) hours during a day, then he/she is excused from the next scheduled work period occurring within twenty-four (24) hours of jury service. Any question concerning the application of the provisions of this subsection to a particular work shift or shifts will be conclusively resolved by the trial judge of the court to which the employee has been summoned.

4-213. Court Duty Leave. An employee who is summoned or subpoenaed to appear because of the employee's duties for the town will be

granted leave with pay upon presentation of such summons or subpoena. When a town employee is requested by the office of the town attorney to appear in court on behalf of the town, the employee must appear and the employee will have the same benefits as though the employee was summoned or subpoenaed. When an employee has been granted leave for court attendance and is excused by proper court authority, the employee must report back to the employee's place of duty.

CHAPTER 3

PERSONNEL REGULATIONS

SECTION

- 4-301. Applicability of chapter.
- 4-302. Political activity.
- 4-303. Strikes.
- 4-304. Organization of personnel system.
- 4-305. The classification plan.
- 4-306. The pay plan.
- 4-307. Employment.
- 4-308. Harassment and workplace violence.
- 4-309. Internet and electronic mail.
- 4-310. Separations and disciplinary actions.
- 4-311. Amendments to the personnel policies.
- 4-312. Personnel records and reports.

4-301. Applicability of chapter. This chapter shall apply to all town officers and employees, except those operating under the jurisdiction of a school, utility or other separate board or commission. The town reserves the right to alter or change any or all of these rules without prior notice to employees.

4-302. Political activity. Town employees shall enjoy the same rights of other citizens of Tennessee to be a candidate for any state or local political office, the right to participate in political activities by supporting or opposing political parties, political candidates, and petitions to governmental entities. No employee may campaign on town time or in town uniform nor use town equipment or supplies in any campaign or election. Town employees shall not be qualified to run for elected office in the board of mayor and aldermen.

4-303. Strikes. No town officer or employee shall participate in any strike against the town.

4-304. Organization of personnel system. (1) Purpose. The purpose of this section is to establish a personnel system which will recruit, select, develop, and maintain an effective and responsible work force.

(2) Coverage. These rules and regulations shall cover all employees in the town service unless specifically exempt by this document, the town charter, and/or the ordinances of the town without regard to race, color, religion,

gender, age, national origin, disability, military status, political affiliation or any other protected class under Federal or State law.

Employees/positions not covered under this policy are as follows:

1. Elected officials;
2. Members of appointed boards or commissions;
3. Town attorney;
4. Consultants, advisors and legal counsel rendering temporary professional service;
5. The town judge;
6. Independent contractors; and;
7. Volunteer personnel.

Some policies such as harassment and workplace violence cover the above referenced individuals.

(3) Definitions.

(a) "Probationary employee." A person appointed to an ongoing position who has not yet completed the probationary period.

(b) "Part-time employee." An employee, either ongoing or temporary, who is regularly scheduled less than the number of hours per work week designated by the board of mayor and aldermen as full-time.

(c) "Full-time employee." An employee, either ongoing or temporary, who is scheduled to work the number of hours per work week designated by the board of mayor and aldermen as full-time.

(d) "Ongoing employee." A person appointed to serve in a position for an indefinite duration and who has served a period of more than twelve (12) calendar months.

(e) "Grievance." A claim or complaint based upon only on an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions.

(f) "Adverse action." A demotion, dismissal, reduction in pay, layoff, or an undesirable transfer or suspension.

(4) Merit principle. All appointments, promotions, and other personnel transactions shall be made solely on the basis of merit and fit for the position. Merit evaluation shall be used in consideration of merit pay together all other job considerations. Merit pay may be considered annually for all town employees under the merit plan solely on basis of job performance and evaluation.

(5) Responsibility of board of mayor and aldermen. The board of mayor and aldermen shall adopt personnel policies and rules, including any applicable classification and pay plan and shall make and confirm appointments when so specified by law.

(6) Responsibility of the Mayor. The mayor is responsible to the board of mayor and aldermen for the administration and technical direction of the personnel program.

The mayor shall:

- (a) recommend rules and revisions to the personnel system to the board of mayor and aldermen for consideration;
- (b) recommend revisions to the position classification plan to the board of mayor and aldermen for approval;
- (c) prepare and recommend revisions to the pay plan to the board of mayor and aldermen for approval;
- (d) establish and maintain a roster of all persons in the town service, setting forth each officer and employee, class, title of position, salary, any changes in class, title and status, and such data as may be deemed desirable or useful;
- (e) develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the town;
- (f) develop and coordinate training and educational programs for town employees.
- (g) investigate periodically the operation and effect of the personnel provisions of this section and at least annually report findings and recommendations to the board of mayor and aldermen; and
- (h) perform such other duties as may be assigned by the board of mayor and aldermen not inconsistent with this section.

4-305. The classification plan. Administration of the position classification plan. The mayor shall be responsible for the administration and maintenance of the position classification plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Department heads shall be responsible for bringing to the attention of the;

- (1) the need for new positions, and
- (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions.

New positions shall be established only with the approval of the board of mayor and aldermen.

4-306. The pay plan. (1) Maintenance of the pay plan. The mayor shall be responsible for the administration and maintenance of the pay plan. The pay plan is intended to provide equitable compensation for all positions, reflecting differences in duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial condition of the town, and other factors as budgeted funds allow. To this end, the mayor may from time to time make comparative studies of all factors affecting the level of salary ranges and recommend to the board of mayor and aldermen such changes in salary ranges as appear to be warranted.

