

TCCY EMPLOYEE POLICIES & PROCEDURES MANUAL



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INTRODUCTION

This manual has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities and general personnel practices. This document is also not a complete review of policies and procedures that regulate all human resources actions in state government.

For additional information regarding the Rules of the Tennessee Department of Human Resources, please see the Rules or the policies posted on the website for the Department of Human Resources at <https://www.tn.gov/content/tn/hr/policies-resources>.

THE TEAM APPROACH

The mission of the Tennessee Commission on Children and Youth (TCCY) is advocacy to improve the quality of life for children and families and provide leadership and support for child advocates.

At TCCY, staff is encouraged to work together as a team. To be an effective team member, you must develop trust and respect for other staff members. Staff is expected to be familiar with each other's responsibilities and to help each other when needed. The organizational chart (APPENDIX 1) outlines the administrative and functional structure of TCCY.

Group cohesiveness comes when there is a common focus or task and agreement on strategies for how best to achieve the mission of the agency. Negative employee attitudes and less-than-professional behavior can poison the workplace atmosphere and therefore are performance issues. Negativity erodes the team approach and can hurt productivity. Staff are expected to positively represent the agency when interacting with others to reflect well on the TCCY team at all times.

YOUR JOB

Now, more than any other time in recent history, it is imperative that as an employee of the State of Tennessee you serve the people of Tennessee with efficiency, fairness and courtesy. This is very important because in many cases your actions become the basis for the public's opinion of state government. Therefore, you should govern your conduct by being ever mindful that government is large and often confusing and that professionalism and courtesy in every situation will always produce results that are more positive. Your position requires you to treat all citizens with equal fairness giving special privileges to none.

State Employment. As an employee, you have already gone through the process of filing an application, testing (if necessary), interviewing and appointment. You were appointed to your position because you were the best qualified person for the job. Continued success will depend on how well you perform in your new position.

The Department of Human Resources (DOHR) has the responsibility for establishing and administering personnel policies and rules that encourage good personnel management, promote fairness to employees and conforms to the provisions of the law and applicable federal statutes. In addition to TCCY's policies and procedures, the agency strictly adheres to DOHR policies, procedures and rules. DOHR Policies can be found at <https://www.tn.gov/content/tn/hr/policies-resources.html>. DOHR Rules can be found at <http://publications.tnsosfiles.com/rules/1120/1120.htm>.

Refer to the *Department of Human Resources Policies* or the *Rules of the Department of Human Resources* on the DOHR website at the addresses above if there are questions regarding personnel policies or rules after consulting this manual and/or checking with your supervisor or agency human resources officer (HRO).

Probationary Periods. Policy can be found at https://www.tn.gov/content/dam/tn/hr/documents/12-028_Probationary_Period.pdf.

Your Supervisor. The relationship between you and your supervisor is a very important one. The strength of that relationship can determine how successfully you are doing your job, but may also affect your co-workers' abilities to perform their jobs. You, your supervisor and co-workers are part of a team. This team is expected to achieve positive results. Your supervisor's primary responsibility is to get the job done, but it is also his/her responsibility to see that those under his/her supervision are treated fairly and have the opportunity for appropriate professional development.

You can expect your supervisor to recognize you as an individual and be aware of your needs and concerns. Your supervisor should provide work assignments based on fair standards, sound methods and reasonable expectations that should result in proper recognition for the job done. In turn, your supervisor will expect you to recognize the responsibilities of your job by contributing to good performance with both quality and quantity. To aid this effort, your supervisor will expect prompt, regular attendance and a cooperative attitude in working toward specific goals. However, you should recognize that your supervisor is an individual with limitations too.

Personnel Records. Via our Memorandum of Understanding (MOU) with DOHR, the current DOHR Coordinator, keeps an official file for every employee. Information pertaining to your employment is maintained in that file and is available to you during regular office hours. Email DOHR.MOU.Employees@tn.gov for assistance.

Edison. The Edison system is the state's online personnel system. New employees will be asked to take Edison Self-Service Training that will explain how to use the program. You will be able to update your personal information in Edison Self-Service when there are general changes such as changes in name, home address, marital status or changes in the number of your dependents, enter your time and leave requests, check leave balances, acknowledge performance reviews, select benefits, find training opportunities and much more. Important information is periodically sent to you based on the information entered in Edison. For this reason, be sure to keep your mailing address information in Edison current. It is the employee's responsibility to continuously update your information.

Emergency Contact Form. You will be asked to complete a **TCCY Staff Emergency Contact Form** that includes your name, name/phone number of person(s) to contact in the event of an emergency and name of hospital if you have strong feelings about where you want to be taken in the event of an emergency. This form will be updated yearly and maintained by the agency Executive Administrative Assistant 1 (EAA 1).

Photo ID Card/State Building Access Card and State Parking Hang Tag. General Services will issue the Photo ID Card/State Building Access Card to you upon employment (or loss of card). Their office is located on the second floor of the Tennessee Tower Building. The HRO can call and arrange for you to obtain your photo ID card. The card is required for entry into all State Office Buildings and should be in your possession at all times. The card will allow you entry to the Andrew Jackson Building and access to the elevators. If you leave state service or transfer to another state department, your Photo ID Card/State Building Access Card must be

returned to the HRO on your last day of employment with TCCY. If you lose your State Photo ID, you will be required to pay personally for its replacement.

You will also be issued a State Parking Hang Tag by the agency's parking coordinator upon employment. The hang tag should be visibly displayed on your rear view mirror when parking in state parking lots or you could be ticketed. State parking is limited, but parking information, including a map and shuttle information, is available on the General Services website. **Please note that if you park in a Reserved/Numbered spot without the proper hang tag, you could be towed.** The hang tag should be returned to the HRO should your employment with TCCY end.

Metropolitan Transit Authority (MTA) Card. The State of Tennessee offers state employees the opportunity to ride a city bus and the Music City Star train to and from work free of charge. State employees can request a transit card from the Department of Transportation (DOT). The agency HRO can direct you to the form you will need to complete and submit to DOT to request the card. Cards are renewed every two years and should only be used by the state employee for transportation to and from work. You will be charged a fee if you lose your card and wish to obtain another. Schedules for MTA can be viewed at www.nashvillemta.org. Schedules for the Music City Star can be viewed at www.musiccitystar.org. Cards should be returned to the agency HRO should your employment with TCCY end.

Affirmative Action/Equal Employment Opportunity. According to our MOU, DOHR will prepare Affirmative Action Plans yearly with an update every June. The agency plan becomes part of the State of Tennessee Plan. The agency plan should be available for viewing by TCCY employees at any time from DOHR. TCCY is committed to assuring equal employment opportunities in all aspects of its operations affecting employees and potential employees of TCCY.

Non-Discrimination Policy/Title VI/Americans with Disabilities Act. The following information reflects TCCY's non-discrimination policy:

TCCY prohibits the practice of denying any individual, on the basis of race, color, national origin, sex, religion, age or disability any services, opportunity, or other benefit for which this individual is otherwise qualified (e.g., denying minority children the right to participate in a mentoring program which receives TCCY funding would be a prohibited practice).

Purpose: The purpose of Title VI in the Civil Rights Act of 1964 is to prohibit programs that receive federal funds from discriminating against participants or clients on the basis of race, color, or national origin. The intent of the law is to ensure that all persons, regardless of their race, color, or national origin, are allowed the equal opportunity to participate in these federally funded programs. In addition, TCCY complies with the following federal laws:

- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789(c)(1), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;

- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and,
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38).

Sexual Harassment. Sexual harassment in the workplace is a violation of federal and state law. TCCY abides by the state’s policy on sexual harassment. DOHR, as part of its continuing affirmative action efforts and pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission (EEOC), fully supports legislation to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without subjugation to sexual harassment or discrimination of any kind in the work place. It is the policy of TCCY and DOHR to provide an environment free of sexual harassment. All employees, as responsible adults, must conduct themselves in a way that is not offensive or perceived to be offensive to others. This policy is established to support Title VII of the Civil Rights Act of 1964. For additional information, see **TCCY Agency Policy on Workplace Discrimination and Harassment (APPENDIX 3)**.

ON-THE-JOB CONDUCT

As a state employee, you represent the State of Tennessee in your contacts with the public on and off the job. Each contact you make is an opportunity to increase goodwill for your agency and state government and places the important responsibility of establishing and keeping a good image of a state employee squarely upon your shoulders.

Reporting for Work. If you must be late for work or absent due to illness or for an unforeseen circumstance, personally notify your immediate supervisor as soon as possible by telephone. If the supervisor is unavailable, leave a voice mail message. Also, notify administrative staff at the front desk so he/she can document your absence on the staff sign in/out log. In unforeseen absences such as illness, you must submit a leave request in Edison Self-Service immediately upon your return to work. Your supervisor must know when and why you are absent. If you (formatting issue) cannot contact your supervisor leave her or him a voicemail, then contact the executive or associate director of the agency.

When you have to be late or absent, it is important for you to give your supervisor maximum advance notice so that replacement arrangements or work reassignments can be made. Your supervisor will cooperate with you on these occasions if you will personally give him or her as much advance notification as possible. After all, your supervisor must account for and approve any absence from work you may have.

Dress and Grooming. As a public servant of the State of Tennessee, you are expected to maintain a standard of dress and grooming which reflects good taste and common sense. You are to refrain from extremes and fads and should dress in styles appropriate to a business office or your working conditions. There is a good chance that you will be in contact with the public. Your appearance should be professional by being well-

groomed and neatly dressed in appropriate attire. Jeans, thong sandals, tennis shoes, halter-tops, sport shirts, etc., are inappropriate attire for the office environment. Ties are encouraged for men, but not required. When ties are not worn, shirts and slacks should reflect appropriate professional dress. Please refer to the section for “Casual Day” for guidance regarding what is acceptable for Casual Day, an implication that such is not acceptable for other days. Please use discretion. If you have doubts about appropriate dress in your work environment, ask your supervisor for advice. If your attire is not considered appropriate, your supervisor will discuss it with you, and if necessary request that you return home and change clothes.

Casual Day. Casual Day is on Friday and Friday only. If any individual has an appointment or meeting or is out of the office on a particular Friday, that particular casual day cannot be substituted for another day. Commission meetings are not casual unless declared so by the Commission chairperson and/or executive director.

The primary assumption is, of course, that we are all professionals and will make professional decisions concerning appropriate casual attire for the office. For both male and female staff, T-shirts and jeans with holes or patches, spandex bicycle shorts and sweatpants are not allowed, as well as T-shirts with tasteless, inflammatory, or controversial statements, logos, etc. Female staff do not have to wear hosiery or tights. If the executive director finds a particular outfit or article of clothing to be inappropriate, then that particular outfit or article of clothing is not allowed. Of course, gang-related clothing is not allowed, pursuant to Public Chapter 571 of 1994.

Customer Focused Government. TCCY staff participates in training regarding Customer Focused Government, an initiative of the Governor’s office and DOHR. Courtesy, or lack of, is most noticeable in telephone conversations and at public counters or reception desks. However, courtesy on jobs where public contacts may be more casual is just as important. Courtesy should be shown in all contacts with the public and your co-workers. Be courteous to everybody, not just those who are courteous to you. You are an employee of the citizens of the State of Tennessee, so prompt, polite and courteous service is due them regardless of the circumstances. Courtesy in every situation will always produce more positive results. If you are subjected to inappropriate behavior, report it to your supervisor or the executive director.

In handling public contacts, you should:

- Greet individuals and groups promptly, pleasantly and courteously.
- Listen attentively and patiently. Be sure to get the facts in determining the nature of the problem or the request for service.
- Provide accurate information, material, service or reference to the proper department or authority.
- Do everything possible to close each association on a positive, friendly note.
- Promptly follow up when necessary.

Remember that every time you answer the phone or greet a visitor you are representing TCCY. Always try to be as helpful as possible and to find answers to inquiries. If you do not know the answer to a question, tell the person that you will call them back with an answer and then follow up. When answering the phone, be cheerful. When someone calls for a staff person who is not available, ask if there is someone else who could help, if there is anything you can do to help, or if they would like to be transferred to the staff person’s voice mail.

Use, Protection and Release of Information - Confidentiality. Names or other confidential information about persons or organizations that may be available in the agency may not be released to any person or organization if such information is not to be released to the public pursuant to the law and TCCY policies.

Employees should not use or give information acquired through their official position, prior to its availability to the general public, to advance their interests or those of family members, relatives, associates, friends or any other person or enterprise.

Employees should not disclose any confidential information regarding persons involved in TCCY monitoring or evaluation or regarding fellow employees.

Safeguarding Social Security Numbers. Employees should be aware of the danger of identity theft and safeguard all records (paper and electronic) containing Social Security Numbers within or coming through the agency. Social Security Numbers are not to be released publically, and if to be disposed of, must be shredded.

Conflict of Interest. Employment with the State of Tennessee is a public trust. Employees must not engage in any activity in either a private or official capacity where a conflict of interest or perception of a conflict of interest may exist. Your first loyalty should be to the public interest, and you should **avoid dealings, associations or interests that could affect your objectivity in performing your job or in making the decisions required of your position.** However, employees are encouraged to participate in professional and civic organizations if such participation does not adversely affect their role as a public employee.

All TCCY staff must fill out and sign a **Conflict of Interest Form (APPENDIX 4)** annually. If you question whether any outside activity or interest may be in conflict with your job requirements, you should ask for an opinion from your supervisor.

Gifts and Contributions. State law prohibits state employees from accepting gratuities, loans or gifts of any value from outside organizations, business concerns, or individuals with whom they have had official business. Accepting them can be cause for disciplinary action.

Political Activities. As a state employee, you are expected to refrain from partisan political activity during working hours. Employee political activity is regulated by the Federal Hatch Act, **Tennessee's "Little Hatch Act"** (APPENDIX 5), (T.C.A. Title 8, Chapter 30), certain civil service rules (T.C.A. Title 2, Chapter 19) and Title 5, United States Code Annotated, 1501-1508. Political buttons, signs and campaign material should never be displayed in the work place. No employee of the state may use his/her official position in influencing the outcome of any election, partisan or non-partisan, and no regular employee may solicit subscriptions or contributions for any political purpose. For additional information see: **2-19-207, Political activity interfering with state business** found in the Little Hatch Act (APPENDIX 5).

Before engaging in any type of political activity, it is advisable for you to seek the opinion of the executive director to make sure you do not violate laws or regulations.

Solicitation. According to the Department of General Services rules, there shall be no solicitation by any person, organization or association in any state facility. The major purpose of this rule is to make sure that work and break areas are reserved for the use of employees and that employees will not be harassed or unduly interrupted at work. Materials may be placed on bulletin boards and reasonable access must be given to anyone in areas normally accessible to the general public. Solicitation conducted for the Tennessee

Employees Charitable Campaign, Red Cross Blood Drive, Deferred Compensation Program and any other "state-sponsored" activities are permitted.

Each year you are given an opportunity to participate with your fellow employees in supporting worthy charitable efforts within the community. This is the only charity drive conducted by state government. Your participation is voluntary and you may contribute to the total effort or, if you choose, designate your support to one of the approved agencies.

State Funds and Property. The receipt of state funds or property constitutes a debt to the State of Tennessee. State funds or property are provided for use during your employment and are not personal funds or property. Upon employment, you are required by DOHR and Department of General Services to list state funds and/or property assigned to you on a **Payroll Deduction Authorization (APPENDIX 6)** form. Upon termination of employment, you will be required to reimburse the state for any amount outstanding and return any property in good condition, with the exception of normal wear, within twenty-four (24) hours. If the items assigned to you are not turned in when you leave state employment, the value of that property will be deducted from your final payroll check.

Personal Property. There are many offices and work locations that are open areas for both the public and a large number of fellow employees; therefore, it is important that you use discretion when bringing personal property to work. If you have personal property in your work location, be sure to make security arrangements to your satisfaction because such property is your responsibility.

Housekeeping and Supplies. You have an obligation and responsibility to use and care for machines and equipment you use on your job. Improper use and maintenance of equipment that you and others depend upon can lead to unnecessary losses in time and money. When not in use, equipment should be stored or covered. When equipment needs repair, please report the need to the appropriate person immediately. If appropriate, alert other staff to equipment problems.

Whether you work in an office or in one of the regions, the treatment given your equipment reflects upon the quality of your work to your supervisor and the public. The care you have for your equipment will affect the public's impression of your agency and the State of Tennessee.

