

October 11, 2016

Mayor Jane W. Dawkins	A
Commissioner Paul Don King	P
Commissioner Ronnie Lancaster	P
Commissioner Jeff Powers	P
Commissioner Jimmy Wigfall	P

The Board of Mayor and City Commissioners met in a regular city meeting on Tuesday, October 11, 2016.

A **Motion** was made by Commissioner Powers, seconded by Commissioner Wigfall, to approve the minutes of the September 13, 2016 meeting. All in favor.

A **Motion** was made by Commissioner Wigfall, seconded by Commissioner Lancaster, to give City Administrator, Sammy Burrows, permission to hire help for the Parks and Recreation Department and City Hall. Two full-time employees are on medical leave until further notice. These positions would be part-time, full-time positions. Starting pay would be \$9/hour and start date would be whenever available to start work. Roll call vote: Commissioner Lancaster, yes; Commissioner Wigfall, yes; Commissioner Powers, no; Commissioner King, no. Two voted aye, two voted nay.

A **Motion** was made by Commissioner Powers, seconded by Commissioner Wigfall, to pass **Resolution #970** (A Resolution Adding an Emergency Call-Out Policy to the City's Personnel Policy Section: 4-228 Miscellaneous). Roll call vote: Commissioner Lancaster, yes; Commissioner Wigfall, yes; Commissioner Powers, yes; Commissioner King, no. Three voted aye, one voted nay.

A **Motion** was made by Commissioner Wigfall, seconded by Commissioner Lancaster, to close the roads for the Veteran's Day Parade on Saturday, November 12th (From Armory to South Cedar Avenue past Moss Motors, north to Second Street, left on Second Street, left on Elm Avenue to the American Legion) and to close the roads for the Veteran's Day Run on Sunday, November 13th (same

route as the Cornbread Festival Run). Roll call vote: Commissioner Lancaster, yes; Commissioner Wigfall, yes; Commissioner Powers, yes; Commissioner King, yes. Four voted aye.

A **Motion** to adjourn the meeting was made by Commissioner Lancaster, seconded by Commissioner Powers. All in favor.

Respectfully submitted,

Mayor Jane W. Dawkins

Diane Beavers, City Recorder

RESOLUTION NO. 970

A RESOLUTION ADDING AN EMERGENCY CALL – OUT POLICY TO THE CITY’S PERSONNEL POLICY SECTION: 4-228 MISCELLANEOUS.

Whereas, the City of South Pittsburg has adopted a set of Personnel Policies; and

Whereas, such Policies fail to adequately address Emergency Call – Out Policy;

Now, therefore, be it resolved by the City Commission of the City of South Pittsburg, Tennessee, that Section 4-228 of the City’s Personnel Policies Handbook is changed by adding the following:

4-228 (14) Emergency Call – Out Policy.

Purpose

In order to maintain the safety and functionality of the City of South Pittsburg’s infrastructure and right-of ways, it will be necessary periodically for public works employees to be called in for duties after regular working hours during emergency or otherwise adverse situations.

This policy will formalize the City of South Pittsburg’s Public Works Department’s approach to addressing situations requiring immediate attention after ordinary working hours.

General

Situations including, but not limited to, snowfall, thunderstorms, wind, or other acts of nature, accidents, vandalism, and equipment failure often create problems on city streets and right-of-ways that may warrant immediate attention after normal working hours.

Snow accumulations on City streets; downed trees and/or branches; damage or failures to traffic control devices; debris or liquid residues in the streets; and animal control situations; are examples of situations that may require immediate attention to restore service or maintain safety.

Requirements

The City of South Pittsburg reserves the right to establish an emergency call in list or designate relief personnel who will be expected to be available. Employees who are called in for emergencies or relief duties shall be compensated in accordance with established procedures.

All employees of the Public Works Department will be expected to report to work in the event of an emergency or adverse situation as deemed necessary by the Public Works Supervisor, or the City Administrator.

Extension of Normal Work Schedule

In order to insure that necessary manpower is available to complete necessary functions in a safe and effective manner, it will periodically be necessary to extend work hours.