(2) Use of salary ranges. Salary ranges are intended to permit the recognition of individual performance. The following general provisions will govern the granting of within-range pay increments:

- i) The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. Above-the-minimum appointments may be based on such factors as the qualifications of the applicant being higher than the minimum education and training for the class, and/or a shortage of qualified applicants available at the minimum pay.
- ii) The department head shall review the progress of each employee in a trainee status every six (6) months or more frequently as necessary to determine when the trainee is qualified to assume the full responsibilities of the position.

4-307. Employment. (1) Policy statement. The primary objective of this hiring policy is to ensure compliance with the law and to obtain qualified personnel to serve the citizens of the town. The town shall make reasonable accommodations in hiring procedures for persons with disabilities.

(2) Application and background check.

- i. All persons seeking appointment or employment with the town must complete a standard application form provided by the town government.

- ii. Applications for employment shall be accepted in the recorder's office during regular office hours only. Applications will only be accepted for open, posted positions, and will be held in active application status for a period of six (6) months, and retained thereafter according to the records retention schedule.
 - iii. All regular, full-time and part-time external candidates for employment of the Town of Alexandria, as well as potential re-hires with a break in service, must undergo a pre-employment, post-offer, background investigation. This may include, but is not limited to:
 - (a) Social Security verification;
 - (b) Prior employment verification;
 - (c) Education verification (highest level);
 - (d) Address verification;
 - (e) Criminal history; local, state and federal as required by valid business need related to the particular position for which employment is sought;
 - (f) In addition, candidates for designated positions may also be subject to the following additional types of checks, depending on the requirements of the position:
 - i. Motor vehicle record;
 - ii. Professional reference checks;
 - iii. Consumer Credit History as provided for under the
 - iv. Professional licensing check.
- (3) Interviews. All appointments will be preceded by an interview with the designated hiring authority.
- (4) Pre-appointment exams. For certain positions, the employee may be required to undergo a validated physical agility examination related to the essential functions of the job, validated written and/or oral tests related to the essential functions of the job, pre-employment, post-offer drug testing, and/or upon a conditional offer of employment, a medical examination to determine the employee's ability to perform the essential functions of the job. Reasonable accommodations shall be made in the physical agility exam for applicants with disabilities making a request for accommodations.
- (5) Appointments. All appointments shall be made in accordance with lawful provisions of the town charter.
- (6) Work week/work periods. Pursuant to the Fair Labor Standards Act (FLSA), a work week is a regular recurring period of one hundred sixty eight hours

consisting of seven (7) consecutive twenty-four (24) hour periods. Generally, five (5) days per week constitute a work week for regular employment. Public safety employee schedules may entail more or less days in the work week. Police officers work a 14-day work period as allowed under the Fair Labor Standards Act. As necessary, schedules will vary in departments for the smooth operation of the local government. Pay periods are bi-weekly. Standard work periods begin at 12:00am Saturday through the following Friday at 11:59pm.

(7) Hourly rates. Employees paid on an hourly basis are paid for all time actually worked.

(8) Minimum wages. In accordance with the FLSA, no employee, whether full-time, part-time, or probationary period employee, will be paid less than the federal minimum wage unless they are expressly exempt from the minimum wage requirement by FLSA regulations (i.e. volunteer employees receiving no compensation).

(9) Overtime. The Fair Labor Standards Act (FLSA) requires all employers to compensate their FLSA non-exempt employees with time and a half for all hours worked over forty (40) in the work week. Police officers will be paid overtime after eighty-four (84) hours in a 14 day work period. Compensable time includes all time in which the employee is required to work for the local government. Generally, uninterrupted lunch periods, annual and/or sick leave, and any time in which the employee is not working will not be considered working time and will not be counted toward overtime. When it becomes necessary for a non-exempt employee to work overtime hours or return to duty from off-duty hours due to an emergency, regular employees, part-time employees, and temporary employees shall be paid according to the prevailing salary schedule. Applicable overtime work will be compensated according to the FLSA provisions at a rate of one and a half (1 1/2) times the employee's regular rate. Generally, overtime work must be authorized by the department head/supervisor.

(10) Probationary period of employment. An employee appointed or promoted to an ongoing position shall serve a probationary period of twelve (12) months. An employee serving a probationary period following initial appointment may be dismissed at any time during the probationary period if found to be performing assigned duties unsatisfactorily. No employee shall remain on probation for more than one (1) year.

(11) Transfer. Any employee who has successfully completed a probationary

period may be transferred to the same or similar class in a different department without serving another probationary period.

4-308. Harassment and workplace violence. (1) The town is committed to preventing workplace violence and to maintaining a safe work environment. It is the policy of the town to promote a productive, safe and healthy work environment for all employees, customers, vendors, contractors and members of the general public and to provide for the efficient and effective operation of the town's activities. Employees and customers are to be treated with courtesy and respect at all times.

(2) Employees are expected to maintain a productive work environment free from harassing or disruptive activity including threats of physical violence. No form of bullying or harassment will be tolerated, including sexual harassment and harassment based on race, color, religion, gender or gender identity, age, national origin, disability, military status, genetic information, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, or any other basis protected by law. This policy applies to all town employees, elected officials, appointed officials, regular part time/temporary employees, and contractors.

(3) The town will not tolerate bullying, or verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

(4) All employees, except those authorized to carry weapons for official job related purposes, are prohibited from carrying weapons while performing work for the town.

(5) Handgun carry permit holders are allowed to transport and store firearms and firearms ammunition in their vehicles pursuant to the parameters in Tenn. Code Ann. Section 39-17-1313(a), as long as the firearm(s) or ammunition is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's motor vehicle or a container securely affixed to such motor vehicle if the permit holder is not in the motor vehicle.