Management and Employee Responsibility for Identifying Fraud. If an employee of TCCY suspects that a fraudulent act has occurred, the employee should immediately inform their supervisor and the executive director of the agency. The executive director is responsible for the investigation of suspected fraud, coordination with upper level management and communication with the Division of State Audit. The executive director of TCCY expects all staff to be straightforward and honest in all communications with auditors. TCCY management should review the document "Management Antifraud Programs and Controls" which is an exhibit attached to the Statement of Auditing Standards No. 99, Consideration of Fraud in a Financial Statement Audit. A link to this document and a printable summarized version are available on the F&A website at <https://www.tn.gov/finance/fa-accounts-risk-managment.html>.

Employee Performance and Conduct. Every organization has standards by which it must operate and the state is no different. Employee performance and conduct have a very important role in government's purpose and responsibility to serve the public. When things happen that are out of line with this responsibility, they must be recognized and dealt with in a fair and consistent manner. Your conduct while at work should always be positive when dealing with the public, co-workers, supervisors or others. Misconduct or insubordination will

be grounds for immediate disciplinary action. The severity of disciplinary action will depend on the seriousness of the offense, work record and other relative information.

Your work performance is also a matter that must remain positive and productive. If performance falls below acceptable standards, efforts will be made by your supervisor to motivate improvement. Usually, this can be achieved through the use of performance management or supervisory counseling. If improvement does not occur, additional efforts to motivate improvement including disciplinary action will be made by your supervisor. It is your supervisor's responsibility to address any situation in which a change in your performance has an adverse effect on your ability or willingness to perform assigned duties. For additional information, see the *Rules of the Department of Human Resources* on the DOHR website.

Disciplinary Action and Grievances. Please see the *Rules of the Department of Human Resources* on the DOHR website.

Employee Separation. If your employment with the state should end, it is hoped the decision will be for your betterment. To resign in good standing, you should give your supervisor at least 14 calendar days' notice.

If you are enrolled in any benefit options and you are separating from state government, you should contact the TCCY Agency Benefits Coordinator (ABC). You may be able to convert some of these options to individual policies within certain limitations and with no interruption in coverage as in the case of a Reduction In Force (RIF). You may also qualify for health insurance through the Consolidated Omnibus Budget Reconciliation Act (COBRA). You should also discuss options available regarding your retirement contributions by contacting Benefits Administration, Division of Retirement. For additional information, please contact Benefits Administration at 800.253.9981 or 615.741.3590 or visit www.partnersforhealthtn.gov.

When an employee leaves employment with TCCY, he/she must:

- Submit a letter of resignation to your supervisor indicating your final day on the job;
- Return the Photo ID/Building Access Card and Parking Hang Tag;
- Return any state-issued credit cards;
- Return the agency office/file cabinet keys;
- Give passwords to supervisor;
- Return any and all electronic equipment assigned to you, including but not limited to cellular telephone, answering machine, tape recorder, personal digital assistant (PDA), camera (film or digital), video camera, fax machine, personal computer (desktop or notebook) and peripherals, printer, jump/flash/memory drive, projector (overhead or LCD/video).
- Any accrued annual and/or compensatory leave balances will be paid in a lump sum;
- Sick leave balances will not be paid to the employee; however, sick leave can be applied to months of service in some retirement instances.

Drug-Free Workplace Policy. In 1988, the U.S. Congress passed the Drug-Free Workplace Act. That legislation requires that any recipient of a federal grant must certify maintenance of a drug-free workplace. Additionally, TCCY has a **Drug-Free Workplace Policy and Acknowledgement (APPENDIX 7)**. Each new employee must read the Policy and sign the Acknowledgement.

Smoking Policy. The State of Tennessee is a non-smoking employer. Therefore, TCCY strictly adheres to this policy which protects the rights of people who smoke and those who do not. Each state office building has designated smoking areas. Violation of the non-smoking state policy will result in disciplinary action.

Children in the Workplace Policy. TCCY is a child-friendly workplace. We believe families are important and children are welcome to visit the agency. When an employee finds it necessary to bring their child(ren) or grandchild(ren) to work, please notify your supervisor regarding your situation. It is essential to the working environment that children are supervised and do not prevent you or other employees from performing their work. If you expect to experience the need to care for your child for an extended period, we encourage you to make alternative arrangements. **Children should not be allowed to access state computers or electronic devices.**

Personal Use of Social Media. DOHR has established a policy for social media (https://www.tn.gov/content/dam/tn/hr/documents/12-058_Personal_Use_of_Social_Media.pdf) effective February 1, 2015. This policy is intended to provide guidelines to ensure that social media tools are used properly, and to address potential risks. The lines between public and private, personal and professional are blurred in online social networks, and whatever you post on your personal account will likely reflect on the state. Therefore, be aware of your association with the State and thoughtful of how you present yourself online. Be mindful that despite all privacy controls, whatever you publish can be seen by many different people, including your supervisors, coworkers, and customers.

Sunshine Fund. The **TCCY Sunshine Fund (APPENDIX 8)** was developed for an easy and cost-efficient way to remember staff on special occasions. Employees are not required to donate to the Sunshine Fund.

A CAREER...OR JUST A JOB?

As a state employee, one of your goals should be to do the best job you can for the citizens of Tennessee. It is also your obligation to grow and change with the job. Employment in state government has much to offer you in your efforts to meet and fulfill these responsibilities.

Training. In accepting a position with state government, you are also agreeing to take advantage of opportunities for professional and personal development when they are available. The State of Tennessee has established a policy that recognizes state employees are the greatest potential asset to government. The development of each employee and the creation of organizational conditions for full utilization of his or her talents are of high priority and concern.

All departments recognize their responsibility in the area of employee development. Each agency participates in providing planned opportunities and experiences, formal and informal, for their administrative support, technical, professional, supervisory and management personnel aimed at increasing knowledge, developing or improving skills and constructively changing behavior and attitude.

Training is available to state employees in many areas of specialization. Most common among the training opportunities is a wide selection of courses concentrated within the management program, the supervisory program and the administrative support program. There are also professional and technical training opportunities available. Refer to the Edison Self-Service page for training opportunities.

Technical training is usually available through the resources of state government or through outside sources with the approval of your agency and DOHR. Contact the agency information services specialist for enrollment in technical training classes.

In the interest of making training opportunities available, most training activities are scheduled during working hours for your benefit. Rules regulating attendance are the same as if you are at work. When you attend training, you are expected to arrive on time and participate fully to gain maximum benefit from the opportunity.

Planning your career advancement through professional and personal development is a major key to success. As you develop, the State of Tennessee may further utilize you and your increasing ability to effectively serve the citizens of Tennessee. Visit <https://www.tn.gov/hr/-learning.html> for more information.

Outside Professional Development. TCCY staff is encouraged to participate in outside professional development activities, subject to approval of their supervisor. For additional information, see **Policy Regarding Outside Professional Development Activities (APPENDIX 9)**.

Pursuit of Educational Opportunities. TCCY is supportive of employees pursuing additional education. This should be discussed with your supervisor. As long as educational activities do not unduly conflict with work requirements, efforts will be made to accommodate needs through flexible scheduling. An existing benefit for state employees is the opportunity to take any class at state higher education institutions, subject to space in those classes, without having to pay tuition. A fee waiver form must be completed to receive this benefit. The form is available from the TCCY HRO. However, you cannot participate in educational activities as a substitute for work time.

Service Awards. Visit <https://www.tn.gov/hr/employees1/service-awards.html> for more information.

Promotion. See the *Rules of the Department of Human Resources* on the DOHR website at <http://publications.tnsosfiles.com/rules/1120/1120-02.20170508.pdf>.

Pay for Performance. It is the policy of the State of Tennessee to compensate employees at a level sufficient to encourage excellence in performance and to maintain the labor market competitiveness necessary to recruit and retain a talented workforce. The purpose of a pay for performance system is to reward above-average performance, improve efficiency, and encourage participation in programs that improve job performance and skill. The policy can be found at https://www.tn.gov/content/dam/tn/hr/documents/12-064_Performance_Management_Procedures_and_Processing.pdf

The guidelines can be found at <https://www.teamtn.gov/content/dam/teamtn/human-resources/hr-documents/p4p/2017%20P4P%20Guidelines.pdf>

Performance Management. TCCY employees, like other executive branch state employees, are evaluated regularly through the performance management system. Evaluations, including two interim reviews, for executive and preferred service employees will occur by the end of September of each year.

Performance evaluations are opportunities for supervisor and employee review of job performance. These evaluations provide a means of documenting performance and also serve as a constructive tool when there is need for improvement. The evaluation is made by your immediate supervisor and reviewed by the executive

director. It is discussed with you in a meeting with your supervisor. If you feel that the evaluation rating is not an accurate reflection of performance, you are given an opportunity to express disagreement on the form.

The first step in the evaluation process is the development of your Individual Performance Plan (IPP). This plan describes your job responsibilities and specifies criteria by which you will be evaluated. After several months on the job, your supervisor will want to discuss your achievement of the goals specified in your IPP. This performance review is called an Interim Review. After two Interim Reviews, you will have a formal evaluation and the results of this evaluation will be recorded in Edison. Feel free to discuss performance management with your supervisor at any time. All new employees are placed on 12-month probation. At any time during this 12-month period, employment may be terminated for any reason.

An employee who is unable to perform satisfactorily in his or her job may be demoted to a lower paying job for which he or she is better qualified, may be restricted from receiving salary step increases until his or her job performance becomes satisfactory, or their employment may be terminated. For additional information, see the *Rules of the Department of Human Resources* on the DOHR website and <http://publications.tnsosfiles.com/rules/1120/1120-05.20170508.pdf>.

Developing Individual Performance Plans (IPPs):

- Supervisor in consultation with employee determines major job responsibilities.
- Supervisor in consultation with employee discusses list of job responsibilities and necessary revisions are made.
- Supervisor in consultation with employee identifies specific criteria that would indicate good performance for each major job responsibility.
- When setting development activities, keep in mind the S.M.A.R.T. model:
 - S Specific
 - M Measureable
 - A Action Oriented
 - R Realistic
 - T Time bound
- The criteria for good performance are discussed with the supervisor and necessary revisions are made.
- The compilation of job responsibilities and evaluative criteria become the IPP.
- For additional information, visit <https://www.teamtn.gov/hr/business-partners/performance-management-2-0/toolkit-for-rater-reviewers.html> or <https://www.teamtn.gov/hr/business-partners/performance-management-2-0/toolkit-for-employees.html>.
- Performance Management 2.0 Forms – <https://www.teamtn.gov/hr/business-partners/performance-management-2-0/pm-forms.html>
- Performance Management 2.0 -- <https://www.teamtn.gov/hr/business-partners/performance-management-2-0.html>

Performance Reviews:

- At intervals of ninety (90) days, each employee's performance is reviewed by his supervisor. There are two types of performance reviews, interim reviews 1 and 2, and an annual performance evaluation.
- The first interim review should take place three (3) months after the IPP has been developed by the employee and supervisor.

- During an interim review, the supervisor spends sufficient time with the employee and discusses the employee's perceptions and the supervisor's perceptions of job performance on each of major job responsibilities.
- The supervisor then writes a description of the interim review. The supervisor may advise an employee how he/she might be rated, but this is not required. The supervisor then describes what the employee could do to improve the performance rating.
- The supervisor then discusses the results of the interim review with the employee. The results of the review are kept on file in the TCCY central office in the employee's file.
- A second interim review will take place ninety (90) days after the first interim review. The same procedures are followed for the second interim review.
- When the annual evaluation takes place, employees are rated on each job responsibility and given an overall rating. These ratings are recorded in Edison and become part of the employee's permanent personnel record.
- Employees have the opportunity to document and share progress and achievements during designated periods of time throughout this process.
- Annual evaluations can be used to place employees on probationary status or to remove them from probationary status. They can also be used to justify promotions, disciplinary actions, transfers or pay increases.

For additional information, see the *Rules of the Department of Human Resources* on the DOHR website or <https://www.teamtn.gov/content/dam/teamtn/human-resources/hr-documents/PM%20Timeline%20-%20Simple%2017-18.pdf>.

INTER-OFFICE COMMUNICATION

Inter-office communication is extremely important. Your co-workers need to know what your job responsibilities are, when you have important deadlines and when you have scheduled meetings. Administrative support staff needs to know where you are when you are out of the office and how you can be reached. To facilitate inter-office communication, the following procedures have been developed.

Commission Meetings. TCCY staff works for a Commission; therefore, it is very important we maintain communication with our Commission members. Attendance at Commission meetings is very important and takes priority over other scheduled activities. Staff attendance is required at all Commission meetings as funding permits, unless your supervisor has approved your absence in advance.

Staff Meetings. Staff meetings involving central office staff are routinely scheduled on Monday mornings or at the call of the executive director. Regularly scheduled staff meetings should be considered a priority, and other meetings or appointments should not be scheduled in conflict with them unless unavoidable. Staff should arrive on time for these meetings. The Executive Administrative Assistant takes minutes for the staff meeting. Transcribed minutes are emailed to all staff and a file copy is kept in central office. Staff meetings involving all TCCY staff are scheduled as needed. Regional coordinators will participate in the first staff meeting of the month via conference call. Annual leave requests will not be approved on Commission and/or full staff meeting/training dates, unless the executive director grants an exception.

Sign In/Sign Out Log. Staff is responsible for designating their location when they are not in the office. In Nashville, a sign in/sign out log is located at the front desk so staff can indicate where they are going and an approximate return time and/or date. Staff is required to sign out when you are attending a meeting, going to

lunch, leaving the building, etc. When leaving to take a trip or to take scheduled sick or annual leave, sign out on all days that you will be gone from the office and the date you will return. On days you call in late, sick or take annual/compensatory time, ask the employee answering the phone to enter this information for you.

Reserving Conference Rooms. Meeting rooms can be scheduled through administrative support staff who can find meeting space of various sizes. Request scheduling as soon as the meeting date is set. The TCCY 9th Floor Conference Room can be scheduled through the EAA 1. Enclaves can be used on a first come/first served basis.

Communication Between Regional Coordinators and Central Office Staff. Good communication between regional coordinators and central office staff is essential. Always contact the appropriate regional coordinator before traveling into any region. This will facilitate better communication between the regional coordinator, central office staff and various regional contacts. If you send written communication to various regional contacts, a copy of the communication should be sent to the appropriate regional coordinator. If central office staff has information for regional coordinators, a copy of the information should be given to the associate director. If central office staff has a request for regional coordinators that requires a response or action, the request must be discussed with the associate director prior to distribution to ensure that it is timely and appropriate. Likewise, if regional coordinators have a request for central office staff, they should discuss it with the associate director.

Employee Distribution Boxes. Employees should check their mail/distribution boxes frequently when in the office. Mail normally arrives between 9:00 AM and 10:00 AM. The front desk staff will sort, date/time stamp and distribute mail shortly after its arrival. Accumulated mail and/or large items will be placed in the employee's chair.

Purchasing Supplies/Equipment. Requests for routine supplies should be sent to the budget officer. Requests for other than routine supplies, or requests for additional equipment, should be sent to your supervisor.

COMPENSATION

Pay. Your paydays occur twice monthly and will fall on the 15th (the 14th for February) and the last working day of the month. If a payday falls on a weekend or a holiday, you will be paid on the last working day in advance of that date. The pay you receive will be payment for the previous two-week work period rather than the work week period just completed (i.e., January 1-15 pay period is paid on the last day of January).

Staff can see their paycheck information in Edison Self-Service. The actual compensation is made through direct deposit to the employee's designated bank account twice each month. Exceptions to direct deposit are strongly discouraged, and must be discussed during orientation with DOHR.

Deductions made from your paycheck will be either regular or voluntary:

Regular deductions: Include Federal Income Tax (withholding) and Social Security contributions (F.I.C.A.). The amount of Federal Income Tax withheld from your gross earnings depends upon your salary and how many dependents you choose to claim each year. This can be changed by the employee in Edison Self-Service. F.I.C.A., an acronym for the Social Security contribution, is deducted from your gross salary at a fixed rate (for every dollar deducted for your social security account, the state matches it with another dollar). New state employees may be required to contribute

to their retirement account with the Tennessee Consolidated Retirement System (TCRS). Vested employees are not required to contribute to their TCRS account.

Voluntary deductions. These deductions require your authorization and include your medical, dental, vision, accident and life insurance premiums, State Employee Charity Fund, purchase of U.S. Savings Bonds, contributions to one of the state's Deferred Compensation Plans, savings deposits or repayments of a credit union loan as well as other state-approved special deductions, such as the Flexible Benefits Plan. Your deductions for insurance premiums are determined by the coverage you select and the salary you earn. The amount of other deductions depends upon the commitment you wish to make. For additional information, see the ***Rules of the Department of Human Resources*** on the DOHR website.

