CHAPTER 1

SOCIAL SECURITY--TOWN PERSONNEL

SECTION
4-101. Policy and purpose as to coverage.
4-102. Necessary agreements to be executed.
4-103. Withholdings from salaries or wages.
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4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of the 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 old age 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. (1978 Code, § 1-701)

4-102. Necessary agreements to be executed. The mayor is hereby 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. (1978 Code, § 1-702)

4-103. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations. (1978 Code, § 1-703)
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. (1978 Code, § 1-704)

4-105. **Records and reports to be made.** The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1978 Code, § 1-705)
CHAPTER 2

TOWN EMPLOYEE PERSONNEL POLICIES, REGULATIONS, ETC

SECTION
4-201. Personnel policies, regulations and administrative procedures.
4-202. Coverage.
4-203. Administration.
4-204. Employee at-will status.

4-201. **Personnel policies, regulations and administrative procedures.** The board of mayor and aldermen shall develop all rules and regulations deemed necessary by the board for the effective administration of the personnel system. All policies adopted by the board, or amendments to existing policies adopted by the board, shall be adopted in written form and compiled in the form of an employee's handbook.

4-202. **Coverage.** All offices and positions of the town are divided into one of two categories, classified service and exempt service. The classified service shall include all regular full-time and regular part-time positions in the town's service unless specifically placed in the exempt service. All offices and positions placed in the exempt service include: all elected officials; members of appointed boards or commissions; consultants, advisers, legal counsel and other such professional services; independent contractors and individuals operating under employment contracts with the city; the city judge; the city building inspector.

4-203. **Administration.** The personnel system shall be administered by the mayor, or the mayor's designee, who shall have the following duties and responsibilities:

1. Prepare and recommend to the board policies and procedures to develop an effective personnel administration system subject to the provisions of town ordinances, the town charter, and Federal and State Laws relating to personnel administration.
2. Maintain records of all employees subject to the provisions of the personnel administration system.
3. Make certain that all employees receive copies of all policies, procedures and regulations, or subsequent amendments, in the form of an employee handbook.
4. Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the board.
4-204. **Employee at-will status.** Nothing in the provisions of the Bulls Gap Municipal Code, as written, or in any policies adopted in accordance with this chapter shall be interpreted as granting property rights to any employee of the town and all employees shall be considered at-will employees.
CHAPTER 3

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

SECTION
4-301. Creation.
4-302. Title.
4-303. City recorder designated program director.
4-304. Program standards.
4-305. Effective date of plan.

4-301. Creation. There is hereby created a safety and health program for employees of the Town of Bulls Gap, Tennessee, as follows. (1978 Code, § 1-1001)

4-302. Title. This chapter shall be known as the "Occupational Safety and Health Program for the Employees of the Town of Bulls Gap, Tennessee." (1978 Code, § 1-1002)

4-303. City recorder designated program director. The Town of Bulls Gap hereby designates the city recorder hereinafter referred to as the "director," to establish a safety and health program in compliance with the requirements of the Tennessee Occupational Safety and Health Act of 1972 and he is hereby given the authority to implement a plan which shall encompass the issues and standards which have been promulgated by applicable state standards. (1978 Code, § 1-1003, modified)

4-304. Program standards. This plan shall be at least as effective as the federal or state standards on the same issues and shall include the following:

(1) The director or his authorized representatives shall have the right to enter without prior notice and at any reasonable time any establishment, construction site, plant or other area, workplace or environment where work is performed in the Town of Bulls Gap, Tennessee; and to inspect and investigate any such place of employment and all pertinent conditions, processes, machines, devices, equipment and materials therein, and to question privately any supervisor or employee.

(2) The director may issue subpoenas to require the attendance and testimony of witnesses and the production of evidence under oath for the purpose of confirming or supplementing his findings.

(3) The director shall provide for education and training of personnel for the administration of the program, and he shall provide for the education
and training of all employees of the town to the extent that same is necessary for said employees to recognize and report safety and health problems as defined in the applicable standards.

(4) All employees shall be informed of the policies and the standards set forth by the Tennessee Occupational Safety and Health Act.

(5) All employees of the town shall be informed of safety hazards, exposure to toxic or harmful materials and imminent danger situations that may occur in their jobs.