(6) Under no circumstances are the following items permitted on town property, including town-owned parking areas, except when issued or sanctioned by the town for use in the performance of the employee's job:

- i. dangerous chemicals;
- ii. explosives or blasting caps;

iii. other objects carried for the purposes of injury or intimidation.

(7) This policy applies to all officers and employees of the town including but not limited to full- and part-time employees, elected officials, ongoing, seasonal and temporary employees, employees covered or exempt from the personnel rules or regulations of the town government, and employees working under contract for the town. The following rules shall be strictly enforced.

(8) No employee or non-employee shall be allowed to harass any other employee or non-employee by exhibiting behavior including, but not limited to, the following:

- i. Verbal harassment – Verbal threats toward persons or property; the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slur; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
- ii. Physical Harassment – Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.
- iii. Visual Harassment – Displaying derogatory or offensive posters, cartoons, publications or drawings.
- iv. Bullying – Workplace bullying refers to unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others. This behavior may be performed by individuals (or a group) directed towards an individual (or a group of individuals).

(9) Sexual harassment is a form of unlawful gender discrimination. The following actions are absolutely prohibited by the town government when they affect employment decisions, create a hostile work environment, cause distractions, or unreasonably interfere with work performance:

- i. sexual harassment or unwelcome sexual advances;
- ii. requests for sexual favors;

- iii. verbal or physical conduct of a sexual nature in the form of pinching, grabbing, patting, or propositioning;
- iv. explicit or implied job threats or promises in return for submission to sexual favors;
- v. inappropriate sex-oriented comments on appearance;
- vi. embarrassing sex-oriented stories;
- vii. displaying sexually explicit or pornographic material, no matter how the material is displayed; and/or
- viii. sexual assault on the job by supervisors, fellow employees, or, on occasion, non-employees.

Sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men, and conduct directed by women toward women.

(10) An employee who feels he/she is subjected to harassment should immediately contact a person (listed below) with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- The employee's immediate supervisor,
- The employee's department head,
- The town recorder,
- The town attorney,
- The mayor, or
- Member of the Board of Mayor and Aldermen.

(11) Employees have the right to circumvent the employee chain-of-command when selecting the person to complain to about harassment.

(12) The mayor is the person designated by the town to be the investigator of complaints of harassment. The mayor may delegate the investigation to the appropriate entity at his discretion. In the event the harassment complaint is against the mayor, the investigator shall be the town attorney or specially-appointed outside counsel.

(13) Complaints against an elected official shall be investigated by the town attorney or specially-appointed outside counsel. The investigator shall investigate a complaint of harassment against an elected official in the same manner as outlined in this policy for the investigation of complaints against town employees. However, upon the completion of the investigation, the investigator shall submit the report of his investigation to the Board.

If the investigator determines that the harassment complaint is founded, the town may discipline the employee consistent with its authority under the local government charter, ordinances, resolutions, or rules governing employee discipline. A written record of disciplinary action taken shall be kept, including verbal reprimands.

In all events, an employee found guilty of harassment shall be warned not to retaliate in any way against the person making the complaint of harassment, witnesses or any other person connected with the investigation of the complaint of harassment.

(14) The Board of Mayor and Aldermen may discipline an elected official in whatever manner it deems appropriate, consistent with its authority under state law, the town charter, ordinances, resolutions or other rules governing discipline of elected officials.

(15) In cases of harassment committed by a non-employee against a town employee in the work place, the town shall take all lawful steps to insure that the harassment is brought to an immediate end.

(16) Employees are not only encouraged to report instances of harassment, they are obligated to report instances of harassment. Harassment exposes the town to liability, and a part of each employee's job is to reduce the town's exposure to liability.

(17) Employees are obligated to cooperate in every investigation of harassment, including, but not necessarily limited to, coming forward with evidence, both favorable and unfavorable, to a person accused of harassment, fully and truthfully making a written report or verbally answering questions when required to do so by an investigator during the course of an investigation of harassment. Employees are also obligated to refrain from filing bad faith complaints of harassment. Disciplinary action may also be taken against any employee who fails to report instances of harassment, or who fails or refuses to cooperate in the investigation of a complaint of harassment, or who files a complaint of harassment in bad faith.

4-309. Internet and electronic mail. (1) It is the policy of the Town of Alexandria that all employees having global Internet access and e-mail privileges shall use such access only for official work in full compliance with this policy and the policies of the town. Each user must be aware of the risks

related to Internet access and e-mail which cannot be eliminated but may only be managed through the exercise of prudence and caution.

(2) Employees must be individually authorized to use the Internet and/or E-mail before doing so during working hours or while using any town equipment.

(3) No e-mail messages sent or received on town computers is personal or private; each is the property of the town. E-mail messages can be copied, distributed, discovered in litigation and used in disciplinary proceedings even if deleted by the recipient. Users have no expectation of privacy as to any e-mail message at any time.

(4) Principles of Acceptable Internet and Computer System Use

- i) Use must be for legitimate work-related purposes only.
- ii) Users shall respect the legal protections afforded by copyright and license laws for programs and data.
- iii) Users shall identify themselves as employees of their Department and the City when sending any e-mail message via the Internet.

(5) Unacceptable Use of the Internet, E-mail, and the City's Computer System.