Longevity. Each regular, full-time employee who has worked for the state for 36 months or more will receive a longevity payment at the rate of \$100 per year of service. The maximum payment is determined by the Tennessee General Assembly, and is currently capped at 30 years/\$3,000. Eligible employees will receive longevity pay at the end of the month in which their service anniversary date falls. Anniversary dates are affected by any breaks in service and periods of special leave without pay. You can find the date you will receive your longevity pay in Edison Self-Service. However, employees of the Executive branch in the State service, as defined by Tennessee Code Annotated §8-30-102, hired after June 30, 2015 are not eligible to receive longevity pay.

Pay Increases. The salary range for your class of position is contained in the classification compensation plan established by a division of DOHR. The salary range is based on a comparison of similar jobs with similar duties within state government. Any changes in pay for any reason are subject to budgetary limits and other administrative or legal constraints. For additional information, see the ***Rules of the Department of Human Resources*** on the DOHR website.

Job Transfers. If you voluntarily transfer from one job location to another, your relocation expenses will not be paid by the state. If your appointing authority requires you to transfer to a work location more than 50 miles from your present work location, relocation expenses are reimbursable to you under the moving expense regulations issued by the Department of Finance and Administration. For additional information, see the ***Rules of the Department of Human Resources*** on the DOHR website.

Separation Pay. If you voluntarily leave state service or if you are terminated for reasons other than gross misconduct, your unused annual leave balance will be paid to you along with any officially recorded compensatory time up to the limit allowed by the state (480 hours). Your termination without the accrual of any unused annual leave will exempt you from any separation pay other than that earned in your last work period. If you retire from the state, retirement payments will not commence until all of your annual and compensatory leave has been paid. For additional information, see the ***Rules of the Department of Human Resources*** on the DOHR website.

YOUR HEALTH BENEFIT OPTIONS

The state of Tennessee offers eligible employees a basic package of group health, term life, and accident insurance. Optional dental, vision, term and universal life and accident coverage is also available. Health insurance is available through a choice of providers based on your county of residence or work. Your Agency

Benefits Coordinator (ABC) can provide you with information of these products or you may refer to the Finance and Administration Benefits Administration website.

YOUR LEAVE BENEFITS

Hours of Work. Business hours for most state departments and agencies not requiring irregular work hours or schedules are from 8:00 a.m. until 4:30 p.m. each day except Saturdays, Sundays, and legal holidays. The standard state workday is 7.5 hours for a total of 37.5 hours per week. Employees are permitted a one-hour lunch break and a 15-minute break in the morning and in the afternoon.

Your hours of work and workdays may not be the same as other state agencies. Your individual work schedule must be approved by your supervisor and executive director.

In general, central office TCCY employees are permitted to begin work anytime between 7:00 a.m. and 9:00 a.m. and end the workday anytime between 3:30 p.m. and 5:30 p.m. With approval of the executive director, an alternative schedule may also be established in special cases. Any regular schedule that varies from 8:00 a.m. to 4:30 p.m. should be approved by your supervisor.

If you are not at work during your regular work hours, **you must be on authorized leave.** This means that your supervisor knows of and has approved your absence.

Regional coordinators and other staff may have varying/irregular work hours due to the nature of their responsibilities. Whatever your work schedule, however, administrative support staff (or appropriate substitute) at your office should always know where you are, how to reach you, and your approximate return time.

This agency has an overtime and compensatory time accrual/leave policy. In special circumstances, if you feel your work requires more than the standard 37.5 hours a week, discuss your needs with your supervisor **prior** to working the hours over 37.5. Regardless of the number of hours you work in a week, you must submit the time in Edison Self-Service that reflects the number of hours you worked in each pay period. Supervisors approve time submission weekly. Supervisors require written approval from the Executive Director **prior** to earning overtime and/or compensatory time for activities that are not a part of routine job responsibilities.

Documentation of hours worked must be entered into Edison Self-Service. Training is available in Edison Self-Service on how to complete a timesheet. Your supervisor and/or HRO can also assist you, if needed. Each week must total 37.5 hours scheduled and worked even if it is a split week or includes a holiday. See **Edison Online Payment Requirements (APPENDIX 10)**.

All employees are entitled to a lunch period of one hour. Employees are encouraged to take their lunch break between the hours of 11:00 a.m. and 2:00 p.m. Employees working in an area that requires constant coverage will need to schedule lunch breaks in order to ensure coverage. Working through the lunch break to shorten the workday is discouraged as inconsistent with Department of Human Resources recommendations.

Staff may request permission to work away from their normal workstation on special projects when office interruptions make completion of an assignment difficult. TCCY has a work from home policy. Employees are allowed to work at home one day per week (with the exception of Monday and Friday). The employee

must adhere to the same schedule each week. Prior approval from the supervisor is required. See **TCCY Teleworking Policy (APPENDIX 11)**.

Wellness Break. For additional information, see the *Rules of the Department of Human Resources* at https://www.tn.gov/content/dam/tn/hr/documents/Wellness_Break_Agreement.pdf.

Holidays. The Governor announces legal or other holidays that are observed by the closing of state offices. Notification of such holidays is announced in agency staff meetings, posted on office bulletin boards, and on the DOHR website.

Usually, when a holiday falls on Saturday, the preceding Friday is observed, and if it falls on a Sunday, the following Monday is observed.

Established state holidays include the following: New Year's Day, Martin Luther King Day (third Monday in January); Presidents Day (third Monday in February); Good Friday; Memorial Day (last Monday in May); Independence Day (July 4th); Labor Day; Veteran's Day (November 11); Thanksgiving; and Christmas Day. The Governor generally declares up to two additional days around Christmas as state holidays. Employees must take annual leave or compensatory leave for any holidays other than the established state holidays. For additional information, see the *Rules of the Department of Human Resources* on the DOHR website.

General Leave Information. As a full-time employee, you will accrue annual and sick leave upon the completion of each calendar month of service if you work the major portion of the month. Sick leave is accrued at a rate of one day (7.5 hours) per month regardless of the length of years of full-time service and there is no maximum accrual.

Types of Leave. In accordance with DOHR rules and regulations, you will be considered as having resigned "not in good standing" if you are absent from work without approval for three (3) consecutive work days or two (2) consecutive work days following the expiration of any authorized leave. Keep your supervisor informed of your needs for leave as they arise and he/she will try to grant you leave as you need it. For additional information, see the *Rules of the Department of Human Resources* on the DOHR website.

The following are types of leave available to state employees:

- Annual Leave
- Sick Leave
- Leave for Adoption, Pregnancy, Childbirth, and Infant Nursing
- Family Leave
- Adoptive Leave
- Family Medical Leave Act
- Civil Leave
- Military Leave
- Bereavement Leave
- Discretionary Leave with Pay
- Special Leave – State
- Assessments and Interviews
- Elections
- Inclement Weather
- Disaster Leave

A brief description of each type of leave follows. For more information on leave, please refer to the *DOHR Employee Handbook* on the DOHR website.

Annual Leave. You may request to use your annual leave at any time; however, your requests for annual leave should be made to your supervisor as far in advance of the days you desire as possible. This will enable him/her to plan work before and during your absence. A reasonable effort will be made to approve your request. It is possible your workload may be too heavy to grant the leave time you request. Leave requests concurrent with holidays are typically discussed as a group several weeks in advance of the holiday. Only scheduled workdays will be charged as annual leave. Annual leave will usually be granted except in rare cases when several employees request leave at one time or when a work time schedule will be seriously disrupted by a lengthy leave request.

To request annual leave, complete the leave request in Edison. Send an email to your supervisor once the leave is entered. Check back later to see if your request has been approved. Leave is not considered approved until your supervisor approves the leave request.

You will accrue annual leave at increasing rates with respect to your years of full-time service:

YEARS OF SERVICE	ANNUAL DAYS/HOURS PER MONTH	ANNUAL DAYS/HOURS MAXIMUM ACCRUAL
1 to 5 years	1 = 7.5 hrs.	30 = 225 hrs.
5 to 10 years	1 1/2 = 11.3 hrs.	36 = 270 hrs.
10 to 20 years	1 3/4 = 13.2 hrs.	39 = 292.5 hrs.
Over 20 years	2 = 15 hrs.	42 = 315 hrs.

Your annual leave accrued in excess of the maximum amount allowed will be transferred to your sick leave account at the end of your anniversary month, i.e., your most recent “hire” month. If you leave state service for any reason other than dismissal for gross misconduct, you will be paid for days remaining in your annual leave account. If you transfer to another agency or department within state government, leave balances transfer with you.

Upon retirement, your accumulated sick leave will be acknowledged as creditable service in computing your retirement benefits. Each 20 days of sick leave (150 hours) is the equivalent of one month of creditable service. Annual leave may be used for sick leave purposes, but the converse is not allowable -- sick leave may not be used for vacation time.

Sick Leave. Sick leave may be used only:

- When you are sick or disabled.
- When you have an appointment with a health care professional.
- When you are restricted to your home because of quarantine.
- When there is a serious illness or a death in your immediate family. (Your "immediate family" includes your parents, your brothers and sisters, your wife or husband, your children, and your father-in-law and mother-in-law. It also includes other relatives by blood or marriage, if they are living under the same roof with you.)
- Maternity and paternity
- Adoption

Leave for Adoption, Pregnancy, Childbirth and Infant Nursing. T.C.A. Section 4-21-408 provides information regarding leave for adoption, pregnancy, childbirth and infant nursing. Please refer to the ***DOHR Employee Handbook*** on the DOHR website for more information.

Family Leave. Any employee who is employed in state service for at least twelve (12) consecutive months as a full-time employee may be absent from employment for a period not to exceed four (4) months for pregnancy and birth of a child. The four (4) month period shall include leave required before and after the birth of a child. If covered, you may use sick leave for up to six (6) weeks of this time immediately following the birth of the child. An employee who has less than one (1) year of service may be granted parental leave for a period not to exceed thirty (30) workdays following the birth of a child.

Adoptive Leave. Employees involved in adoption proceedings shall be granted leave in accordance with T.C.A. Section 4-21-408. Any employee who is employed in state service for at least twelve (12) consecutive months as a full-time employee may be absent from employment for a period not to exceed four (4) months. The four (4) month period begins when the employee receives custody of the child. If covered, you may use sick leave for up to six (6) weeks from the time the employee obtains custody of the child.

Family Medical Leave Act (FMLA). An explanation of benefits and requirements of FMLA can be found in the ***DOHR Employee Handbook*** on the DOHR website. Information includes the form that must be completed to apply for FMLA. Links to FMLA information can be found in the Appendix (**APPENDIX 12**).

Civil Leave. State employees who are subpoenaed to serve as jurors will be granted civil leave. Civil leave is granted for any day or days an employee is required, by summons, to report for jury duty, provided such responsibility for jury duty exceeds three (3) hours during the day for which the excuse is sought. If the employee serves less than three (3) hours per day, the time served is considered civil leave and the employee must return to work or use compensatory or annual leave for the remaining work hours. An employee may retain any compensation received for jury duty from the courts. Civil leave includes the time required to travel to and from jury duty.

Military Leave. Employees who are members of the reserve components of the Armed Forces of the United States, including members of the Tennessee National Guard, receive leave with pay for up to twenty (20) workdays in one calendar year. Leave without pay is granted for periods of active duty or training activity with the U.S. Armed Services (both regular and reserve components) or the Tennessee National Guard for authorized periods exceeding the twenty (20) days of paid leave. A leave of absence with pay, not to exceed fifteen (15) working days in any one calendar year, will be granted to employees who are members of the United States Air Force Auxiliary Civil Air Patrol and who participate in a training program for the civil air

patrol, or in emergency and disaster services if the leave of absence is at the request of the employee's wing commander or the wing commander's designated representative.

Bereavement Leave. Bereavement leave is three (3) days of paid leave granted to an employee in the event of the death of the employee's spouse, child, stepchild, parents, stepparents, siblings, foster parents, parents-in-law, grandparents, or grandchildren without charge to the employee's leave time. Pursuant to T.C.A. Section 8-50-113, the relationships listed above are the only ones that qualify for bereavement leave with no exceptions or substitutions.

Discretionary Leave with Pay. An appointing authority, with the approval of the Commissioner of DOHR, may place an employee on leave with pay for up to ten (10) days any time it is considered necessary for the welfare of the employee or the proper operation of the agency. Any discretionary leave in excess of ten (10) days must receive prior approval by the Commissioner of DOHR.

(https://www.tn.gov/content/dam/tn/hr/documents/Discretionary_Leave_with_Pay.pdf)

Special Leave – Participation in State Assessments and Interviews. An employee may be granted leave with pay to participate in preferred service and other assessments administered by the State of Tennessee. In addition, an employee may also be granted excused absences to be interviewed for other state positions at the request of a responsible official of the interviewing agency. However, an employee must use leave to participate in external federal exams or interviews.

Elections. Any person entitled to vote in an election held in this state will be granted paid leave from work on the day of the election for a reasonable period of time, not to exceed three (3) hours, necessary to vote during the time polls are open in the county where the employee resides. If the work schedule of an employee begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of polls in the county where the employee is a resident, paid leave will not be granted. Employees working from 8:00 a.m. until 4:30 p.m. and residing in counties where polls are open until 8:00 p.m. are not eligible for additional time off from work. Employees working from 8:00 a.m. until 4:30 p.m. and residing in counties where polls are open until 7:00 p.m. are eligible to request an absence of no more than thirty (30) minutes. Requests for leave must be made no later than 12:00 p.m. on the workday preceding the day of the election. The supervisor may designate the period of permissible absenteeism.

Inclement Weather. Inclement weather does not usually warrant the closing of state offices. When weather conditions are bad, staff is expected to report to work if they feel they can safely make the trip. Absence due to inclement weather requires that each employee make a personal judgment pertaining to his safety in traveling to and from work. If staff chooses to stay at home, they will be required to use their annual or compensatory leave unless the Governor has declared state offices closed at your designated work site.

When your designated work site is open, loss of work time due to inclement weather is charged against the employee's compensatory or annual leave balance. If the employee has no compensatory or annual leave, then the time absent is charged as leave without pay. Employees who make the effort to report on time and who report within a reasonable period should not be required to use leave for that absence.

Disaster Leave. In the event the Governor declares a state of emergency as the result of a disaster, an appointing authority may grant up to five (5) days of discretionary leave with pay to an employee whose primary residence becomes uninhabitable due to the disaster. Under certain conditions, the employee must apply for this leave.

Health Services. Administrative leave with pay may be granted for an employee to attend state-sponsored health promotion-related programs and activities or to receive medical treatment through the State Employee Health Clinic. The employee must go directly to the health clinic or specified location and return immediately to work if he/she works in a county that is a reasonable distance from where the health services are being conducted.

Compensatory Leave. Compensatory time is leave credit earned when compensable overtime hours are worked and are not compensated in cash. Accumulated compensatory time must be used before annual leave unless an employee's accumulated annual leave balance at the beginning of the pay period for which leave is requested is within two days of the maximum accrual allowed for the employee's service group code. When requesting compensatory leave, submit a leave request in Edison Self-Service. You should email your supervisor when leave is requested. Check back later to see if your request has been approved. Leave is not approved until your supervisor approves the request. For additional information, see the *Rules of the Department of Human Resources* on the DOHR website.

- You cannot take compensatory leave in the same week it is accrued, but you can, with your supervisor's approval, work a flexible schedule that week.
- You cannot take annual leave or sick leave and earn compensatory time in the same week unless you have worked on a holiday, or you have provided your supervisor with a doctor's statement for the sick leave.
- It is not acceptable to voluntarily work through lunch to obtain compensatory time or routinely shorten your workday.

Sick Leave Bank. Legislation was passed to establish a Sick Leave Bank effective July 1, 1988, for employees who accrue sick leave. It is a system of accounting for voluntarily pooled and irrevocably donated personal sick leave for the purpose of providing sick leave to members of the program who have suffered a personal illness, surgery, disability or quarantine and whose sick leave is exhausted. For additional information, visit the DOHR website.

Donation of Sick Leave Between State Employees. Employees can donate part of their sick leave to eligible Sick Leave Bank members who have exhausted all of their own sick, annual, and compensatory leave and all benefits from the Sick Leave Bank. Additional eligibility criteria are outlined on the DOHR website.

OTHER EMPLOYEE BENEFITS

Retirement. Retirement from state service offers excellent benefits. If you are a regular employee hired before July 1, 2014, you are automatically a member of the Tennessee Consolidated Retirement System (TCRS). Each month, the state contributes to the retirement system on your behalf to insure a good income during your retirement years. After July 1, 2014, employees are members of the Hybrid Plan. Employees in the Hybrid Plan will contribute five percent (5%) of their salary each month into the Plan. They will also be strongly encouraged but not required to participate in the 401(K) plan.

