

To: Blount County Commissioners



FROM: Jeff Headrick

A handwritten signature in blue ink, appearing to read "Jeff Headrick".

RE: Employee Handbook Supplement Amendment

DATE: November 4, 2022

**Blount County  
Highway Dept.  
Jeff Headrick  
Superintendent  
1227 McArthur Rd  
Maryville, TN 37807  
(865) 982-4652**

It has been determined that the Highway Dept. handbook needs to be modified to recognize on call compensation as it relates to paid time off.

Therefore, call ins deemed to be emergency situations are to be approved by the Superintendent on a case by case basis regardless of the hours worked.

If this amendment to the handbook is approved, the effective date is the pay period beginning November 6, 2022 through December 31, 2023.

This amendment will be submitted to the HR committee for consideration at their November meeting prior to the November Commission meeting.

The entire handbook is included with the highlighted change for your consideration.