- i) Users shall respect the integrity of the City's computing system and shall not use it for unacceptable purposes or in an unacceptable manner as described below. It is unacceptable for a user to use, submit, publish, display, or transmit on the Internet, or any part of the City's computer system, and information which;
 - (a) Uses the system for any illegal purposes
 - (b) Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material, whether in the form of a "joke" or otherwise.
 - (c) Violates or infringes on the rights of any other person, including the right to privacy or,
 - (d) Modify files or data belonging to other users without explicit permission to do so.
- ii) No user, other than the mayor or official designee shall have authority to subscribe to any service for which a fee is charged.
- iii) Users shall not use or develop programs that harass other users or infiltrate a computer or computing system or which seek to

alter or damage the software components of a computer or computing system.

(6) The prohibitions in this policy shall also not be construed to prohibit infrequent and brief use of the system for incidental personal matters by an employee during a meal or other personal break time. This is similar to an employee's limited ability to make a personal telephone call on personal time. For example, an employee may spend a minute or two looking at the weather radar online provided, however, in no event shall any such limited personal use include any activity otherwise prohibited by this policy, e.g., visiting a sexually explicit site.

(7) No Right of Privacy-Monitoring

i) Pursuant to the Electronic Communications Act of 1986, 18 U.S.C. 2510 et seq., notice is hereby given that there are no facilities provided by the City and its system for sending or receiving private or confidential electronic communications.

ii) Electronic mail, whether sent via the internet or internally, may be public record subject to public disclosure under the Tennessee Public Records Law and may be inspected by the public (TCA 10-7-512).

4-310. Separations and disciplinary actions. (1) Types of separations. All separations of employees from positions with the town will be designated as one (1) of the following types and will be accomplished in the manner indicated: resignation, layoff, disability, death, retirement, and dismissal. At the time of separation and prior to final payment, all records, assets, and other town property in the employee's custody must be transferred to the department. Any amount due because of shortages will be withheld from the employee's final compensation.

(2) Resignation. In the event an employee decides to leave the town's employ, a two (2) week notice should be given to his/her supervisor so that arrangements for a replacement can be made. In such a case, employees will be expected to return any/or all town government equipment assigned. If equipment is not returned, the Town may deduct from the employee's final paycheck any amount due (on a depreciated/prorated basis) for failure to return town property as long as the deduction(s) do not reduce final pay to below minimum wage. An unauthorized absence from work for a period of three (3) consecutive working days may be considered by the department head as a resignation.

If a former employee returns to town employment, his/her status of seniority, pay, leave, etc., will be the same as any new employee beginning work for the first time.

(3) Layoff. The department head, upon approval from the town mayor, may lay off an employee in town service when he/she deems it necessary by reason of a shortage of funds, abolishing a position, other material changes in the duties or organization of the employee's position, or related reasons that are outside the employer's control and that do not reflect discredit upon the employee's service. The duties performed by a laid-off employee may be assigned to other town employees who hold positions in the appropriate class.

(4) Disciplinary action. There may be occasions when the Town may take disciplinary actions short of termination against employees. Suspensions, demotions with pay reduction, and dismissal of an employee will be for reasonable cause.

The employee will be furnished a notice from the mayor containing the nature of the action, the reasons therefore, and the employee's rights to a pre-adverse action hearing. The employee may be retained in current employment status, suspended without pay, demoted, or dismissed as deemed in the best interest of the town, for violation of policy, personnel regulations, misconduct, or for any other lawful reason.

The mayor may, without the approval of the Board, for reasonable cause, suspend any employee. Upon suspension of an employee by the Mayor, he shall call a meeting of the Board within ten (10) days of such suspension and present the matter of the suspension to the Board. The Board shall make such investigation of the suspension as it may choose, and then by affirmative vote of a majority of the Board revoke the suspension and reinstate the employee, set a definite period of suspension, or dismiss the employee. The Board shall also by a majority vote, decide whether or not an employee shall receive compensation during any period of suspension. If an employee is dismissed, he shall receive only such compensation as was due him through the last day he worked for the town and any accumulated annual leave.

Whenever an employee's performance, attitude, work habits, or personal conduct fall below desirable level, supervisors should inform employees promptly and specifically of such lapses and may give them counsel and

assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident in and of itself may justify severe initial disciplinary action, including dismissal; however, the action to be taken may depend on the seriousness of the incident and patterns of past performance and conduct. The types of disciplinary action are:

- i. oral reprimand,
- ii. written reprimand,
- iii. suspension,
- iv. demotion, and
- v. dismissal

4-311. Amendments to the personnel policies. (1) Amendments or revisions of these rules may be recommended to the board of mayor and aldermen for adoption by the town mayor. Amendments or revisions of these rules become effective upon approval by resolution of the board of mayor and aldermen.

(2) Severability. Each section, subsection, paragraph, sentence, and clause of this policy document is separable and severable. The invalidity of any section, subsection, paragraph, sentence, or clause does not affect the validity of any other portion of these rules, and only any portion declared to be invalid by a court of competent jurisdiction will be deleted.

(3) Conflicting policies repealed. All town policies, ordinances or resolutions or department standard operating procedures or policies that conflict with the provisions of these policies are hereby repealed.

(4) Special note. These personnel policies are believed to be written within the framework of the Charter of the Town of Alexandria, but in case of conflict, the charter takes precedence.

(5) These personnel regulations are for information only. This is not an employment contract. This document is a statement of current policies, practices, and procedures. Nothing in this document is to be interpreted as giving employees property rights in their jobs. These personnel policies, rules, and regulations may be reviewed periodically. The employer reserves the right to change any or all policies, practices, and procedures in whole or in part at any time, with or without notice to employees.