Participation in the retirement system is one of your most valuable benefits. By being a member, your employer is not only providing a monthly income for you when you retire, but also valuable protection should you become disabled or die prior to your planned date of retirement. If you are eligible to receive them, social security benefits will be paid in addition to those funds you receive from your state retirement.

Employees who were members of the retirement system and in active status prior to July 1, 1981, are covered under the provisions of the non-contributory retirement plan effective July 1, 1981. Should they leave state government, these employees will be allowed to receive a refund of their contributions plus five percent (5%) interest. This includes the contributions the employee actually made prior to July 1, 1981 plus the five percent (5%) the state is paying on their behalf since July 1, 1981. Persons who became state employees after July 1, 1981 are not eligible for the refund should they leave.

It is important that your retirement records are accurate. Periodically, you will receive a statement of your retirement account that you should check carefully. If at any time there is any change in your designated beneficiary, please update this information by submitting a notarized request to TCRS or the Hybrid Plan, which can be found on the Department of Treasury website.

If you do not have a current retirement handbook, you should request one through TCRS. For additional retirement information call:

615.741.1971 – Retirement Counseling
615.741.4913 – Retirement Refunds

The Retirement process is now fully accessible and functional online.

Employee Suggestion Award Program. Employees are eligible for either cash or honorary awards under the Employee Suggestion Award Program (ESAP). Cash awards are given for adopted suggestions that result in substantial savings or improvements in state operations. An ESAP Suggestion Form is available online on the DOHR website.

Credit Union. You have the opportunity to join a credit union, Southeast Financial Credit Union, unless you are transferring from another state agency with a different credit union. Credit unions, which are subject to state banking regulations, are not officially a part of state government. Each credit union is maintained by its members, who are fellow state employees. The Southeast Financial Credit Union website is: <https://www.southeastfinancial.org>.

Deferred Compensation. The State of Tennessee provides the opportunity to participate in a deferred compensation program through Section 457 or Section 401(K) Plans. The state will match an employee deferral 100 percent up to a \$50 contribution. However, the state match is subject to annual appropriation. For current information on these plans, call Great-West Retirement Services, at 800.922.7772, or go to the Department of Treasury website, <http://www.treasury.state.tn.us/dc/index.html>.

Flexible Benefits. A Flexible Benefits Plan is a benefit program designed to help employees reduce taxes. Authorized under Section 125 of the Internal Revenue Code, this program allows you to pay certain specific expenses (Medical, Dependent Daycare Accounts and Parking and Transportation Accounts) from your pre-tax rather than your after-tax income. Enrollment is offered each year during the Annual Enrollment/Transfer Period through Edison Employee Self-Service. For additional information, visit the Department of Treasury website, http://www.partnersforhealthtn.gov/flexible_benefits.shtml.

Learning and Development. The Strategic Learning Solutions (SLS) Division in DOHR supports agencies in building and sustaining high-performing organizations that learn and evolve by providing a full-range of opportunities in leadership development, talent management, performance management and professional skills. Available courses and enrollment instructions can be accessed in Edison or the DOHR website.

Fee Waiver and Fee Discount Programs. Two programs are available to full-time state employees and their dependents to facilitate post-secondary educational opportunities: the fee waiver program for state employees and the fee discount program for children of state employees and public school teachers. Additional information on these programs is available at <https://www.tn.gov/thec/bureaus/legal-and-external-affairs/redirect-legal-and-external-affairs/fee-waiver-and-fee-discount-programs/fee-discount.html>.

In addition to higher education fee waivers and discounts, state employees may be eligible for discounts offered by various businesses. Some of these discounts can be found at <https://www.teamtn.gov/quick-links/employee-discounts.html>.

Wellness Discounts -- https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/wellness_discounts.pdf

HEALTH AND SAFETY

The State of Tennessee is concerned for your health and safety in the performance of your job. You must observe all safety rules and habits your agency endorses. They are designated for your benefit. If you become aware of a health or safety hazard, please report it to your supervisor immediately.

The Andrew Jackson Building has a ‘Policies and Procedures’ manual. The manual can be found in the APPENDICES (**APPENDIX 13**).

Workers’ Compensation/Accidents/Injury in the Line of Duty. Should you have an accident while on the job seek immediate first aid or emergency care. Make sure your supervisor is notified of your accident and your condition. Effective September 1, 2014, all serious injuries requiring outside medical services and/or that result in lost time should be reported immediately to Corvel who will be replacing Sedgwick James for authorization. Until that time, Sedgwick James should be contacted at 1.866.245.8588 for the name of a medical provider authorized to treat you. All on the job injuries should be reported to your supervisor as soon as possible so they can initiate the proper reports.

Fire Drills/Emergencies. The fire/floor wardens have final say in fire and emergency situations. It is their responsibility to make sure that everyone is evacuated. The fire/floor wardens can be identified by orange vests issued by building management. TCCY has two fire wardens and an alternate. If you have a legitimate reason not to go down the steps during a fire/emergency drill or real event, you will need a “buddy.” Identify a buddy and let your supervisor and the fire wardens know. If there is a fire/emergency drill, you cannot stay at your desk. You must wait at the stairwell door with your buddy until the stairwell is clear, then enter the stairwell and wait until the drill is over.

When a building evacuation occurs, unless otherwise notified, you are required to meet at the designated rendezvous point. TCCY employees meet at the bottom of the steps at Legislative Plaza. The sign in/sign out log as well as the TCCY Emergency Staff Contact form binder should be taken outside by the front desk staff. In the event the front desk staff is absent, the information representative will take the items downstairs. Staff will check in with the front desk staff when they arrive at the rendezvous location.

First Aid/Employee Health Clinic. A TCCY first aid kit is kept at the front desk. In Nashville, located on the 3rd floor of the WRS Tennessee Tower (7th Avenue entrance), the Employee Health Clinic is available for the use of the large concentration of state employees. The clinic is staffed so that full-time nurse and physician

coverage will be available when needed each regular workday. Patients will receive initial emergency care at the center and be referred to a physician when necessary. The Employee Health Service Center offers multiphasic screening, health hazard appraisal, and immunization programs as a convenience for centrally located state employees. In addition, nurses will administer injections prescribed by your physician with medicine, which you provide. The purpose of the Employee Health Clinic is to provide certain basic health services for employees of state government. These services do not and are not intended to replace the services of private physicians. Call 615-741-1709 or visit <http://partnersforhealthtn.gov/clinic.shtml>.

ParTNers for Health Wellness Program. This program administered by APS Healthcare is free to all state group insurance program members and their covered family members. You can receive help in maintaining or improving your health. Call 1.888.741.3390 or go to www.partnersforhealthtn.gov to access services.

Employee Assistance Program (EAP). An Employee Assistance Program (EAP) is a benefit available to full-time employees and eligible dependents regardless of whether or not you are enrolled in health coverage. The ParTNers EAP provides you and your family with both workplace and personal resources. Your ParTNers EAP provides confidential financial and legal services, assistance finding eldercare or dependent care services, emotional counseling and much more — all at NO COST to members and their dependents. EAP services are offered at no cost to all state group insurance program participants and their eligible family members. State and higher education employees do not have to be enrolled in health coverage to participate. All services are confidential and available at no cost to you.

These benefits are administered by Optum and offers mental health and substance abuse services to members 24/7. Visit <http://www.here4tn.com> or call 855-HERE4TN (855-437-3486) for more information.

Drug-Free Policy. TCCY, as well as DOHR, has a drug-free work policy. This form is to be read by each new employee, signed and placed in the employee's personnel file.

Smoking. TCCY and all other state agencies and departments are smoke-free.

TCCY TRAVEL POLICIES

TCCY travel policies comply with the Finance and Administration *State of Tennessee Comprehensive Travel Regulations* (APPENDIX 14).

Staff are responsible for making their own hotel reservations and should request reimbursement through the travel claim process. In-state air travel is strongly discouraged, and must be approved by the executive director. In the event the agency state car is not available, staff should contact Enterprise Car Share directly to reserve a car. Your supervisor and the executive director must approve all out-of-state travel and all travel to conferences, workshops or training activities. Travel to conferences and out-of-state travel requests must be entered in Edison Self-Service prior to travel.

Operation of Motor Vehicles by State Employees. DOHR Commissioner comments on the **Operation of Motor Vehicles by State Employees Form (APPENDIX 15)** are self-explanatory. You must receive, read and understand the policy regarding your conduct while operating state motor vehicles. Furthermore, you must understand that violation of this state policy may lead to disciplinary action, up to and including dismissal from state service. You are required to provide proof of a valid driver's license and to complete, sign and return this acknowledgement to your immediate supervisor for inclusion in your personnel file. Verification of driver's license for employees will take place biannually.

Use of Agency Vehicle. Staff is encouraged to plan their travel as far in advance as possible so that any scheduling conflicts can be worked out in time for alternative plans to be made. TCCY has one state vehicle for agency use. The information systems director can reserve it for staff as well as procurement staff. In most cases, the policy is first-come/first-served. However, if three or more staff needs to travel on the same days, the general guideline for use of the vehicle, regardless of who signed up first, is that high mileage trips will take precedence over shorter trips because it is more cost effective. The agency state car is parked at the Legislative Plaza Parking Garage (enter from TPAC side) on the Lower Level in spot #156.

A WeCar (Enterprise CarShare) card is not required to rent a car from Enterprise rental car locations throughout the state. However, if a TCCY employee anticipates using an Enterprise CarShare vehicle from the Blue lot (located on Charlotte Avenue), they must apply for an Enterprise Car Share card at:

https://reservations.wecar.com/edrv_apply.php?contract=State_of_Tennessee_proxy&pat_vals=1&member_name=900.

Staff can also access car reservations for work, as well as personal use through the website. Staff are responsible for any and all charges concerning reservations for personal use.

Agency Vehicle Security Procedure. The following procedures have been established to safeguard access to the key to the state car assigned to TCCY and to minimize the possibility the car will be subject to inappropriate use by staff or other persons.

- The car must be reserved according to established procedures.
- The state car key is secured in TCCY's copier room area in an overhead on a clipboard along with vehicle sign out/sign in forms and logs.
- The car must be signed out on the log with the date/time and employee signature.
- Verify the ending odometer reading and record it on the sign in/sign out form and log as beginning mileage. Take the form with you.
- When you go to the car, verify that the mileage on the form is consistent with the odometer in the car. If not, also review the log in the car for mileage indicated by the previous driver. ***You are responsible for verifying beginning mileage is actual mileage on car odometer.*** If at any time there is a discrepancy in the beginning mileage on the log when you verify mileage on the odometer, it is your responsibility to report the discrepancy to the information systems director and the executive director as soon as possible so the situation can be investigated.
- When you return the car, the ending mileage must be recorded on the log in the vehicle, on the form and on the clipboard log. After signing the car back in, please put any gas receipt(s) and the form in the information systems director's inbox for use in maintaining a record for the car to be routinely serviced.
- If you drive the car on the last working day of the month, please start a new log in the car for the next month and put the vehicle mileage log for the previous month in the information systems director's inbox.

Note: When you return the state agency car, you will be responsible for entering the ending odometer reading in three (3) places:

1. On the log in the car.
2. On the form that you will put in the information systems director's inbox.
3. On the Sign Out/Sign In log on the clipboard in copier room overhead.

Return the car to Legislative Plaza Parking Garage (enter from TPAC side) on the Lower Level in spot #156 at the end of your trip. Report any problems with the TCCY agency car to the information systems director. If the car needs to be washed and cleaned and you do not have time to have it done, inform the information systems director so cleaning can be arranged.

Hybrid cars are to be fueled with unleaded regular gas (lowest priced gas with octane rating 87 or higher). When you use the state car assigned to TCCY, you are responsible to see that the tank is at least three-quarters full of gas when you return it. Statewide, gasoline can be purchased at any station that accepts the state's "Fleet Card." All gasoline must be purchased using the state's "Fleet Card" attached to the keys (electronic starters).

The agency state car may be driven home at night if you have to begin a trip early the next morning. The agency state car should only be used when necessary to perform your job. State cars are not to be used for personal travel, and state insurance does not cover you using the state car for personal travel.

Always:

- walk around car and check for any damage(s);
- lock car doors;
- wear your seat belt;
- record beginning and ending odometer mileage on log in state agency car and initial. If you drive the state agency car on the last working day of the month, bring the mileage log to the information systems director and start a new log for the next month;
- leave the state agency car with at least three-quarters of a tank of gas;
- purchase only unleaded regular gas (lowest priced gas with octane rating 87 or higher) when refueling Hybrid cars;
- use the state's "Fleet Card" to purchase gas;
- leave car clean, clean up personal debris and have it washed, if needed, before returning; "Fleet Card" can be used to get the car washed but must be charged on a separate ticket using the car wash code. If car needs cleaning and you do not have time, let the information systems director know so he can handle;
- return the electronic starter (key) to the designated overhead in the copy room with the form indicating beginning mileage;
- record ending mileage on the form and place in the information systems director's mailbox;
- report any problems with the car to the information systems director so service can be arranged.

Never:

- store or transport firearms or ammunition in state owned/leased/rented vehicles;
- smoke in the car;
- drink alcoholic beverages in the car;
- pick up hitchhikers;

- transport others for non-work related purposes;
- transport pets;
- speed;
- be discourteous or display offensive conduct while driving.

Failure to properly maintain state cars and keep them clean can subject an employee to disciplinary action, per *Department of Human Resources Rule 1120-10-.06*, which reads in part:

"EXAMPLES OF DISCIPLINARY OFFENSES: The following causes are examples of those considered for disciplinary action and should not be considered the only causes of action.

(3) Careless, negligent or improper use of State property or equipment."

Travel Forms. There are travel forms (**APPENDIX 16**) that must be completed before employees can travel and/or be reimbursed.

Request for Out-of-State Travel Authority and/or Special Approval must be entered into Edison and approved before any out-of-state travel, or to get approval to exceed state-approved maximum in lodging rates, or for any activity involving a registration fee (including luncheons). Travel advances are to be avoided. If the request involves any training activity where Continuing Education Units (CEUs) are earned, a Form 602 must also be filled out and submitted at the same time (see next item).

Out-Service Training Nomination (Form 602) must be completed for approval to attend any training session for CEUs not offered by the state training office regardless of whether there is a fee or not. The employee must sign under Statement of Funding Source item verifying he/she is not receiving any other funds to pay the tuition or fees. If there is a registration fee, or if any other special approval is requested, a "Request for Out-of-State Travel Authority and/or Special Approval" form must be submitted (see item above). The forms referred to in the travel section are found in the *State of Tennessee Comprehensive Travel Regulations*.

Central office staff should submit travel claims through Edison Employee Self-Service at least monthly, or after each out-of-town trip. Regional Coordinators must submit travel claims monthly through Edison Employee Self-Service by the fifth working day of the month for the previous month's activity for their supervisor's approval. Unnecessary delays in submitting travel claims could result in denial of reimbursement.

State regulations call for travel claims to be submitted within thirty (30) days and should be submitted within the first (5) five days of the following month. Should you have a very small travel claim, it is also acceptable (even encouraged) to wait and file more than one month together, but it requires a memo to your supervisor requesting that he/she approve and pay your accumulated travel claims and indicate why you did not file the claims timely (i.e., you did not file them separately because it is not cost-effective for the agency to process small claims, or any other reason they are filed together). This does not apply each year in June when all travel claims have to be submitted before the end of the month in order to meet fiscal year closing deadlines. You will be advised of the deadlines.

Travel distances are calculated from your office to a destination point. Use the mileage calculator in Edison for accurate point-to-point mileage. If you leave from home and your home is closer to the destination point

than your office, you should calculate the distance from your home. Regional coordinators should consult with the Director of Fields Operation if they anticipate unusually high travel.

Claim for Travel Expenses that include Direct Billed Lodging. When you have travel that includes direct hotel billing, you are to send an email to your supervisor and procurement staff advising them of your dates of travel (which means the dates you checked into and out of the hotel) the name of the hotel, and the city. Scan and send a copy of any receipt you receive upon checkout from the hotel to the procurement staff immediately. This process will ensure we have the verification necessary to pay hotel bills timely, and will also mean it is not necessary to hold travel claims associated with a hotel direct billing until every person who has travel included on the bill has submitted their travel claim. It is designed to expedite both payment of hotel bills and payment of travel claims.

COMMUNICATIONS

TCCY'S 1.800.NUMBER. TCCY has a toll-free incoming telephone line. This number is 1.800.264.0904. This is a state telephone line and is to be used for agency business only. No personal calls are to be received on this line.

Below are examples of appropriate usage for this line. Please note these are only illustrative examples and are not all-inclusive:

- An employee calling from outside the Nashville calling area to report car trouble or other such matters.
- An employee who lives outside the local calling area who might call in sick, etc.
- An employee who is visiting a grantee and needs to call the office for Commission business.
- An employee on vacation who might need to call the office.
- A grantee calling in with questions or problems with his/her grant.
- Persons calling in about Ombudsman cases.

