

Blount County

Highway Department

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To: Jared Anderson

From: Chico C.E. Messer *CCEM*
Assistant Superintendent

Date: 7/11/2024

Subject: BCHD Handbook Changes

The Blount County Highway Department Handbook Supplement should not be included with the resolution for approval, but rather to the full Commission for information only.

Current Handbook:

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. Hours worked by non-exempt employees required to work the holiday will be added to the employee's holiday bank for later use.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay.

Revised Handbook:

Holidays

Blount County publishes a holiday schedule each year to be uniformly observed, unless otherwise determined by the Department Head/Elected Official to avoid interruption of a public service. Full-time, regular, and introductory employees who are not required to work on the holiday will receive their regular rate of pay for the day. If a holiday falls within an employee's scheduled vacation period, vacation time will not be charged for the holiday. If it is determined necessary that any non-exempt employee is required to work the holiday, that employee will receive the four-hour call-in premium in accordance with the overtime policy, shall be paid overtime at one and one half their regular wage, and the holiday will be added to the employee's holiday bank for later use.

A non-exempt employee must work the day before and the day after a holiday to be paid for the holiday unless prior approval for the absence was granted.

Part-time employees are not eligible to receive holiday pay