4-312. Personnel records and reports. (1) Such personnel records as are necessary for proper administration of the personnel system will be maintained by the person designated by the mayor. The town shall maintain in personnel records only information that is relevant to accomplishing personnel administration purposes. Upon request, records of disclosure shall be made available to the employee to whom it pertains. An individual examining a personnel record may copy the information; any available photocopying facilities may be provided and the cost may be assessed to the individual. Any person denied access to any record shall have a right to compel compliance with these provisions as provided by Tennessee Open Records laws.

(2) Remedies of employees objecting to material in file. An employee who objects to material in his file may place in his file a statement relating to the material he/she considers to be inaccurate or misleading.

CHAPTER 4

OCCUPATIONAL SAFETY AND HEALTH PROGRAM¹

SECTION

- 4-401. Title.
- 4-402. Purpose.
- 4-403. Coverage.
- 4-404. Standards authorized.
- 4-405. Variances from standards authorized.
- 4-406. Administration.
- 4-407. Funding the program.

4-401. Title. This section shall be known as “The Occupational Safety and Health Program Plan” for the employees of the Town of Alexandria, Tennessee.

4-402. Purpose. The Mayor and Board of Alderman, in electing to update their established Program Plan will maintain an effective occupational safety and health program for its employees and shall:

1. Provide a safe and healthful place and condition of employment that includes:
 - a. Top management commitment and employee involvement;
 - b. Continually analyze the worksite to identify all hazards and potential hazards;
 - c. Develop and maintain methods for preventing or controlling existing or potential hazards; and
 - d. Train managers, supervisors, and employees to understand and deal with worksite hazards.
2. Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
3. Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

¹The Occupational Safety and Health Program for the Town of Alexandria including Appendices I through IV is included in the Appendix to this municipal code.

4. Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
5. Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the state.
6. Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
7. Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this program.

4-403. Coverage. The provisions of the Occupational Safety and Health Program Plan for the employees of the Town of Alexandria shall apply to all employees of each administrative department, commission, board, division, or other agency of the Town of Alexandria whether part-time or full-time, seasonal or permanent.

4-404. Standards authorized. The occupational safety and health standards adopted by the Town of Alexandria are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

4-405. Variances from standards authorized. Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

4-406. Administration. For the purposes of this ordinance, the Mayor is designated as the Safety Director of Occupational Safety and Health

to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

4-407. Funding the program. Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the Town of Alexandria.

CHAPTER 5

INFECTIOUS DISEASE CONTROL POLICY

SECTION

- 4-501. Purpose.
- 4-502. Coverage.
- 4-503. Administration.
- 4-504. Definitions.
- 4-505. Policy statement.
- 4-506. General guidelines.
- 4-507. Hepatitis B vaccinations.
- 4-508. Reporting potential exposure.
- 4-509. Hepatitis B virus post-exposure management.
- 4-510. Human immunodeficiency virus post-exposure management.
- 4-511. Disability benefits.
- 4-512. Training regular employees.
- 4-513. Training high risk employees.
- 4-514. Training new employees.
- 4-515. Records and reports.
- 4-516. Legal rights of victims of communicable diseases.

4-501. Purpose. It is the responsibility of the Town of Alexandria to provide employees a place of employment which is free from recognized hazards that may cause death or serious physical harm. In providing services to the citizens of the Town of Alexandria, employees may come in contact with life-threatening infectious diseases which can be transmitted through job related activities. It is important that both citizens and employees are protected from the transmission of diseases just as it is equally important that neither is discriminated against because of basic misconceptions about various diseases and illnesses.

The purpose of this policy is to establish a comprehensive set of rules and regulations governing the prevention of discrimination and potential occupational exposure to Hepatitis B Virus (HBV), the Human Immunodeficiency Virus (HIV), and Tuberculosis (TB).

4-502. Coverage. Occupational exposures may occur in many ways, including needle sticks, cut injuries or blood spills. Several classes of employees are assumed to be at high risk for blood borne infections due to their routinely increased exposure to body fluids from potentially infected individuals. Those high-risk occupations include but are not limited to:

- (1) Paramedics and emergency medical technicians;
- (2) Occupational nurses;

- (3) Housekeeping and laundry workers;
- (4) Police and security personnel;
- (5) Firefighters;
- (6) Sanitation and landfill workers; and
- (7) Any other employee deemed to be at high risk per this policy and an exposure determination.

4-503. Administration. This infection control policy shall be administered by the mayor or his/her designated representative who shall have the following duties and responsibilities:

- (1) Exercise leadership in implementation and maintenance of an effective infection control policy subject to the provisions of this chapter, other ordinances, the city charter, and federal and state law relating to OSHA regulations;
- (2) Make an exposure determination for all employee positions to determine a possible exposure to blood or other potentially infectious materials;
- (3) Maintain records of all employees and incidents subject to the provisions of this chapter;
- (4) Conduct periodic inspections to determine compliance with the infection control policy by municipal employees;
- (5) Coordinate and document all relevant training activities in support of the infection control policy;
- (6) Prepare and recommend to the board of mayor and aldermen any amendments or changes to the infection control policy;
- (7) Identify any and all housekeeping operations involving substantial risk of direct exposure to potentially infectious materials and shall address the proper precautions to be taken while cleaning rooms and blood spills; and
- (8) Perform such other duties and exercise such other authority as may be prescribed by the board of mayor and aldermen.

4-504. Definitions. (1) "Body fluids" - fluids that have been recognized by the Center for Disease Control as directly linked to the transmission of HIV and/or HBV and/or to which universal precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses.

(2) "Exposure" - the contact with blood or other potentially infectious materials to which universal precautions apply through contact with open wounds, non-intact skin, or mucous membranes during the performance of an individual's normal job duties.