Local Calls.

- To call someone in state government in another agency or department (741, 532 and 253 prefixes), dial the ten-digit number. To dial others in your agency, dial the seven-digit number. A new area code (659) was added to the state's area codes in February 2015.
- To call someone in state government whose number you cannot locate, dial 741-3011 for State Government Information, or online at 411.tn.gov.
- To put a caller on hold, press the hold button. To get the caller back, press the resume button.
- To transfer a call to another staff person from a regular phone set, press the transfer button, dial the number of the person, press the transfer button again and hang up.
- To transfer to an outside line, press the transfer button, dial the ten-digit number, press the transfer button again and hang up.

Long Distance Calls. To dial long distance calls inside or outside Tennessee from state telephones, dial area code plus the number. You must dial the area code even if it is 615.

TCCY does not accept person-to-person collect calls. However, you may call someone back who called you collect.

For additional information, see *Department of Finance and Administration – Policy 17 Telecommunication Services (APPENDIX 17)*.

Phone Bill Accountability Reports. Telephone reports will be distributed to supervisors within two (2) weeks of the reports being posted by Finance and Administration to the Edison system. The budget director will pull the reports from Edison, convert the files to Excel, and format them for supervisors. After the monthly reports are prepared, the budget director will distribute them to the appropriate supervisor according to the TCCY division.

Reports to supervisors will include only those calls classified as *exceptions* by Finance and Administration and will include calls over \$20; calls over 20 minutes; calls made before 6:00 a.m.; calls made after 6:00 p.m.; calls made to 900 numbers; and, international calls. A signed report indicates that the supervisor agrees the report is legitimate and approves it for filing.

In the event a supervisor takes issue with a call, it is the supervisor's responsibility to investigate the nature of the call and confirm the validity/necessity of the charges. All signed reports are returned to the budget director for filing.

Supervisors will review, approve and return completed file to the budget officer within two (2) weeks of receipt.

Use of Cellular Phones. Currently, within TCCY permanent assignment of cell phones is limited. In accordance with State of Tennessee requirements, TCCY policy clearly prohibits the use of state equipment for anything other than state business. Calls should be kept at a minimum to control costs, and cell phones should not be used when access to regular landline telecommunications is available. Non-business calls are permitted only in emergencies. All staff assigned a cell phone must sign the *Guidelines for Use of Cellular Telephones (APPENDIX 18)*.

Guidelines for Personal Cellular Telephones and Personal Calls. TCCY has an open work environment. The use of personal cell telephones and/or personal calls can be very disruptive to employees. Personal cell phones should be on vibrate or lowest volume. Personal calls should not be excessive, long or loud.

Administrative Support In Central Office

Administrative Support Staff. TCCY administrative support staff includes two Executive Administrative Assistant 1 (EAA 1) and an Executive Administrative Assistant 2 (EAA 2). They are assigned specific duties in addition to being available to provide assistance to agency staff. Staff needing administrative support assistance should consult the appropriate person based on job duties (**APPENDIX 22**). Special job requests should be in email form and appropriate priority will be decided by the EAA 1 or EAA 2, if required. Do not discuss large jobs with individual administrative support staff unless your supervisor has assigned him/her to work with you on a project. For additional information, see Administrative Responsibilities (**APPENDIX 22**).

Office Supplies. Requests for office supplies should be sent to the procurement staff.

Copying Requests. All staff is requested to do small copying jobs themselves. Larger amounts of copying can be requested of administrative support staff.

Mail/Shipping. Outgoing mail is logged on the mail log at the front desk. All staff is requested to log outgoing mail. Incoming mail is sorted and distributed by the procurement staff. Mail addressed to juvenile justice specialists is opened and date/time stamped before distribution. Accounts payable mail is opened and date/time stamped and given to the budget director for processing to Fiscal Services. Any progress reports or claims for reimbursement from grantees received are date/time stamped and placed in the mailbox of the appropriate juvenile justice specialist. Shipping supplies including FedEx shipping materials are located in the mailroom. All FedEx packages must have correct name, address and phone number and should be given to the information systems director or procurement staff for processing and handling.

Returned Mail. It is a requirement of the State Postal System that a log is kept on all returned mail. All undeliverable mail is to be recorded by procurement staff, new address obtained, if possible, and forwarded to the proper addressee in a timely manner.

Mail Lists. Current TCCY Mail Lists are in a folder titled “Maillist” on the H-drive.

Network Access Rights and Obligations Acceptable Use Policy.

I. *Policy Purpose.* The purpose of the “**Network Access Rights and Obligations Acceptable Use Policy**” (**APPENDIX 20**) is to establish guidelines for State-owned hardware and software, computer network access and usage, Internet and email usage, telephone, and security and privacy for users of the State of Tennessee-Wide Area Network. The objectives of this policy are to:

- Ensure the protection of proprietary, personal, privileged, or otherwise sensitive data and resources that may be processed in any manner by the state, or any agent for the state.
- Provide uninterrupted network resources to users.
- Ensure proper usage of networked information, programs and facilities offered by the State of Tennessee networks.
- Maintain security of and access to networked data and resources on an authorized basis.
- Secure email from unauthorized access.
- Protect the confidentiality and integrity of files and programs from unauthorized users.
- Inform users there is no expectation of privacy in their use of state-owned hardware, software, or computer network access and usage.
- Provide Internet and email access to the users of the State of Tennessee networks.

II. *Policy Scope.* This Acceptable Use Policy applies to all individuals who have been provided access rights to the State of Tennessee networks, state-provided email, and/or Internet via agency issued network or system User ID’s. The scope does not include state phone systems, fax machines, copiers, and state-issued cell phones unless those services are delivered over the state’s IP network.

Sending Secure Email. See *Sending Secure Email* (**APPENDIX 21**).

OFF-THE-JOB CONDUCT AND ACTIVITY

The State of Tennessee places very few restrictions on your off-the-job activities, but you are expected to conduct yourself at all times in a manner that reflects favorably on your employer. It is hoped that you will take part in the activities of your community and strive toward achieving the highest level of good citizenship.

Additional Job(s). Additional jobs are not permitted if they interfere with your state job responsibilities, are connected with your state job or if they create a conflict of interest. Second jobs cannot be carried out from your state office. You must advise your supervisor of any second job and include that employment information on your conflict of interest form. You must ensure your second job does not conflict with your state job, including any requirements for overtime or irregular work scheduling.

Who to Contact for Assistance. Whenever you have a work-related problem, go to your supervisor first. Your supervisor can give you helpful advice in most cases. Should you have a problem that requires more technical knowledge than your supervisor can provide, there are other staff that can help you. For example:

Human Resources Officer: Prepares all personnel-related transactions in Edison and is knowledgeable about such issues as civil service laws, personnel rules and regulations, transfers, promotions, layoffs, disciplinary actions, policy, grievance procedures, higher education fee waivers, etc.

Payroll Officer: Assists in starting, stopping or changing voluntary deductions, changing exemptions for tax deductions, and other matters related to your paycheck.

Training Officer: Advises you of various state training programs; availability, eligibility, and applicability of training sources, types, and availability of in-house or outside training, as they relate to your employment.

Agency Benefits Coordinator (DOHR): Assists in employee insurance-related matters and coordinates employee sick leave bank and flexible benefits.

Equal Employment Opportunity/Affirmative Action Officer (DOHR): Prepares yearly and mid-year update on the agency Affirmative Action Plan. Advises and counsels those who feel they have been discriminated against in the course of their employment; advise and counsel on federal and state EEO laws, rights of employees to non-discriminatory treatment.

Budget Director: Prepares budget and fiscal transactions for the agency. Prepares paperwork for and inventories agency property; maintains sign-out log for property that is moved or taken out-of-office.

Records Management Officer: Maintains and disposes of agency records.

Information Systems Director: Oversees agency's computers, phones and office equipment.

Fire Warden(s): Coordinates evacuation in the event of fire or other emergency.

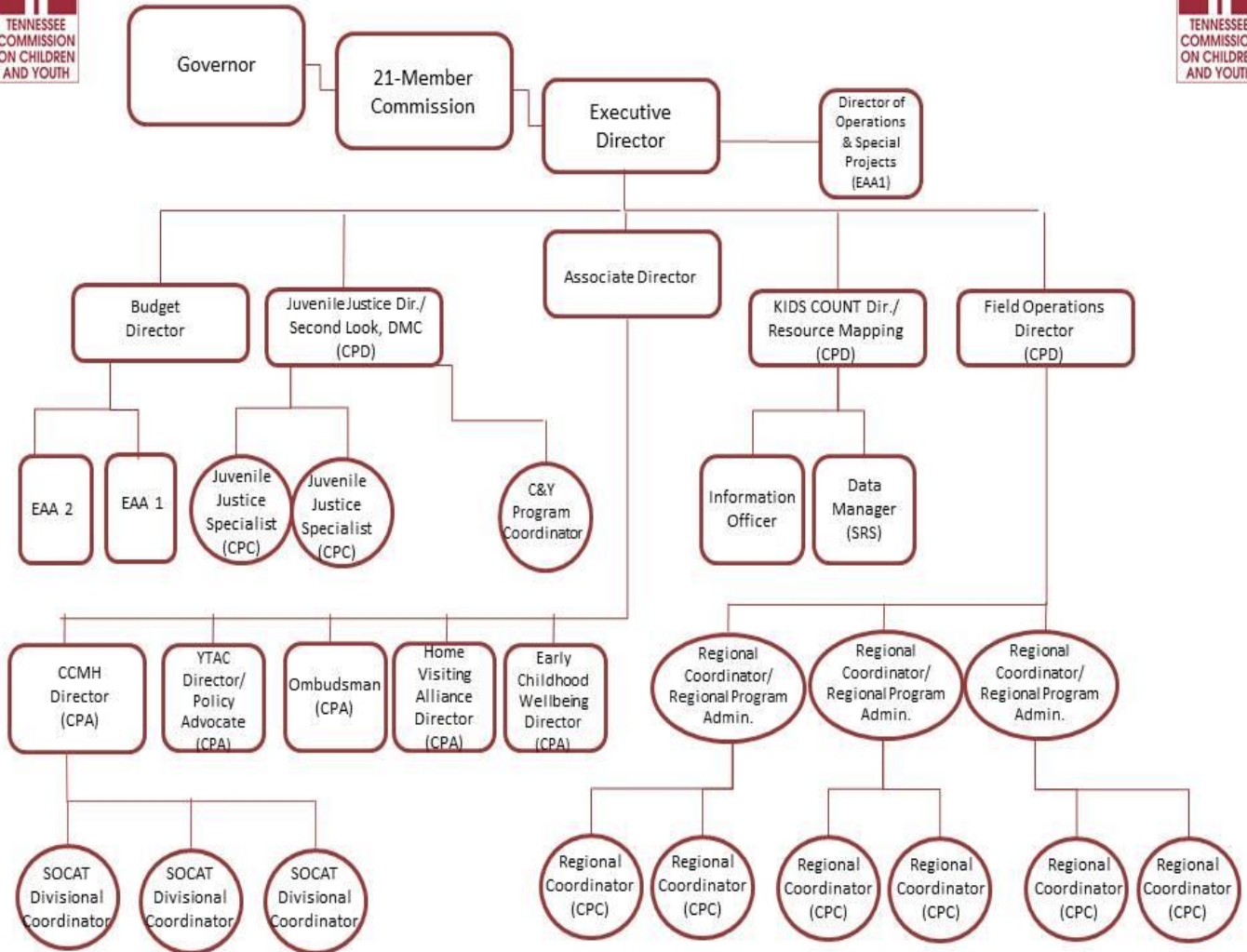
Purchasing Officer: Procures equipment and supplies in accordance with state purchasing procedures.

APPENDIX 1



Tennessee Commission on Children and Youth

FY 2018



APPENDIX 2



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH
Andrew Jackson Building, 9th Floor
502 Deaderick Street
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

TCCY STAFF EMERGENCY CONTACT FORM

DATE: _____

NAME: _____

HOME ADDRESS:

CITY: _____ **ZIP CODE:** _____

HOME PHONE: _____ **CELL PHONE:** _____

STATE CELL PHONE: _____

EMERGENCY CONTACT PERSON: _____

RELATIONSHIP: _____ **PHONE NUMBER:** _____

EMERGENCY CONTACT PERSON: _____

RELATIONSHIP: _____ **PHONE NUMBER:** _____

PERSONAL VEHICLE LICENSE PLATE NUMBER(S): _____

STATE PARKING PERMIT NUMBER: _____

PHYSICIAN OR MEDICAL CENTER TO BE CONTACTED IN CASE OF AN EMERGENCY:

PHYSICIAN: _____ **PHONE NUMBER:** _____

MEDICAL CENTER : _____ **PHONE NUMBER:** _____

HOSPITAL PREFERENCE: _____ **PHONE NUMBER:** _____

APPENDIX 3

TENNESSEE COMMISSION ON CHILDREN AND YOUTH Agency Policy on Workplace Discrimination and Harassment

The Tennessee Commission on Children and Youth (TCCY) is firmly committed to the principle of fair and equal employment opportunities and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is TCCY's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.

Definitions of Discrimination and Harassment in the Workplace:

1) Workplace Discrimination and Harassment. This policy prohibits unequal and unlawful treatment of an individual on the basis of a person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws. This policy further prohibits any unwelcome verbal, written, physical conduct, or electronic communication that either degrades or shows hostility or aversion towards a person because of that person's race, color, national origin, age (40 or over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.

To aid TCCY employees in identifying prohibited behavior, the following specific examples of workplace discrimination and harassment are provided. These examples are not exhaustive; however, they illustrate the types of conduct that violate this policy:

- Undermining a person's authority or work performance because of the person's protected characteristics, such as age or religion;
- Using stereotypes or assumptions to guide decision-making about a person's career;
- Unwelcome touching or near-touching, which can encompass leaning over, cornering, hugging, or pinching, sexual innuendos, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and sexist put-downs;
- Slur and jokes about a class of persons, such as disabled persons or a racial group;
- Distributing via electronic means epithets, slurs, jokes, or remarks that are derogatory, demeaning, threatening, or suggestive to a class of persons or a particular person or that promote stereotypes of a class of persons;
- Display of explicit or offensive calendars, posters, pictures, drawings or cartoons that are sexually suggestive or that reflect disparagingly upon a class of persons or a particular person; or,
- Derogatory remarks about a person's national origin, race, language, or accent.

2) Hostile Environment. Hostile environment harassment occurs when a victim is subjected to comments based on race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws. A hostile work environment may also be created by innuendoes, touching, electronic communications, or other conduct.

3) Sexual Harassment. Sexual harassment involves any unwelcome sexual advance, request for sexual favors, or verbal, written, electronic, or physical conduct of a sexual nature by a manager, supervisor, co-worker, or non-employee (third party). Managerial harassment occurs when a manager or a supervisory gives or withholds a work-related benefit in exchange for sexual favors from the victim or takes an adverse action against an employee for refusing a request for sexual favors. In some circumstances,

threatening to take such actions may also be a violation of this policy. Certain actions may also create a hostile work environment (see the definition for hostile work environment above).

4) Retaliation. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

5) Third Parties. Third parties are individuals who are not state employees but who have business interactions with state employees. Such individuals include, but are not limited to, customers, such as applicants for state employment or services, vendors, contractors, or volunteers.

Conduct Prohibited by TCCY:

TCCY strictly forbids and will not tolerate discrimination or harassment of any employee, applicant for employment, or third party on the basis of an individual's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or other category protected by state and/or federal civil rights laws. The fact that an alleged offender meant no harm or was teasing will not excuse conduct that violates this policy.

TCCY strictly forbids and will not tolerate any form of retaliation directed against an employee, applicant for employment, or third party who complains about either discrimination or harassment or who participates in any investigation concerning discrimination or harassment.

How to Report Incidents of Discrimination or Harassment:

If an employee, applicant for employment, or third party believes he/she has been subjected to discriminatory or harassing conduct that violates TCCY policy, he/she must report those incidents as soon as possible after the event occurs.

Linda O'Neal, TCCY Executive Director, is the agency's designated investigator and is charged with investigating such complaints. In the event the complaint is against O'Neal, Richard Kennedy, Associate Director, will investigate the complaint. The investigator will report the results of the investigation to the executive director. If the executive director has investigated the complaint, the results of the investigation will be reported to the Commission Chairperson. If the complaint is against the executive director, the EEO Division of the Department of Human Resources will investigate the complaint and report the results to the appropriate agency or authority.