Employees of the Public Works Department are subject to having their regular 8-hour work day extended in the event of an unfinished job that requires completion or extended attention on that day. This situation would typically involve an emergency or particularly adverse situation.

The supervisor may require that employees continue to work at a designated work site beyond their regular work schedule, until the job is completed or brought to an acceptable level for safety and serviceability.

Except for emergencies or reasons previously approved by supervision, any employee asked to continue working past regular hours is expected to do so. Such time will be compensated in accordance with established procedures.

On Call Status

In order to insure that the department is responsive after normal working hours to address emergency or otherwise adverse situations, it will be necessary to establish a rotating duty roster for on call status.

- Except in predictable situations such as forecast weather events, one (1) employees will be **“on call”** at a given time.
- A cell phone will be made available for notification purposes to the individual on call employee.
- If the employee has a legitimate reason why he/she cannot be available for such duties when identified, they should bring such reason to the attention of their supervisor or the City Administrator.
- The Public Works Supervisor or the City Administrator will be responsible for identifying the need, establishing the method of addressing the situation, and notifying the employee(s) necessary to address the particular situation.

Scheduling of On Call Duty -- Streets & Traffic Personnel

- A calendar/roster identifying the employee that is **“on call”** will be maintained at all times by the Public Works Supervisor. A copy will be provided to the City Administrator.
- The Marion County 911 Communication Center will be informed weekly of the name of the employee that is on call and the mobile number for notification purposes.
- The employee will be on call for a period of one (1) week, Monday at 7:00 a.m. until the following Monday at 7:00 a.m.
- On a rotating basis, each non-exempt, regular status employee in the Public Works Department will be required to serve in this capacity: Personnel from the other departments will be called in when necessary.
- At the present time five (5) positions have been identified to rotate these duties. This would require an employee to be on call once every five weeks or a total of approximately 10 weeks per year.
- Each employee will be required to serve in this capacity when it is he/she designated week. Any exceptions must be pre-approved by the Public Works Supervisor or the City Administrator so that an alternate can be identified prior to the change on Monday.
- When the on call employee is off on sick leave, it will be their responsibility to notify the Public Works Supervisor immediately if they will be unable to fulfill this responsibility. The Public Works Supervisor will then identify an alternate employee.

Compensation for On Call Employees

The employee on call will be required to carry a City issued cell phone and provide an alternate number where he/she can be reached when on call. This on call time will be compensable since the employee is restricted during this on call time. Compensation for being on call will be \$100 per week taxable at the current payroll tax rate.

Emergency Call Back Pay

When a non-exempt employee has left the premises after completing a regular shift and is called back due to an emergency as defined above, a minimum of 2 hours will be paid @ time and one-half or the hours actually worked will be paid at time and one-half regardless of the regular total hours worked for that week.

Response to Notification of Emergency/Adverse Situations

The Marion County 911 Communication Center or the Public Works Supervisor will normally notify the on-call employee of emergency or adverse situations that require public works' attention. The on-call employee will normally be contacted by telephone as to the location and nature of the situation.

Once notified, the employee is expected to confirm the notification with the Marion County 911 Communication Center and respond to the situation as soon as safely possible. If the on-call employee cannot respond within a reasonable amount of time, the Marion County 911 Communication Center should be notified immediately and the Public Works Supervisor should also be contacted.

Responsibility for Cell Phones

It will be the responsibility of the employee to see that the cell phone is in good working order at all times. All cell phones should be tested at least weekly preferably on each Friday afternoon.

Unless problems with the cell phones are reported immediately to the Public Works Supervisor it will be understood that the cell phones are in proper working order and notifications will be received and the employee will respond promptly.

Adoption as a Departmental Policy

This is a policy written and adopted for the entire Public Works Department. All employees are to receive a copy of this policy and acknowledge their receipt by signing below.

The policy may be revised or updated periodically to meet the needs of the department and the City of South Pittsburg.

Section 2. This resolution shall be effective upon final passage, the public welfare requiring it.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF SOUTH PITTSBURG,
TENNESSEE, ON THIS 11th DAY OF OCTOBER, 2016.



Mayor Jane W. Dawkins



City Recorder Diane Beavers