(3) "Hepatitis B Virus (HBV)" - a serious blood-borne virus with potential for life-threatening complications. Possible complications include: massive hepatic necrosis, cirrhosis of the liver, chronic active hepatitis, and hepatocellular carcinoma.

(4) "Human Immunodeficiency Virus (HIV)" - the virus that causes acquired immunodeficiency syndrome (AIDS). HIV is transmitted through sexual contact and exposure to infected blood or blood components and perinatally from mother to neonate.

(5) "Tuberculosis (TB)" - an acute or chronic communicable disease that usually affects the respiratory system, but may involve any system in the body.

(6) "Universal precautions" - refers to a system of infectious disease control which assumes that every direct contact with body fluid is infectious and requires every employee exposed to direct contact with potentially infectious materials to be protected as though such body fluid were HBV or HIV infected.

4-505. Policy statement. All blood and other potentially infectious materials are infectious for several blood-borne pathogens. Some body fluids can also transmit infections. For this reason, the Center for Disease Control developed the strategy that everyone should always take particular care when there is a potential exposure. These precautions have been termed "universal precautions."

Universal precautions stress that all persons should be assumed to be infectious for HIV and/or other blood-borne pathogens. Universal precautions apply to blood, tissues, and other potentially infectious materials. Universal precautions also apply to semen, (although occupational risk or exposure is quite limited), vaginal secretions, and to cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic fluids. Universal precautions do not apply to feces, nasal secretions, human breast milk, sputum, saliva, sweat, tears, urine, and vomitus unless these substances contain visible blood.

4-506. General guidelines. General guidelines which shall be used by everyone include:

(1) Think when responding to emergency calls and exercise common sense when there is potential exposure to blood or other potentially infectious materials which require universal precautions.

(2) Keep all open cuts and abrasions covered with adhesive bandages which repel liquids.

(3) Soap and water kill many bacteria and viruses on contact. If hands are contaminated with blood or other potentially infectious materials to which universal precautions apply, then wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the

gloves appear to be intact. When soap and water or handwashing facilities are not available, then use a waterless antiseptic hand cleaner according to the manufacturer's recommendation for the product.

(4) All workers shall take precautions to prevent injuries caused by needles, scalpel blades, and other sharp instruments. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items shall be placed in puncture resistant containers for disposal. The puncture resistant container shall be located as close as practical to the use area.

(5) The city will provide gloves of appropriate material, quality and size for each affected employee. The gloves are to be worn when there is contact (or when there is a potential contact) with blood or other potentially infectious materials to which universal precautions apply:

- (a) While handling an individual where exposure is possible;
- (b) While cleaning or handling contaminated items or equipment;
- (c) While cleaning up an area that has been contaminated with one of the above;

Gloves shall not be used if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration. Employees shall not wash or disinfect surgical or examination gloves for reuse.

(6) Resuscitation equipment shall be used when necessary. (No transmission of HBV or HIV infection during mouth-to-mouth resuscitation has been documented.) However, because of the risk of salivary transmission of other infectious diseases and the theoretical risk of HIV or HBV transmission during artificial resuscitation, bags shall be used. Pocket mouth-to-mouth resuscitation masks designed to isolate emergency response personnel from contact with a victims' blood and blood contaminated saliva, respiratory secretion, and vomitus, are available to all personnel to provide or potentially provide emergency treatment.

(7) Masks or protective eyewear or face shields shall be worn during procedures that are likely to generate droplets of blood or other potentially infectious materials to prevent exposure to mucous membranes of the mouth, nose, and eyes. They are not required for routine care.

(8) Gowns, aprons, or lab coats shall be worn during procedures that are likely to generate splashes of blood or other potentially infectious materials.

(9) Areas and equipment contaminated with blood shall be cleaned as soon as possible. A household (chlorine) bleach solution (1 part chlorine to 10 parts water) shall be applied to the contaminated surface as a disinfectant

leaving it on for a least 30 seconds. A solution must be changed and re-mixed every 24 hours to be effective.

(10) Contaminated clothing (or other articles) shall be handled carefully and washed as soon as possible. Laundry and dish washing cycles at 120° are adequate for decontamination.

(11) Place all disposable equipment (gloves, masks, gowns, etc...) in a clearly marked plastic bag. Place the bag in a second clearly marked bag (double bag). Seal and dispose of by placing in a designated "hazardous" dumpster. NOTE: Sharp objects must be placed in an impervious container and shall be properly disposed of.

(12) Tags shall be used as a means of preventing accidental injury or illness to employees who are exposed to hazardous or potentially hazardous conditions, equipment or operations which are out of the ordinary, unexpected or not readily apparent. Tags shall be used until such time as the identified hazard is eliminated or the hazardous operation is completed.

All required tags shall meet the following criteria:

- (a) Tags shall contain a signal word and a major message. The signal word shall be "BIOHAZARD", or the biological hazard symbol. The major message shall indicate the specific hazardous condition or the instruction to be communicated to employees.
- (b) The signal word shall be readable at a minimum distance of five (5) feet or such greater distance as warranted by the hazard.
- (c) All employees shall be informed of the meaning of the various tags used throughout the workplace and what special precautions are necessary.

(13) Linen soiled with blood or other potentially infectious materials shall be handled as little as possible and with minimum agitation to prevent contamination of the person handling the linen. All soiled linen shall be bagged at the location where it was used. It shall not be sorted or rinsed in the area. Soiled linen shall be placed and transported in bags that prevent leakage.