The investigator is required to inform the complainant, accused, and witness(es) of the following limitations on confidentiality:

To the extent permitted by law, the state will try to maintain the confidentiality of each party involved in a workplace harassment and discrimination investigation, complaint or charge, provided it does not interfere with the agency's ability to investigate the allegations or to take corrective action. However, state law may prevent the state from maintaining total confidentiality of investigation. Therefore, the state does not guarantee confidentiality.

The investigator is required to inform the complainant, accused, and witness(es) of the state's policy concerning retaliation.

The investigator is required to communicate information concerning the allegations only to those to whom the investigator is authorized to report such matters.

TCCY directors or other authorized agents will be required to use a standardized intake/referral form for every allegation of workplace discrimination and harassment.

The investigator is required to create an investigative memorandum using a standardized format for every complaint or workplace discrimination and harassment. The investigator will conduct a thorough and neutral investigation of all reported complaints of workplace discrimination, harassment, or retaliation. Generally, the investigation will include an interview with the complainant to determine if the conduct at issue violates this policy. If the investigator determines the conduct falls within the terms of this policy, the investigator will interview the alleged offender and any other witness(es) who have direct knowledge of the circumstances of the allegations.

The executive director will issue a letter to the accuser and accused concerning the outcome of the investigation using a standardized memorandum format.

In cases that result in discipline, TCCY will maintain records of the disciplinary actions in the disciplined employee's agency personnel file. The maintenance of such disciplinary records, however, is subject to Department of Human Resources' rules concerning the retention of disciplinary records. TCCY will preserve documents generated by the investigation and any subsequent disciplinary action pending the adoption of a uniform rule concerning the disposition of such records.

Directive to TCCY Directors/Supervisory Personnel:

TCCY directors/supervisors who receive a complaint alleging workplace discrimination or harassment or learn of such conduct that may violate this policy must immediately report such event to the agency investigator.

How to Report Retaliation Incidents:

If an employee, applicant for employment, or third party believes he/she has been subjected to retaliation for engaging in protected conduct under this policy, he/she must report those incidents as soon as possible after the event occurs.

Any employee, applicant for employment, or third party who makes complaints of workplace discrimination or harassment or provides information related to such complaints will be protected against retaliation. If retaliation occurs, the employee, applicant for employment, or third party should report the retaliation in the same manner as he/she would report a workplace discrimination and harassment complaint.

Corrective Action for Violation of this Policy:

Any agency employee who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action includes, but is not limited to, mandatory participation in counseling, training, disciplinary action, up to and including termination, and/or changes in job duties or location. Supervisory personnel who allow workplace discrimination, harassment, or retaliation to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action includes, but is not limited to, mandatory participation in counseling, training, disciplinary action, up to and including termination and/or changes in job duties or location.

APPENDIX 4



STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH
Andrew Jackson Building, 9th Floor
502 Deaderick Street
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

CONFLICT OF INTEREST STATEMENT

Tennessee Commission on Children and Youth Staff

- 1) Each Staff person shall avoid any action, whether or not specifically prohibited by statute or regulation, which might result in or create the appearance of:
 - i. Using public office for private gain;
 - ii. Giving preferential treatment to any person;
 - iii. Impeding government efficiency or economy;
 - iv. Losing complete independence or impartiality;
 - v. Making a government decision outside of official channels; or
 - vi. Affecting adversely the confidence of the public in the integrity of the government.
- 2) Use of information. No Staff person shall, directly or indirectly:
 - i. Use, disclose, or allow the use of official information which was obtained through or in connection with his or her employment of the respective commission and which has not been made available to the general public for the purpose of furthering the private interest or personal profit of any person, including the Commission or staff person; or
 - ii. Engage in a financial transaction as a result of, or primarily relying upon, information obtained through his or her Commission employment.
- 3) Use of government property. No Staff person shall make use of the facilities, equipment, personnel, or supplies of the state or its agencies for private use or gain, except to the extent that the use is incidental or de minimus or is lawfully available to the general public.
- 4) The Staff person will avoid all known conflicts of interest, and to the extent he or she becomes aware of a conflict of interest in connection with any matter brought before the Commission on which he or she serves, he or she will disclose such conflict to the appropriate person and will further recuse himself or herself from participating in any consideration of the matter.
- 5) While serving as an employee of the Commission, the Staff person will not participate in considerations or actions involving individuals in his or her immediate family, individuals employed by him or her, or his or her organization, services provided by him or her, or his or her organization, or any other matter in which his or her participation may create an appearance of bias or impropriety.
- 6) While serving as an employee of the Commission, the Staff person shall not serve as an officer, or otherwise serve in a policy-making role, in any trade or professional association. Service on committees of trade or professional associations is permissible; provided, however, that while in

such service, the staff person does not participate in considerations or actions concerning the Commission of which he or she is an employee.

- 7) Questions on interpretation of this statement. When a Staff person is in doubt as to the proper interpretation of this conflict of interest statement, he or she is expected to seek the advice of the Executive Director of the Tennessee Commission on Children and Youth.

Staff Person Signature

Date

Print Name: _____



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TENNESSEE COMMISSION ON CHILDREN AND YOUTH
CONFLICT OF INTEREST REQUIREMENTS

Staff

No employee of the Commission shall enter into any relationship with any party involved directly or indirectly in Commission business in such a way that a conflict could arise between the employee's interests and the duties or policies of the Commission. If such a relationship arises inadvertently, it is the duty of the employee to advise the executive director and take such action as he/she prescribes.



**STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

Andrew Jackson Building, 9th Floor
502 Deaderick Street
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

**TENNESSEE COMMISSION ON CHILDREN AND YOUTH
CONFLICT OF INTEREST FORM (STAFF)**

Name: _____

Date of Birth: _____

Business Address: _____

Business Phone: (____) _____

FAX: (____) _____

E-mail address: _____

Home Address: _____

Home Phone: _____

Job Title: _____

Education: _____

Past Employers: _____

Part-Time Employer(s): _____

I am not the owner of any obligation or indebtedness of the State of Tennessee, any of its political subdivisions, or municipal corporations, except as are listed herein:

I am not related by blood or marriage to any employee of the State of Tennessee, or to any official of any political subdivision or municipal corporation, nor do I have any other relationship with any employee or official which might give the appearance of a conflict of interest, except as listed below:

I have not been employed by any governmental entity or any agency receiving funds from the state other than those listed below:

I, or my immediate family, own no stock in nor have full- or part-time employment with any organization that receives TennCare funds other than detailed below (include a brief description of employment and/or stock holdings):

I, or my immediate family, have no financial interest of more than \$5,000 that would constitute a conflict of interest regarding regulation, inspection, audit or procurement of goods or services, or to administer tax laws, other than those listed below:

I have no other potential conflicts other than those listed below:

If, during my employment by the Tennessee Commission on Children and Youth, I become an owner as described above, or a relative or other person becomes an officer or employee as described above, or I develop any TennCare relationship described above, or have a financial interest as described above, I promise that I shall immediately disclose such information to the Commission.

By my signature below, I affirm that all of the above is true to the best of my knowledge and belief and I acknowledge that any material misstatement herein shall be adequate grounds for disciplinary action, up to and including dismissal, where appropriate.

Additionally, I understand that any change must be promptly reported through a new or updated Conflict of Interest Form, and that failure to report changes shall be adequate grounds for disciplinary action, up to and including dismissal, where appropriate.

Considering all of the above, I hereby set my signature, this the _____ day of _____, 20____.

Signature

Please print name here

APPENDIX 5

ELECTIONS PART 2 – OFFENSES BY PUBLIC OFFICERS AND EMPLOYEES LITTLE HATCH ACT

2-19-201. Definitions.

As used in this part, unless the context otherwise requires:

- 1) "Election" includes all elections, local, municipal, primary, general, state, federal and special and any election in the state or any county, municipality or other political subdivision thereof, but does not include referenda or issues submitted to a vote of the people, political convention or caucus;
- 2) "Public funds" and "public lands, offices, buildings, vehicles and facilities" include those owned and supported principally by public money appropriated from the state treasury; and
- 3) "Public officers and employees" means all employees of the executive branch of the state government, or any department, division, or agency thereof, and all appointed officers and employees of any educational institution, establishment, corporation or agency supported principally by state funds. popularly elected officials, officials elected by the general assembly, qualified candidates for public office, teachers, as defined by § 49-1501 [repealed], members of the governor's cabinet, and members of the governor's staff are expressly excluded from the provisions of this part, except for the provisions of § 2-19-202.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1936.]

2-19-202. Interference with election or nomination.

- 1) It is unlawful for any public officer or employee to use such person's official position, authority or influence to interfere with an election or nomination for office or directly or indirectly attempt to intimidate, coerce or command any other officer or employee to vote for or against any measure, party or person, or knowingly receive or pay assessments of any kind or character for political purposes or for election expenses from any other officer or employee.
- 2) It is the intent of this section to prohibit any political intimidation or coercion of any public officer or employee.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1937.]

2-19-203. Soliciting contributions for political purposes.

- 1) It is unlawful for any public officer or employee knowingly to solicit directly or indirectly any contribution of money, thing of value, facilities or services of any person who has received contracts, compensation, employment, loans, grants or benefits, or any person whose organization, agency or firm has received such benefits financed by public funds, state, federal or local, for political purposes or campaign expense.
- 2) As used in this subsection, unless the context otherwise requires, "contribution" means any advance, conveyance, deposit, distribution, transfer of funds, loan, loan guaranty, payment, gift, pledge or subscription, of money or thing of value, including, but not limited to, use of a facility or provision of

personal services, for use on behalf of any candidate for political office, or for any political purpose or campaign expense.

- a) It is unlawful knowingly to solicit, accept, or collect, directly or indirectly, any contribution from a public officer or employee if the solicitor or the solicitor's principal is, directly or indirectly, in a supervisory capacity over such officer or employee or is otherwise able to control the retention, promotion, demotion, or terms or conditions of employment of such officer or employee.
- b) The provisions of this subsection shall not be construed to prevent voluntary contributions from political action committees and associations of public officers and/or employees.

[Acts 1972, ch. 740, § 1; 1979, ch. 280, § 1; T.C.A., § 2-1938.]

2-19-204. Promises of benefits for political activity.

It is unlawful for any public officer or employee, directly or indirectly, to promise employment, position, work, compensation, contracts, loans, grants, appropriations or other benefits provided principally from public funds as a consideration, favor or reward for any political activity, support or opposition to any candidate, party or measure in any election.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1939.]

2-19-205. Deprivation, attempts to deprive, or threats to deprive persons of benefits.

It is unlawful for any public officer or employee, directly or indirectly, to deprive, attempt to deprive, or threaten to deprive any person of employment, position, work, compensation, contracts, loans, grants, appropriations or benefits provided principally from public funds for any political activity, support or opposition to any candidate, party or measure in any election.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1940.]

2-19-206. Use of state-owned property for campaign advertising or activities.

- 1) It is unlawful for any elected or appointed official of the state, or any employee of the state or any department, division or agency thereof, to display campaign literature, banners, placards, streamers, stickers, signs or other items of campaign or political advertising on behalf of any party, committee or agency or candidate for political office, on the premises of any building or land owned by the state, or to use any of the facilities of the state, including equipment and vehicles, for such purposes.
- 2) It is unlawful to use public buildings or facilities for meetings or preparation of campaign activity in support of any particular candidate, party or measure unless reasonably equal opportunity is provided for presentation of all sides or views, or reasonably equal access to the buildings or facilities is provided all sides.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1941.]

2-19-207. Political activity interfering with state business.

(1) It is unlawful for any person employed by the state to engage actively in a political campaign on behalf of any party, committee, organization, agency or political candidate, or to attend political meetings or rallies or to otherwise use such person's official position or employment to interfere with or affect the result of any regular or special primary election conducted within the state, or to perform political duties or

functions of any kind not directly a part of such person's employment, during those hours of the day when such person is required by law or administrative regulation to be conducting the business of the state.

(2) Nothing in this section shall be construed to deprive any official or employee of the state from voting for the party or candidate of such person's choice or to deprive such person of the right to express such person's personal opinion concerning any political subject, party or candidate.

(A) Elected officials, state employees on leave or during those hours not required by law or administrative regulation to be conducting the business of the state, persons duly qualified as candidates for public office and teachers, as defined in § 49-1501 [repealed], are expressly excluded from the provisions of this section.

(B) No rule or regulation which has been promulgated or shall be promulgated by any department, division, agency, or bureau of state government shall be more restrictive of the political activity of state employees on leave or during those hours not required by law or administrative regulation to be conducting the business of the state than those restrictions already set forth in this section.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1942; Acts 1982, ch. 822, § 1.]

2-19-208. Penalty for violations by public officers and employees.

A violation of this part is a Class C misdemeanor.

[Acts 1972, ch. 740, § 1; T.C.A., § 2-1943; Acts 1989, ch. 591

APPENDIX 6

Payroll Deduction Authorization

Employee Name:
 Social Security Number: - -
 Position Number:

I hereby acknowledge that I have received State funds and/or property and I am obligated to return the funds and/or property at the request of my agency or upon my termination from State government. I understand that the State funds and/or property are provided for use during my employment and are not my personal funds or property. I agree that, at the request of my agency or upon termination of my employment, I will return any property in good condition (with the exception of normal wear) or funds to my immediate supervisor within **three business days** of my agency's request or within **one business day** of my last day worked.

In the event that the State funds and/or property are stolen or damaged while in my custody, I understand that I should notify my supervisor immediately. I understand that I may be required to reimburse the State for the cost of the missing State funds or property.

If at my agency's request or at such time of my termination of employment, I do not return the State funds, or property in good condition that I signed for by the required deadline, I understand that I will incur a debt to the State. I agree that I will reimburse the State for any amount outstanding. I hereby authorize the State to deduct the appropriate amount as indicated below from my paycheck.

I understand that at the time of my agency's request or my termination, if I disagree with the amount of funds being deducted from my paycheck, I have the right to an immediate Pre-decision Meeting with a person who has direct access to the agency appointing authority for this purpose.

I have read and understand this agreement and by signing, I indicate that the terms of this agreement are satisfactory to me.

 Employee Signature

 Date

 Witness Signature

 Date

Description and Dollar Amount of State Funds / Cost of Property at Time of Issuance:

Qty	State Tag No.	Item Description	Unit Cost	Total Cost	Date Issued	Date Returned
			.	.		
			.	.		
			.	.		

 Employee Signature

 Fiscal Officer

APPENDIX 7

**TENNESSEE COMMISSION ON CHILDREN AND YOUTH
DRUG-FREE WORKPLACE POLICY**

Illegal and excessive use of drugs has become an epidemic in our state. Any abuse and use at the workplace are subjects of immediate concern in our society. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large and result in damage to state property. Drug use may also seriously impair an employee's ability to perform his or her job; therefore, it is the policy of the State of Tennessee that the unlawful manufacture, distribution, possession or use of a controlled substance in the state's workplace is prohibited.

Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

- (1.) The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in or on the workplace. Such manufacture, distribution, possession or use while on the job or state property will subject the violator to discipline up to and including termination.
- (2.) The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, methamphetamine and crack. They also include "legal drugs" that are not prescribed by a licensed physician to an alleged violator.
- (3.) Each employee is required by law to inform this agency within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on state property. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court.
- (4.) The Tennessee Commission on Children and Youth must then notify the U.S. government agency from which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
- (5.) If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination within thirty (30) days. Alternatively, the agency may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
- (6.) As a condition of employment or continued employment on any federal government grant, the law requires all employees to abide by the policy.

**THE POLICY STATED HEREIN IS BEING ADOPTED BY THIS AGENCY IN COMPLIANCE
WITH THE DRUG-FREE WORKPLACE ACT.**

LINDA O'NEAL, EXECUTIVE DIRECTOR
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

DATE

ACKNOWLEDGEMENT

I, _____, an employee of the Tennessee Commission on Children and Youth, hereby certify that I have received a copy of the Commission’s policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace or on state property and violation of this policy can subject me to discipline up to and including termination. I realize that as a condition of employment on such federal contract, I must abide by the terms of this policy and will notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the federal agency and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

SIGNED _____

DATE _____

APPENDIX 8

TCCY SUNSHINE FUND

Guidelines. Participation in the Tennessee Commission on Children and Youth (TCCY) Sunshine Fund is a voluntary activity open to all staff members of TCCY. The fund is designed to recognize important times or events in our coworkers' lives (i.e., birthdays, retirements, leaving employment from TCCY, illnesses or deaths). In general, donations will be made annually. Additional donations may be requested based on need.