(6) The director or his authorized representative shall upon any allegation of imminent danger immediately ascertain whether there is a reasonable basis for the complaint. If the director finds that there is a reasonable basis for the claim, he shall order the dangerous area closed down and all endangered employees removed therefrom pending a hearing on the complaint. The director shall set a date, time, and place for said hearing, but in all events the hearing shall be held within five (5) days after closing down the area complained of. If upon hearing, the director finds that an imminent danger exists, he shall order the area to remain closed until appropriate remedial steps are taken.

(7) Any employee shall be given the right to participate in an investigation or inspection which involves a safety and/or health situation which concerns his work area.

(8) The director shall establish a safety and health training program designed to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment.

(9) The director shall contact the Commissioner of Labor of the State of Tennessee by telephone in the event of the death of an employee involved in a work-related accident. This notification will be done as soon after the fatality as possible but not to exceed 48 hours.

(10) The director shall set up a procedure for requesting a variance from the Tennessee Department of Labor in the event an operation within the town does not meet the standards set by the Occupational Safety and Health Act and immediate action to alleviate the discrepancy is not possible.

(11) The director shall establish and maintain a system for collecting and reporting safety and health data required under the Tennessee Occupational Safety and Health Act.

(12) The director shall apply this program to employees of each administrative department, commission, board, division or other agency of the Town of Bulls Gap, Tennessee.

(13) The director shall make an annual report to the Commissioner of Labor for the State of Tennessee showing the accomplishments and progress of the Town of Bulls Gap, Tennessee, in its Occupational Safety and Health Program.
(14) The director shall provide a means whereby any employee may submit a report of what he feels is a safety and/or health hazard to his immediate supervisor and the director without fear of jeopardizing his job or chances for future promotion. Such reports shall be preserved and the action thereon shall be noted on said reports and signed by the director or his designees.

(15) In implementing the plan the director shall adopt therein all the words and phrases designated as "definitions" in the Tennessee Occupational Safety and Health Act, promulgated regulations and standards thereunder.

(16) The director shall submit said plan to the Tennessee Department of Labor for approval on or before January 31, 1974. (1978 Code, § 1-1003, modified)

4-305. **Effective date of plan.** The plan, upon its approval by the Tennessee Department of Labor, shall become effective to the Town of Bulls Gap, Tennessee, and at this time shall become a part of this chapter as fully and completely as if set out herein. (1978 Code, § 1-1004)
CHAPTER 4

TRAVEL REIMBURSEMENT REGULATIONS

SECTION
4-401. Enforcement.
4-402. Travel policy.
4-403. Travel reimbursement rate schedule.
4-404. Administrative procedures.

4-401. Enforcement. The mayor shall be considered the chief administrative officer (CAO) of the town and shall be responsible for the enforcement of this chapter and these travel regulations. (Ord. #07-19-93-1, Aug. 1993)

4-402. Travel policy. (1) In the interpretation and application of this chapter, the term "traveler" or "authorized travel" 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 any companions accompanying the authorized traveler on town 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 town. 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 town 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 town. 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 official town 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 five dollars ($5.00) or more for travel expense reimbursement must be supported by the original paid receipt for lodging, vehicle rental, telephone call, public carrier travel, conference fee, and other reimbursable costs.

(8) Any person attempting to defraud the town or misuse town travel funds is subject to legal action for recovery of fraudulent travel claims and/or advances.

(9) Mileage and motel expenses incurred within the town aren't ordinarily considered eligible expenses for reimbursement. (Ord. #07-19-93-1, Aug. 1993)

4-403. Travel reimbursement rate schedule. Authorized travelers shall be reimbursed according to the State of Tennessee travel regulation rates in effect at the time the expenses are incurred. The town's travel 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. (Ord. #07-19-93-1, Aug. 1993)

4-404. Administrative procedures. The town 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 Recorder of the Town of Bulls Gap, Tennessee.

This chapter shall take effect upon its final passage by the Board of Mayor and Aldermen of the Town of Bulls Gap, Tennessee, and the publication of the caption of the chapter in a newspaper of general circulation in the town, the public welfare requiring it. (Ord. #07-19-93-1, Aug. 1993)