The employee responsible for transported soiled linen should always wear protective gloves to prevent possible contamination. After removing the gloves, hands or other skin surfaces shall be washed thoroughly and immediately after contact with potentially infectious materials.

(14) Whenever possible, disposable equipment shall be used to minimize and contain clean-up.

4-507. Hepatitis B vaccinations. The Town of Alexandria shall offer the appropriate Hepatitis B vaccination to employees at risk of exposure free of charge and in amounts and at times prescribed by standard medical

practices. The vaccination shall be voluntarily administered. High risk employees who wish to take the HBV vaccination should notify their department head who shall make the appropriate arrangements through the Infectious Disease Control Coordinator.

4-508. Reporting potential exposure. City employees shall observe the following procedures for reporting a job exposure incident that may put them at risk for HIV or HBV infections (i.e., needle sticks, blood contact on broken skin, body fluid contact with eyes or mouth, etc...):

(1) Notify the Infectious Disease Control Coordinator of the contact incident and details thereof.

(2) Complete the appropriate accident reports and any other specific form required.

(3) Arrangements will be made for the person to be seen by a physician as with any job-related injury.

Once an exposure has occurred, a blood sample should be drawn after consent is obtained from the individual from whom exposure occurred and tested for Hepatitis B surface antigen (HBsAg) and/or antibody to human immunodeficiency virus (HIV antibody). Testing of the source individual should be done at a location where appropriate pretest counseling is available. Post-test counseling and referral for treatment should also be provided.

4-509. Hepatitis B virus post-exposure management. For an exposure to a source individual found to be positive for HBsAg, the worker who has not previously been given the hepatitis B vaccine should receive the vaccine series. A single dose of hepatitis B immune globulin (HBIG) is also recommended, if it can be given within seven (7) days of exposure.

For exposure from an HBsAg-positive source to workers who have previously received the vaccine, the exposed worker should be tested for antibodies to hepatitis B surface antigen (anti-HBs), and given one dose of vaccine and one dose of HBIG if the antibody level in the worker's blood sample is inadequate (ie., 10 SRU by RIA, negative by EIA).

If the source individual is negative for HBsAg and the worker has not been vaccinated, this opportunity should be taken to provide the hepatitis B vaccine series. HBIG administration should be considered on an individual basis when the source individual is known or suspected to be at high risk of HBV infection. Management and treatment, if any, of previously vaccinated workers who receive an exposure from a source who refuses testing or is not identifiable should be individualized.

4-510. Human immunodeficiency virus post-exposure management. For any exposure to a source individual who has AIDS, who

is found to be positive for HIV infection, or who refuses testing, the worker should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The worker should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. Such an illness, particularly one characterized by fever, rash, or lymphadenopathy, may be indicative of recent HIV infection.

Following the initial test at the time of exposure, seronegative workers should be retested 6 weeks, 12 weeks, and 6 months after exposure to determine whether transmission has occurred. During this follow-up period (especially the first 6 - 12 weeks after exposure) exposed workers should follow the U.S. Public Health service recommendation for preventing transmission of HIV. These include refraining from blood donations and using appropriate protection during sexual intercourse. During all phases of follow-up, it is vital that worker confidentiality be protected.

If the source individual was tested and found to be seronegative, baseline testing of the exposed worker with follow-up testing 12 weeks later may be performed if desired by the worker or recommended by the health care provider. If the source individual cannot be identified, decisions regarding appropriate follow-up should be individualized. Serologic testing should be made available by the city to all workers who may be concerned they have been infected with HIV through an occupational exposure.

4-511. Disability benefits. Entitlement to disability benefits and any other benefits available for employees who suffer from on-the-job injuries will be determined by the Tennessee Worker's Compensations Bureau in accordance with the provisions of Tennessee Code Annotated, § 50-6-303.

4-512. Training regular employees. On an annual basis all employees shall receive training and education on precautionary measures, epidemiology, modes of transmission and prevention of HIV/HBV infection and procedures to be used if they are exposed to needle sticks or potentially infectious materials. They shall also be counseled regarding possible risks to the fetus from HIV/HBV and other associated infectious agents.

4-513. Training high risk employees. In addition to the above, high risk employees shall also receive training regarding the location and proper use of personal protective equipment. They shall be trained concerning proper work practices and understand the concept of "universal precautions" as it applies to their work situation. They shall also be trained about the meaning of color coding and other methods used to designate contaminated material. Where tags are used, training shall cover precautions to be used in handling contaminated material as per this policy.

4-514. Training new employees. During the new employee's orientation to his/her job, all new employee will be trained on the effects of infectious disease prior to putting them to work.

4-515. Records and reports. (1) Reports. Occupational injury and illness records shall be maintained by the infectious disease control coordinator. Statistics shall be maintained on the OSHA-200 report. Only those work-related injuries that involve loss of consciousness, transfer to another job, restriction of work or motion, or medical treatment are required to be put on the OSHA-200.

(2) Needle sticks. Needle sticks, like any other puncture wound, are considered injuries for record keeping purposes due to the instantaneous nature of the event. Therefore, any needle stick requiring medical treatment (i.e. gamma globulin, hepatitis B immune globulin, hepatitis B vaccine, etc...) shall be recorded.

(3) Prescription medication. Likewise, the use of prescription medication (beyond a single dose for minor injury or discomfort) is considered medical treatment. Since these types of treatment are considered necessary, and must be administered by physician or licensed medical personnel, such injuries cannot be considered minor and must be reported.

(4) Employee interviews. Should the city be inspected by the U.S. Department of Labor Office of Health Compliance, the compliance safety and health officer may wish to interview employees. Employees are expected to cooperate fully with the compliance officers.