Sunshine Fund Committee. The committee is comprised of TCCY staff members, at least one from each section of TCCY. The committee reviews exceptions to the following guidelines on a case-by-case basis. The committee's decision is final. The annual Sunshine Fund contributions are deposited in the TCCY Sunshine Fund account at Southeast Financial Credit Union. Two committee members sign the checks for purchases made with the Sunshine Fund. Withdrawals from the account are made as events occur. One committee member records all transactions and reports to participants throughout the year.

Sunshine Fund Special Occasions or Events.

Greeting Cards: Greeting cards will be sent to all TCCY staff members on their birthdays or other special occasions such as illness, death of a family member, weddings, graduations, births, adoptions, or other important events.

Illnesses: Flowers, a fruit basket or a gift will be sent to all TCCY staff members when a staff member is hospitalized or is ill for an extended period (two weeks or more). The approximate cost is \$50 plus tax. Wiring flowers may incur a higher cost.

Deaths: Flowers or a plant, will be sent or a charitable contribution will be made in the event of a death of a staff member or a staff member's spouse, child, parent, sibling, or significant other. The approximate cost is \$50 plus tax (wiring flowers may incur a higher cost).

Leaving TCCY Employment or Retirement: A gift will be purchased when a staff member retires or leaves TCCY employment on good terms, as determined by the executive director. Based on the number of years employed by TCCY, the following guidelines should be applied:

Up to one year	\$0
One through five years	Plaque
Six through ten years	\$35 and plaque
Eleven through fifteen years	\$40 and plaque
Sixteen through twenty years	\$45 and plaque
Twenty-one plus years	\$50 and plaque

APPENDIX 9

POLICY REGARDING OUTSIDE PROFESSIONAL DEVELOPMENT ACTIVITIES

TCCY staff is encouraged to participate in outside professional development activities, subject to approval from their supervisor. Outside professional development activities include, but are not limited to, the following:

- Serving on issue-oriented committees/advisory committees/task forces/boards focused on services for children, including serving as an officer.
- Serving on grant review committees for other state agencies and local government or private funding groups.
- Providing training regarding children's issues to other groups/organizations.
- Serving on review boards (foster care, child care, etc.).
- Attending training required to comply with relevant licensure requirements.
- Attending professional training to help improve job skills (grammar, writing, computer, etc.).
- Attending public meetings when the topic is relevant to children/children's issues.
- Attending conferences that provide training and networking opportunities, subject to availability of funding for registration fees, etc.
- Attending TCCY Regional Council meetings.

Subject to supervisory approval, participation in these or other similar activities can be considered work time and are part of the employee's workday. Accumulation of comp time for such participation should be kept to a minimum unless the activity includes weekend work. Compensatory time for such participation is subject to supervisory approval. Participation in outside professional development activities is subject to sufficient time while still accomplishing TCCY assigned responsibilities, and subject to budgetary constraints when travel or registration fees are involved. Priority setting is sometimes required to ensure other work is accomplished.

Staff who would like to participate in outside professional development activities should consult with supervisors. Supervisors may need to solicit staff to cover meetings due to multiple commitments, and should approve comp time when required to provide this coverage.

Whenever budget permits, registration fees will be paid for staff to attend relevant conferences/training opportunities in Tennessee. When TCCY is supporting conferences through sponsorship, collaboration, etc., staff will be invited to attend through staff meetings. Generally approval is provided on a first come first approved basis until all slots are filled. When all who are interested are unable to attend due to demand and budget constraints, efforts will be made to allocate spaces equitably across divisions within TCCY.

Unfortunately, out-of-state travel is severely limited because of state restrictions. Most TCCY out-of-state travel is linked with contractual provisions from funding sources requiring attendance at designated meetings. And, unfortunately, this means all staff does not have equal opportunities for out-of-state travel.

Sometimes the need for continuity in participation/representation inhibits opportunities to better distribute participation in outside activities, including out-of-state travel. Staff are encouraged to request approval for participation, but to recognize that priorities, other commitments, and especially budget may be the primary reasons approval is not forthcoming.

APPENDIX 10

EDISON ONLINE PAYROLL REQUIREMENTS

Edison Web Site. The website address for accessing the Edison system is <https://www.edison.tn.gov>. This website can be accessed from wherever someone has access to the internet using a PC (not just in the office). Employees can also call the Edison Help Desk at **741-HELP**.

Documentation Requirements for Leave/Compensatory/Overtime. Leave/Compensatory/Overtime requests must be submitted and approved prior to time approval. Employees must estimate the number of hours above 37.5 they will work in a week (for example, if a 50 hour work week is anticipated, staff should request approval for 13 hours of compensatory/overtime). Estimates must be in whole hours. Time reports should reflect only the hours actually worked as an employee is only paid for those hours, and hours worked should be reported in hours and tenths of an hour. If employees have underestimated the number of hours compensatory/overtime, a second request for additional hours will need to be submitted.

- A request for overtime can be made at the first of the week for the entire week.
- A request for leave should be made for the first day of the leave, not the first day of the week.
- Requests can be made day-by-day but is not required; however, time should be entered for a week on the last day worked for that week.
- Requests for leave/overtime must be approved before time can be approved.
- Staff should overestimate compensatory/overtime time (by a reasonable amount) to avoid having to submit multiple requests.
- Compensatory/overtime is recorded from Sunday to Saturday each week. All overtime requests must be entered in whole numbers, no percentages.
- Supervisors can approve compensatory/overtime any time after requests are submitted by employees.
- Employees should send an email to notify supervisors when leave/compensatory/overtime requests are submitted and also when time has been submitted.
- Time can be entered 24/7 and supervisors can enter approvals 24/7.
- After being approved, leave/compensatory/overtime requests process overnight, even though the system is on line 24/7.
- Staff should enter time weekly. In the event a pay period ends during a week, time should be entered on the last day of the pay period or the next day unless otherwise instructed.
- Supervisors should review and approve time, overtime requests and leave requests at least weekly. In the event a pay period ends during a week, supervisors should take the necessary steps to make sure all time, overtime and leave requests for that pay period are approved before 10 a.m. of the last day of time entry allowed by them according to the published calendars in Edison.

When leave/overtime requests are for periods that cover more than one week, separate requests are required for each week. Staff can enter time daily. Requests for all leave can and should be entered in advance.

When someone is out on unplanned sick leave, he/she must enter a request for approval of sick leave as soon as possible, and it must be approved before the end of the pay period.

Employees whose salaries are billed to multiple speedcharts have more complicated entry requirements. Speedcharts are called “task profiles” in Edison. Task profile names should be easy to translate to TCCY speedcharts. Staff is likely to have multiple lines for a single day when they have worked on multiple cost centers/task profiles.

The system will compute amounts of time and will flag things that are out of the ordinary. The information systems director will run reports listing exceptions and unapproved time and will forward them to the managers. As Edison Power users, they can approve time when managers are not available, but they will not do so unless requested by the manager of the employees affected.

If an employee makes a mistake in entering time, he/she can delete that line and make changes. Until pay period submission/processing, employees can and must make needed corrections.

Rescheduling Time: Edison can automatically reschedule time but it can also be done manually. If done automatically: if you work 10 hours Monday, and on Tuesday work five, an overtime request must be entered for Monday. However, if you manually reschedule for 10 hours Monday and five on Tuesday, no approval request for comp/overtime is required. Staff is asked to manually reschedule time to avoid the additional steps involved with approvals.

Training Needs. Edison offers online training for both managers and employees at <https://www.edison.tn.gov>. Any specific questions about login problems with the system should be directed to the Edison Help Desk at **615-741-HELP (4357)**. The information systems director can provide additional training on an as needed basis with individual staff.

APPENDIX 11

TENNESSEE COMMISSION ON CHILDREN AND YOUTH TELEWORKING POLICY

The purpose of the Tennessee Commission on Children and Youth (TCCY) Teleworking Policy is to provide policy guidance to staff. The effective date of this policy is June 1, 2013. The policy is in place during the period that official worksites are located at Andrew Jackson Building.

Teleworking. Teleworking is the use of telecommunications and computer technologies to allow employees to perform some of their assigned duties at a location other than the official workstation during assigned work hours. The teleworking site is normally the employee's home. Telework can be either regularly-scheduled or periodic.

Purpose. This policy sets standards for a consistent process and treatment of employees to facilitate success in the alternative work arrangement. It recognizes the societal, management and personal benefits available through a carefully planned and managed teleworking program.

Eligibility. TCCY employees become eligible to telework after six months of satisfactory employment, contingent upon their ability to comply with the requirements of this policy. To agree with DOHR's policy, the employee should additionally have been working for the state for at least a year. Employees may lose eligibility if they cannot comply with these requirements or if they otherwise fail to complete their work assignments in a satisfactory manner.

Schedule. Each employee who applies for regular telework, and whose work is deemed to be appropriate for telework by the executive director, will have one day per week (Tuesday, Wednesday, or Thursday) assigned to them as a telework day. The employee will work at the telework site that day unless otherwise directed. Schedules are subject to change as needs dictate. The executive director will try to accommodate employee preferences for choice of telework days.

An employee who does not wish to participate in the telework program on a regular, weekly basis may still apply and receive approval for periodic telework. If/when the employee requests a period of telework, the request will require approval by his/her immediate supervisor.

The employee is responsible for marking his/her telework day in the log book each week.

There will be no teleworking during any week with a scheduled Commission meeting. There will be no regularly-scheduled teleworking during weeks with a holiday. There will be no regularly-scheduled teleworking during the week prior to or the week of Child Advocacy Days (CAD). Periodic telework remains at the discretion of the immediate supervisor. Regardless of scheduled hours, TCCY's needs take precedence over the teleworking schedule and the teleworker shall report to work at the official workstation when requested by the executive director or immediate supervisor.

If a flexible schedule plan is implemented allowing employees to work 37.5 hours in four days, any employee choosing that flexible schedule may not also participate in the telework program.

Work Performance. Employees are responsible for maintaining availability, appropriate levels of production and quality of work while teleworking. This teleworking program is *production oriented* in that all teleworkers will be held accountable for the effective and efficient completion of their work assignments. The executive director or immediate supervisor will monitor work production the same as if the employee were not teleworking.

Accessibility. Teleworkers must be accessible by telephone and email during the teleworking schedule. Also, there may be occasions when the teleworker must report to the official workstation on a day that he/she planned to spend at the teleworking site.

Administration. The teleworker must maintain a daily record of the hours worked in compliance with state Attendance and Leave policy. TCCY will provide the necessary office supplies needed to do the job. TCCY, however, will not provide office equipment for the teleworking site. There will be no compensation for use of personal equipment, internet connections, telephone, etc.

All State of Tennessee and TCCY Personnel Policies remain in effect regardless of work location. Staff must maintain professional conduct and attire while on duty regardless of workstation or location.

Teleworker injuries occurring at the teleworking work site are subject to Tennessee Workers Compensation laws. While the teleworker is participating in the teleworking program, the teleworking site is considered an extension of the official workstation.

Materials, documents, information, files, etc., transported from the official workstation that were received in the course of business or produced at the teleworking site remain the property of TCCY. The teleworker is responsible for protecting and securing TCCY's files, records, documents, materials, etc., from unauthorized access or disclosure, damage, alteration, misuse, theft, or loss. Staff with access to confidential information should use extreme caution and ensure this information is kept secure.

The teleworker is responsible for any tax implications for participation in the teleworking program. TCCY does not assume any additional tax liabilities or responsibility for payment or reimbursement of any tax liability.

A teleworker may request that his/her participation in the program be terminated by notifying his/her supervisor in writing. The executive director may terminate an individual employee's teleworking agreement for non-compliance with any section of this policy or if determined to be in the best interest of the office.

*** DOHR has replaced its Telework Policy with Alternative Workplace Solutions 14-001 (rev. 09/16).**

https://www.tn.gov/content/dam/tn/hr/documents/14-001_AWS.pdf

Appendices: https://www.tn.gov/content/dam/tn/hr/documents/APPENDICES_FOR_AWS.pdf

APPENDIX 12

Family Medical Leave Act (FMLA)

For information related to the Family Medical Leave Act (FMLA) please refer to the Department of Human Resources Attendance and Leave Manual:

https://www.tn.gov/content/dam/tn/hr/documents/Attendance-Leave_Manual_Nov2015.pdf

Contact Chely Morgan at DOHR at 615-253-5424 for a FMLA Application.

APPENDIX 13

Andrew Jackson Building Policies and Procedures Manual

(H:\Shared Files\Agency)

APPENDIX 14

State of Tennessee Comprehensive Travel Regulations

<https://www.teamtn.gov/finance/redirect---travel-information/comprehensive-travel-regulations.html>

APPENDIX 15

Operation of Motor Vehicles by State Employees

https://www.tn.gov/content/dam/tn/hr/documents/HR-12-056_Operation_of_Motor_Vehicles_by_State_Employees.pdf

DOHR Policy 12-056

APPENDIX 16

Travel Forms for Travel Expenses/Standard Reimbursement Rates/Mileage Conversion Chart

<https://www.teamtn.gov/finance/travel-information.html>

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf

<https://www.teamtn.gov/finance/redirect---travel-information/state-employees-travel-guide.html>

<https://www.teamtn.gov/finance/redirect---travel-information/comprehensive-travel-regulations/general-reimbursement-schedule-2017-2018.html>

<https://www.teamtn.gov/finance/redirect---travel-information/comprehensive-travel-regulations/travel-authorization.html>

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

APPENDIX 17

F & A Policy 17 Telecommunications Services

<https://www.tn.gov/finance/looking-for/policies.html>

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy17.pdf

Guidelines for Use of Cellular Telephones

TENNESSEE COMMISSION ON CHILDREN AND YOUTH

Tennessee Commission on Children and Youth
Guidelines for Cellular Telephones, rev. 12/16

In accordance with State of Tennessee requirements for clearly enunciated agency guidelines for the use of cellular telephones, the following are TCCY guidelines for their use:

- State-owned cellular telephones are for state business. Calls should be kept at a minimum to control costs, and cellular phones should not be used when access to regular (landline) telecommunications is available. Non-business calls are permitted only in emergency situations.
- Currently within TCCY permanent assignment of cellular telephones is limited. Any other assignment of cellular telephones must be approved by the executive director.
- In accordance with state policy, other than Commissioners who are exempt, cellular phones should only be assigned to employees when: 1) the safety of the employee, the public safety or state property is at risk; or 2) a majority of the employee’s time is spent in locations where landline telephones are not available (i.e., in vehicles); or 3) time sensitive communications are essential.
- TCCY staff is authorized to utilize their personal cellular telephones to conduct official business in accordance with the first provision above. Employees will be reimbursed for any additional costs incurred in using their personal cellular telephones on official business. Additional costs include only the per-call charges on calls made for official business and require itemized telephone bill documentation. Employees will not be reimbursed for the fixed monthly charges on personally-owned cellular telephones.

Any questions about the use of TCCY-owned or personal cellular telephones should be addressed to the executive director.

I have received a copy and have read and understand the “Tennessee Commission on Children and Youth Guidelines for Cellular Telephones” and agree to abide by this policy.

Signature of Employee

Date

APPENDIX 19

Network Access Rights and Obligations Acceptable Use Policy (Administered through DOHR)

https://www.teamtn.gov/content/dam/teamtn/human-resources/hr-documents/onboarding/Acceptable_Use_Policy.pdf

APPENDIX 20

Administrative Responsibilities Memo

MEMORANDUM

TO: TCCY Staff
FROM: Linda O'Neal
DATE: January 30, 2018
RE: Administrative Responsibilities (Updated 1/2017)

TCCY senior staff reviewed the revised assignment of administrative responsibilities. The following represents tentative updated agreement regarding primary assignment of clerical responsibilities. As always, we will continue to function as a team to ensure whatever needs doing is done. Staff should always ask questions when necessary, but please become familiar with and refer to this list to minimize unnecessary interruptions.

All Staff – to assist administrative support staff: Anytime a public meeting/training/conference, etc., is scheduled, written information should be provided to the front desk to facilitate staff in providing information and responding to questions from callers. Regional coordinators should provide notices of their meetings to the Executive Administrative Assistant and Information Representative. When the meeting is not in a common location, directions should be provided.

Whenever staff is out of town on business, a copy of the conference agenda with contact information, or other contact information must be provided to the front desk, either through inclusion on the sign-in/out log or separate copy.

Staff interested in training should consult with their supervisor. The supervisor will contact the information systems director for technology-related training. The employee can schedule other training in Edison Self-Service. A training catalog can be found in Edison under the ESM tab.

All Staff – overview of administrative-related tasks:

- Assist in distribution of faxes – either deliver the fax yourself or give it to an administrative staff member to deliver it. Do not take faxes off the machine without delivering it to the proper person.
- Provide assistance with mailings, assembling packets, front desk coverage, etc., as needed.

