

**Summary of Proposed Changes to the
Blount County Highway Department
Supplemental Employee Handbook**

- ***Clarified overtime/compensatory time policy***

A. **Overtime/Compensatory Time:** All eligible employees of the Blount County Highway Department shall be paid overtime at time and one-half their regular wage for all hours over forty (40). An employee electing compensatory time will earn 1.5 hours for each hour over forty (40).

- ***Clarified Call-In policy***

B. **Call-In:** Hourly employees will receive one four-hour call-in premium and be paid regular wages for the hours worked, up to 40 hours, if called by a supervisor to respond to an emergency after normal business hours.

a. Example 1: An employee is called in on a Saturday three times within an eight-hour period, the employee is paid one (1) four-hour premium. If the employee is called in a fourth time eight hours after the original call, the employee is paid an additional for (4) hour premium.

b. Example 2: An employee is called in on a Saturday and works 9 hours continually as a result of the initial call-in, the employee is paid one (1) four-hour premium.

The above policies apply to all call-in situations including: storm damage, downed trees, snow, or any other reason the employee is called in by a supervisor.

- ***Added Fitness for Duty/Functional Capacity Exam procedure***

Fitness for Duty/Functional Capacity Procedure

- Department emails Human Resources with notification of a Fit for Duty exam requirement at least one week in advance of the return-to-work date. Human Resources ensures the employee has a full duty work release from their personal physician.
- Department emails a job description including physical demands to Lynn Sherles at lynn.sherles@bmnet.com
- The employee must request records from their treating physician using the Medical Authorization form. The exams cannot be scheduled until ETMG has obtained records.
- The Department contacts Lynn Sherles (865-977-5795) to schedule the screening and exam through Blount Memorial Business Health. (Therapist works on Tuesdays and Wednesdays.)
- Two appointments could be made at the discretion of Dr Thompson:
 - 1. Functional Capacity Screen performed at Blount Memorial Business Health by the therapist

- 2. Fit for Duty Exam, performed at ETMG Care Today Clinic by Dr Thompson.
This appointment is the same day as screening.
- The Department and employee will be notified when appointments are scheduled.
- Results of the exam will be sent to Human Resources and forwarded to the Department.

Addresses:

Blount Memorial Business Health: 1102 Sevierville Rd, Maryville 865-977-5795

ETMG Care Today Clinic: 266 Joule St, Alcoa

Cost:

Invoice(s) are sent to the requesting Department

Functional Capacity Screening - \$55

Fit for Duty Exam - \$80

- ***Added Holiday policy to clarify hours worked on a holiday/holiday bank***

Holidays

Any hours worked on a holiday by a BCHD employee will have the hours worked banked for use on a later date

- ***Clarified Promotion policy to adhere to the Blount County Government Compensation Plan***

Promotions: When an employee is promoted as a result of a job change or job progression to a higher pay grade position within the same or to a different salary schedule, the salary placement within the new pay grade shall be determined as follows:

- apply 5% on the salary of the previous grade/schedule and salary for promotions of one paygrade, and an additional 2.5% for each additional pay grade up to a maximum of 15%. The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

After promotion, employees must complete the standard six (6) month introductory period. A performance evaluation must be completed after the introductory period is complete and submitted to Human Resources. Employees earning a promotion will not be eligible for a step increase within the six (6) month introductory period. Step-increases will be applied after the completion of the six (6) month probationary period.