4-516. Legal rights of victims of communicable diseases. Victims of communicable diseases have the legal right to expect, and municipal employees, including police and emergency service officers are duty bound to provide, the same level of service and enforcement as any other individual would receive.

(1) Officers assume that a certain degree of risk exists in law enforcement and emergency service work and accept those risks with their individual appointments. This holds true with any potential risks of contacting a communicable disease as surely as it does with the risks of confronting an armed criminal.

(2) Any officer who refuses to take proper action in regard to victims of a communicable disease, when appropriate protective equipment is available, shall be subject to disciplinary measures along with civil and, or criminal prosecution.

(3) Whenever an officer mentions in a report that an individual has or may have a communicable disease, he shall write "contains confidential medical information" across the top margin of the first page of the report.

(4) The officer's supervisor shall ensure that the above statement is on all reports requiring that statement at the time the report is reviewed and initiated by the supervisor.

(5) The supervisor disseminating newspaper releases shall make certain the confidential information is not given out to the news media.

(6) All requests (including subpoenas) for copies of reports marked "contains confidential medical information" shall be referred to the city attorney when the incident involves an indictable or juvenile offense.

(7) Prior approval shall be obtained from the city attorney before advising a victim of sexual assault that the suspect has, or is suspected of having a communicable disease.

(8) All circumstance, not covered in this policy that may arise concerning releasing confidential information regarding a victim or suspected victim, of a communicable disease shall be referred directly to the appropriate department head or city attorney.

(9) Victims of a communicable disease and their families have a right to conduct their lives without fear of discrimination. An employee shall not make public, directly or indirectly, the identity of a victim or suspected victim of a communicable disease.

(10) Whenever an employee finds it necessary to notify another employee, police officer, firefighter, emergency service officer, or health care provider that a victim has or is suspected of having a communicable disease, that information shall be conveyed in a dignified, discrete and confidential manner. The person to whom the information is being conveyed should be reminded that the information is confidential and that it should not be treated as public information.

(11) Any employee who disseminates confidential information in regard to a victim, or suspected victim of a communicable disease in violation of this policy shall be subject to serious disciplinary action and/or civil/and/or criminal prosecution.

CHAPTER 6

TRAVEL REIMBURSEMENT REGULATIONS

SECTION

- 4-601. Enforcement.
- 4-602. Travel policy.
- 4-603. Travel reimbursement rate schedules.
- 4-604. Administrative procedures.

4-601. Enforcement. The chief administrative officer (CAO) of the city or his or her designee shall be responsible for the enforcement of these regulations.

4-602. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized traveler" means any elected or appointed municipal officer or employee, including members of municipal boards and committees appointed by the mayor or the municipal governing body, and the employees of such boards and committees who are traveling on official municipal business and whose travel was authorized in accordance with this chapter. "Authorized traveler" shall not include the spouse, children, other relatives, friends, or companions accompanying the authorized traveler on city business, unless the person(s) otherwise qualifies as an authorized traveler under this chapter.

(2) Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the city. Reimbursable expenses shall include expenses for transportation; lodging; meals; registration fees for conferences, conventions, and seminars; and other actual and necessary expenses related to official business as determined by the CAO. Under certain conditions, entertainment expenses may be eligible for reimbursement.

(3) Authorized travelers can request either a travel advance for The projected cost of authorized travel, or advance billing directly to the city for registration fees, air fares, meals, lodging, conferences, and similar expenses.

Travel advance requests aren't considered documentation of travel expenses. If travel advances exceed documented expenses, the traveler must immediately reimburse the city. It will be the responsibility of the CAO to initiate action to recover any undocumented travel advances.

(4) Travel advances are available only for special travel and only after completion and approval of the travel authorization form.

(5) The travel expense reimbursement form will be used to document all expense claims.

- (6) To qualify for reimbursement, travel expenses must be:
- (a) directly related to the conduct of the city business for which travel was authorized, and
 - (b) actual, reasonable, and necessary under the circumstances. The CAO may make exceptions for unusual circumstances.
- Expenses considered excessive won't be allowed.
- (7) Claims of \$5 or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, phone call, public carrier travel, conference fee, and other reimbursable costs.
- (8) Any person attempting to defraud the city or misuse city travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.
- (9) Mileage and motel expenses incurred within the city aren't ordinarily considered eligible expenses for reimbursement.

4-603. Travel reimbursement rate schedules. Authorized travelers shall be reimbursed according to the state of Tennessee travel regulation rates. The city's travel reimbursement rates will automatically change when the state rates are adjusted.

The municipality may pay directly to the provider for expenses such as meals, lodging, and registration fees for conferences, conventions, seminars, and other education programs.

4-604. Administrative procedures. The city adopts and incorporates by reference--as if fully set out herein--the administrative procedures submitted by MTAS to, and approved by letter by, the Comptroller of the Treasury, State of Tennessee, in June 1993. A copy of the administrative procedures is on file in the office of the city recorder¹. It shall cover all travel and expenses occurring on or after July 1, 1993.

¹State law reference

Tennessee Code Annotated, § 6-54-904 requires a city to notify the comptroller in writing that it has adopted the MTAS policy including the date of such adoption.

CHAPTER 7

DRUG TESTING

SECTION

- 4-701. Policy
- 4-702. Refusal
- 4-703. Enforcement

4-701. Policy: All employees can be subject to pre-employment drug testing as well as random drug testing as is decided by mayor, council members and/or department supervisor.

4-702. Refusal: Anyone refusing drug test will be dismissed

4-703. Enforcement Any employee found using drugs will be dismissed.