<u>Task Description</u>	<u>1st Contact</u>	<u>2nd Contact</u>
Flight Arrangements & Reserve Hotel for Staff Attending Conferences (P-Card Holders)	Russette (615)532-1589	Bill
Register Staff Attending Conferences	Russette	Bill
Hotel Arrangements for Quarterly Commission Meetings (Members & Regional Staff)	Natasha (615)532-1592	Russette
Reserve Conference/Training Rooms in Andrew Jackson & TN Tower for Agency Meetings	Natasha	Bill
Reserve Parking for Commission Members in TN Tower	Natasha	Russette

Answer Incoming Calls to Main Telephone Line	Russette	Bill
Manage the Reception Area and Direct Visitors	Russette	all staff
Process and Distribute Daily Incoming and Outgoing Mail/Packages (Assist Staff as Needed)	Russette	Bill
Prepare Minutes for Weekly Staff Meeting	Russette	Natasha
Maintain the Copy/Work Room on a Daily Basis (Paper, Staples Etc.)/ Recycle Bin/Shredder/Electronic Date Stamp	Bill (615)532-8695	Russette
Added staff to Basecamp	Bill	n/a
Request/Make Aware of Office and Data Supply Needs	Russette	Bill
Annual Ordering Of Personal and Desk Calendars	Bill	Russette
Reserve TCCY's Company Vehicle (Toyota Camry) & All Related Questions & Inform of Maintenance Issues/Needs	Bill	Russette
Computer Problems - Password or Operational Issues	Bill	Edison Help Desk or STS Help Desk
Issues Relating to State Issued Cell Phone and/or Desk Phone	Bill	Edison Help Desk
Laptops/Printers/Other Equipment Issues	Bill	n/a
Verify Employee Time is Entered and Exceptions Addressed (Bi-Weekly Payroll)	Bill	Natasha
Parking Hang Tags/State Car Maintenance	Bill	Natasha
Check Out - Central Office Projectors and/or Clickers	Bill	Russette
Assistance with Travel Claims	Brittany Presley - CA	Your Supervisor
HR Issues/Onboarding/ID Badges/MTA Bus Cards/Onboarding	Natasha	DOHR
Edison Help Desk (615) 741-HELP		
STS Help Desk (615) 741-1000		
Brittany Pressley - Centralized Accounting (615)741-2353		
Bill has provided all Central Office staff the capability to view the status (busy/available) of the company vehicle, conference call line and conference room.		

Agency Benefits Coordinator (ABC)
DOHR

McGee	Council on Children’s Mental Health (CCMH)
Naccarato	Resource Mapping
Hargrow	Second Look Commission (SLC)/Disproportionate Minority Contact Task Force (DMC), District Attorney’s General, Public Defenders, Juvenile Court Judges
Petty	Youth Transition Advisory Council (YTAC)
Delk	<i>The Advocate</i> and Media List
Sloan/Smith	Key Contact List for each of the nine TCCY Regional Councils and Coordinators; office staff name/phone number (birthdays, work hours);
Taylor/Whitfield/Mitchell	Grant application lists: Federal Formula Grant (FFG), Title V, Juvenile Accountability Block Grant (JABG), CASA, State Supplement (SS), Reimbursement Account (RA), General Mailing List, Minority Media, Disproportionate Minority Contact Task Force (DMC), District Attorneys General, School Superintendents, Public Defenders, State Advisory Board (SAB), Grant Review Committee (GRC), Juvenile Court Judges, County Executives/Mayors, Youth Services Officers (YSOs)/Lead YSOs

Minutes

Commission/State Advisory Group (SAG) – **Smith, Sloan**
Staff Meetings – **Sloan, Smith**
Grant Review Committee – **Taylor, Whitfield**
DMC Task Force, JJ and Minority Issues Committee - **Hargrow**
Children’s Services Committee - **Papica**
Budget and Data Committee – **Delk, Sloan**
Councils Committee – **Rust**

Registration and Travel Authorizations
Sloan, Snorton

In- and Out-Of-State Travel Accommodations
Sloan, Smith

Payroll
Latimer, Sloan, Snorton

Payment Card Holders
Latimer, Sloan

Reconcile Payroll Registers
Snorton

Richard Kennedy, Associate Director:

- Liaison for the Baldrige Award.
- Adverse Childhood Experiences (ACEs) Training-for-Trainers Coordinator.

Natasha Smith, Director of Operations and Special Projects (EAA1):

Human Resources

- Maintains and updates TCCY Dashboard.
- Maintain Agency Employee Manual.
- Human Resources Officer. Agency liaison/contact person to DOHR; onboard new employees and send personnel-related files to Dora McCary (Human Resources contact); disseminate DOHR information and materials to employees and directors as needed; attend DOHR meetings and conferences.
- Tennessee Employees Charitable Campaign Coordinator.
- Approve payroll in Latimer's absence.
- Performance Management Liaison. Relay performance management information to supervisory staff; approve performance management documents in Edison, as needed.
- DOHR SLS Training Officer. Disseminate training-related information to staff.

General Office Duties

- Andrew Jackson Building liaison; report any maintenance problems, etc. to building management; disseminate building-related information to staff.
- Provides administrative support for executive director and other agency administrative staff.
- Reserves space for meetings/trainings/etc., and makes arrangements for food as requested.
- Reserves TCCY Conference Room, 9th Floor Training Room, Bridge Line and Ground Floor Hearing Room, upon request.
- Reserves hotel accommodations for CAD, Committee/Commission meetings, Regional Coordinators, staff and prepares direct billing when available.
- Negotiates hotel contracts and prepare direct billing applications.
- Attends Management Team meetings.
- Composes, type and distribute correspondence; copy/scan forms and materials as needed for meetings.
- Edison Power User.
- Maintains secure, organized office key box with reasonable access for others.
- Provides administrative assistance as requested by any director or agency staff.

TCCY Commission Duties

- Communicates with Commission Members regarding lodging needs; orders food for Commission meetings; takes and transcribes Commission meeting minutes.
- Prepares correspondence related to Commission Member vacancies and new members and sends it to Heather Pottkotter in the Secretary of State's office. Her number is 615-741-2650.
- Maintains Commission Member Orientation Manual.

Title VI Plan and Training

- Responsible for the Title VI plan that goes to Tennessee Human Rights Commission and ultimately gets reported to the General Assembly.
- Conducts annual training for TCCY staff and Commission members.

Russette Sloan, Executive Administrative Assistant 1 (EAA 1):

Front Desk Duties

- Greets visitors to the agency and advise staff of their presence and escort if necessary; keeps reception area organized; recycles old publications, magazines, etc.
- Answers the telephone and transfer calls. Checks for voice mail messages left after hours and transfer to appropriate staff each morning.
- Handles inquiries and requests from Commission Members, other departments, citizens and employees and routes to appropriate staff.

General Office Duties

- Agency Payment Card holder; keeps Payment Card in secure place; records Payment Card purchases on spreadsheet; submits Payment Card spreadsheet to Centralized Accounting each month for reconciliation.
- Opens mail upon arrival, date-stamps, and places in staff mail slots; prepares and sends mail to regional staff each Friday or as needed.
- Copies forms and materials as needed for meetings.
- Maintains Staff Emergency Contact book and verifies attendance during fire drills/building emergencies.
- Takes weekly agency staff meeting minutes and distributes via email to all staff within two days (keep original in binder).
- Edits data, reports, newsletters, etc. as requested.
- Maintains Events Calendar.
- Picks up *The Tennessean* in Fay Delk's absence.
- Maintains updated mailing lists on the LAN as assigned (TCCY Commission Members; State Legislators; U.S. Congress; Regional Council Coordinators, etc.) grant application lists: Federal Formula Grant (FFG), Title V, Juvenile Accountability Block Grant (JABG), Enforcing Underage Drinking Laws (EUDL), CASA, State Supplement (SS); Reimbursement Account (RA); Public Defenders; Juvenile Court Judges (JCJ); County Executives/Mayors; Youth Services Officers (YSO); Lead YSOs; DMC Task Force; School Superintendents; general list; maintain H-drive lists of staff work schedule, birthday list, copy room/secure storage clean-up; maintains updated mailing lists on the LAN; maintains updated routing slips.
- Prepares Fed-Ex packages and certified mail as requested.
- Agency contact for collecting and archiving Par 22 Monitoring materials. Sets up file system for each grantee to be monitored each year; collects monitoring materials from Director of Field Operations for each grantee and file; indicates receipt of monitoring materials for each grantee on the H-drive.
- Maintains order in secure storage and copy room.
- Monthly, changes date on date stamp machine.
- Prepares monthly sign-in/out logs, as needed.
- Provides administrative assistance as requested by any director or agency.

TCCY Commission Duties

- Takes and transcribes minutes for the Budget and Data Committee meetings as directed.

Fay Delk, Information Representative:

- Agency publications editor.
- Agency forms officer.
- Agency website officer.
- Maintains Events Calendar.
- Picks up *The Tennessean* each morning.
- Maintains updated mailing lists on the LAN for Media and KIDS COUNT.

Bill Latimer, Information Systems Director:

- Computer training coordinator.
- Issues employee parking tags.
- Reserves TCCY Conference Room, 9th Floor TCCY Conference Room, Bridge Line, Agency Car, upon request.
- Records and Records Retention Officer. This includes documents on the H:/Drive.
- Routinely refills copiers, fax machine and staplers, regularly empty shredders and weekly common area recycling.
- Inventory custodian; surpluses outdated/unused equipment.
- Coordinates technology, i.e., hardware/software maintenance/replacement/upgrade.
- Department liaison with Strategic Technology Solutions/Enterprise Shared Solutions Division (formerly known as OIR).
- Edison Power User; attends Edison-related meetings and trainings.
- Prepares monthly sign-in/out logs.
- Coordinates copy machine and printer maintenance.
- Emails staff time reporting reminders; notifies supervisory staff of exceptions.
- Provides budget director with payroll registers each pay period for reconciliation.
- Arranges for telecommunications (including I phones & 3G wireless).
- Obtains postal stamps for office use.
- Agency Payment Card holder; keeps Payment Card in secure location; records Payment Card purchases on spreadsheet; submit Payment Card spreadsheet to Centralized Accounting each month for reconciliation.
- Motor Vehicle Management and WeCar agency liaison.
- Responsible for maintenance/repair/cleaning of agency state car.
- Orders name plaques for new employees, business cards, service and other awards, etc.

Sherry Snorton, Budget Director:

- Phone Bill Accountability Reports – Pulls into Monarch Pro, import onto Excel, filter Exceptions, SpeedChart Summary, SpeedChart Bill Number Summary, Bill Number Summary and each Director's staff Exceptions; obtain director's approval and file.
- Processes incoming invoices (attach appropriate supporting documents, secure director's approval, scan and email to Centralized Accounting for payment).
- Prepares Conference Registrations and Travel Authorizations for staff.
- Completes Commission Member travel claims and forward to Centralized Accounting for reimbursement.
- Reconciles in-state travel hotel bills with contracts; scan and send to Centralized Accounting for payment.
- Prepares appropriate cards to staff (birthday, sympathy, etc.) in timely manner.

Craig Hargrow, Second Look Commission/Juvenile Justice Director:

- Maintains updated Second Look and DMC mailing list on the LAN.
- Responsible for the annual Second Look Commission Report to the General Assembly.
- Supervises Juvenile Justice staff.
- ACEs training for trainers team member.

Rose Naccarato, KIDS COUNT Director/Resource Mapping:

- Maintains updated Resource Mapping and KIDS COUNT mailing lists on the LAN.
- Supervises KIDS COUNT and Resource Mapping staff.

Sumita Keller, Home Visiting Leadership Alliance (HVLA) Director:

- Compiles and maintains a list of prospective statewide Tennessee Home Visiting Leadership Collaborative participants. Update participant list as needed.
- Pay For Success (PFS) point of contact.
- Maternal, Infant, and Early Childhood Home Visiting (MIECHV) updates.
- ACEs training for trainers team member.

Melissa McGee, Council on Children's Mental Health (CCMH) Director:

- Compiles and maintains a membership list and Outlook address books for Council on Children's Mental Health (CCMH). Update participant list as needed.
- Employee Assistance Program (EAP) Coordinator. <https://www.here4tn.com/content/cex-consumer/state-of-tn/en/leaders.html> or <http://www.here4tn.com> or call 855-HERE.4.TN (855.437.3486). *Note DOHR will still do the orientation of benefits for new employees.
- ACEs training for trainers team member.
- Supervises the SOCAT Regional Coordinators.

Jennifer Drake-Croft, Early Childhood Well-being Director:

- Maintains updated YTAC mailing list on the LAN.
- Responsible for the annual Youth Transition Advisory Council Report to the General Assembly.
- Legislative Specialist.
- ACEs training for trainers team member.

John Rust, Field Operations Director:

- Supervises assigned Regional Program Administrators.
- Children's Advocacy Days (CAD) Coordinator.
- ACEs training for trainers team member.

Dana Cobb, NW Regional Coordinator:

- Supervises assigned Regional Coordinators – Southwest and Memphis/Shelby County

Lindsey Cody, East TN Regional Coordinator:

- Supervises assigned Regional Coordinators – Northeast and Upper Cumberland

Rosalyn Leavell-Rice, SE Regional Coordinator:

- Supervises assigned Regional Coordinators – South Central and Mid-Cumberland

Dr. Gerald Papica, Ombudsman Program Director:

- Accepts referrals from anyone with knowledge of or concerns about a Tennessee case pertaining to a concern about a child's status while in state custody.
- Has the statutory authority to review children in the foster care and juvenile justice systems and makes recommendations for improvements.
- Facilitates and mediates concerns.

Steve Petty, Youth Transition Advisory Council (YTAC) Director:

- Maintains updated YTAC mailing list on the LAN.
- Responsible for the annual Youth Transition Advisory Council Report to the General Assembly.
- Legislative Specialist.

Vicki Taylor and Zanira Whitfield, Juvenile Justice Specialists:

- Maintain filing system for juvenile justice division. Set up division files for each grantee in each grant category annually: EUDL, DMC, JABG-State Allocated and Pass Through, Federal Formula, Title V, CASA, and SS/Reimbursement; keep grant files in-house for required period of time before recycling.
- Annually, process grant applications received for each grant category. Collect, time stamp, and number each grant application received for each grant category (DMC, Federal Formula, JABG SA/PT and Title V); create and maintain spreadsheets for each grant applicant in each grant category (DMC, Federal Formula, JABG SA/PT, Title V, and EUDL) which include assigned number, grantee contact information, staff/committee member comments, and scores; disseminate copies of applications with review guides to staff and mail to committee members for review and scoring; retain file copies of all applications; read, comment, and score all grant applications received; send correspondence to applicants informing them of approval/disapproval and conditions (comments) for application approval; send copy of each approved grant application in each grant category to Centralized Accounting.
- Annually, type, copy, mail and/or email letters of availability of funds to interested parties.
- Serve as advocates always working in the child's best interests and for the safety of the community.

Latasha Mitchell, Grants Monitoring:

- Reviews and assures the sub-recipient's compliance with the requirements of the contract.
- Inspects and certifies acceptability of the services rendered throughout the period of performance in terms of quantity, quality, timeliness and cost as set forth in the contract.
- Makes sure that the sub-recipient is fully aware of the following:
 - That the contract shall not cover charges for any items that are not specifically provided for by the contract. The sub-recipient is to be cautioned that if he or she provides services/supplies during the performance of the contract that are not specifically set forth as items in the contract, regardless of who requests them, payment will not be made for them under the contract.
- Reviews files for all materials provided by the sub-recipient as called for by the contract. Notifies the sub-recipient and Juvenile Justice Division Director if reports or other items submitted are to be rejected and states the basis for rejection.
- Completes and forwards final reports and contract monitoring summary reports to the sub-recipient and Juvenile Justice Division Director. The Contract Monitor shall keep detailed records of the final report and contract monitoring documentation.
- Tests an appropriate sampling of the sub-recipient's paid invoices. An appropriate sampling shall be no less than invoices for three consecutive months. This includes the authority to request the sub-recipient to make corrections and/or submit new invoices when clerical or other errors are detected.

- Prepares memoranda for the record covering all meetings/discussions between the Contract Monitor and the sub-recipient.
- Makes site visits, when appropriate, to the sub-recipient's facility or program and checks sub-recipient contract compliance to include:
 - Actual performance versus scheduled and reported performance;
 - Verification that the employees charged to the contract are actually performing work under the contract; and
 - Verification of all items included on the Monitoring Review Guide.
- Advises the Juvenile Justice Division Director on the status of the following at the completion of the contract:
 - Whether all items and services required to be furnished or performed under the contract have been technically accepted; and
 - Any other outstanding technical issues.