SEPTEMBER 18, 2025

BE IT REMEMBERED THAT:

COUNTY COMMISSION MET PURSUANT TO ADJOURNMENT IN REGULAR SESSION OF THE SULLIVAN COUNTY BOARD OF COMMISSIONERS THIS THURSDAY EVENING, SEPTEMBER 18, 2025, AT 6:00 P.M. IN BLOUNTVILLE, TENNESSEE. PRESENT AND PRESIDING WAS COMMISSIONER JOHN GARDNER, CHAIRMAN, AND TERESA JACOBS, COUNTY CLERK OF SAID BOARD OF COMMISSIONERS,

TO WIT:

The Commission was called to order by Commissioner John Gardner, Chairman. Deputy Jim Nygaard opened the commission, and Commissioner Larry Crawford gave the invocation. The pledge to the flag was led by Commissioner Travis Ward .

COMMISSIONERS PRESENT AND ANSWERING ROLL WERE AS FOLLOWS:

	MARK IRESON
DARLENE CALTON	
JOE CARR	**DWIGHT KING**
MICHAEL COLE	**TONY LEONARD**
LARRY CRAWFORD	**MICHAEL HUNTER LOCKE**
ANDREW CROSS	**JOE MCMURRAY**
JOYCE CROSSWHITE	**JESSICA MEANS**
JOHN GARDNER	**ARCHIE PIERCE**
HERSHEL GLOVER	**MATT SLAGLE**
CHERYL HARVEY	**GARY STIDHAM**
DAVID HAYES	**ZANE VANOVER**
DANIEL HORNE	**TRAVIS WARD**

22 PRESENT, 2 ABSENT
ABSENT AT ROLL CALL: AKARD, JONES

The following pages indicate the action taken by the commission on approval of notary applications and personal surety bonds, motions, resolutions, and other matters subject to the approval of the Board of Commissioners.

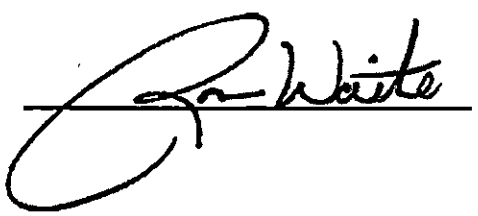
Motion was made by Comm. Locke, and seconded by Comm. Ward to approve the minutes of the Rezoning Hearing/Work Session held on August 14, 2025, and the minutes of the Regular Session held on August 18, 2025. Approved 22 Yes, 2 Absent.

Affidavit of Publication
TIMES NEWS
701 Lynn Garden Drive • Kingsport
County of Sullivan, State of Tennessee

I, Ron Waite, being duly sworn upon oath, deposes and state that I am the publisher of the Times News, a daily newspaper published in the City of Kingsport, County of Sullivan, in the State of Tennessee. This Legal Notice contains a true and correct copy of what was published in the regular edition of said newspaper, in consecutive issues on the following dates:

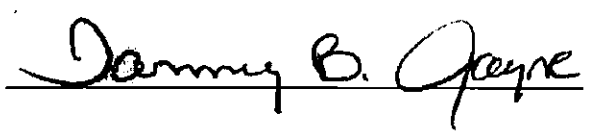
Publication Dates: 09/04/2025

Ad#: 11874

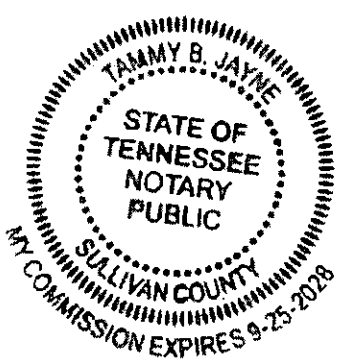


Ron Waite

Signed and sworn to before me
on 09/04/2025



Tammy B. Jayne - Notary Public
My commission expires: September 25, 2028



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This publication fully complies with Tennessee Code.

PUBLIC NOTICE OF MEETINGS OF THE BOARD OF COMMISSIONERS OF SULLIVAN COUNTY, TENNESSEE FOR THE MONTH OF SEPTEMBER 2025

Notice is hereby given to all members of the Board of County Commissioners, all residents of Sullivan County, Tennessee, and to any and all other persons interested, that two (2) open, public meetings of the Board of County Commission of Sullivan County will be held at the regular meeting place of the Board at the Courthouse in Blountville, Tennessee during the month of September 2025. The monthly Work Session and public hearing/voting on amendments to the Sullivan County Zoning Resolution will commence at the hour of 6:00 p.m. on Thursday evening, September 11, 2025, and the monthly Regular Session will commence at the hour of 6:00 p.m. on Thursday evening, September 18, 2025. Any person wishing to provide public comment at such meetings shall sign up on the provided signup sheet prior to the start of the meeting.

This notice is given pursuant to the provisions of Section 8-44-101 to 8-44-108 inclusive of Tennessee Code Annotated.

Teresa Jacobs
Sullivan County Clerk

PUB1T: 9/4/25

216

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

217

4 Roll Call by Teresa Jacobs, County Clerk
Roll Call

Total vote result

Present	22
Total Present	22
Total Seats	28
Absent	2

Group voting result

Group	Yes	Absent
No group	22	ø 2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

Individual voting result

Name	Yes	Absent
Akard, David ()		
Calton, Darlene ()	X	
Carr, Joe ()	X	
Cole, Michael ()	X	
Crawford, Larry ()	X	
Cross, Andrew ()	X	
Crosswhite, Joyce ()	X	
Gardner, John ()	X	
Glover, Hershel ()	X	
Harvey, Cheryl ()	X	
Hayes, David ()	X	
Horne, Daniel ()	X	
Ireson, Mark ()	X	
Jones, Sam ()		
King, Dwight ()	X	
Leonard, Tony ()	X	
Locke, Hunter ()	X	
McMurray, Joe ()	X	
Means, Jessica ()	X	

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Absent
Pierce, Archie ()	X	
Slagle, Matt ()	X	
Stidham, Gary ()	X	
Vanover, Zane ()	X	
Ward, Travis ()	X	

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SULLIVAN COUNTY
Board of County Commissioners
Order of Business
September 18, 2025
6:00 p.m.

COUNTY COMMISSION REGULAR SESSION

- ❖ Call to Order by Sheriff Jeff Cassidy
- ❖ Chairman John Gardner presiding
- ❖ Invocation
- ❖ Pledge to the American Flag
- ❖ Roll Call by Teresa Jacobs, Sullivan County Clerk
- ❖ Annual Elections of Commission Chairman, Speaker Pro Tempore and Deputy Chairman.
- ❖ Presentations, Appointments & Elected Official Bond Approval.

1) Sullivan County Regional Health Department Director Hannah Taylor – Presentation on the department's CPR initiative in county schools.
2) Appointment: Rebecca "Becky" McKinney to the Sullivan County Library Board.
3) Approve two-year extension of Elected Official Bond for Sullivan County Clerk and Master Katharine Jennelle to synchronize bond's coverage window with Jennelle's current term of office ending in 2028.

- ❖ Approval of Meeting Minutes of: August 14, 2025, Rezoning Hearing and Work Session; and August 18, 2025, Regular Session Meeting. (Minutes are provided to commission members electronically and are available to the public at www.sullivancountyclerktn.com/commission-minutes)
- ❖ Approval of Notaries Public
- ❖ Public Comment on Agenda Items
- ❖ Public Comment on Items not on the agenda
- ❖ Approval of Consent Calendar
- ❖ Old Business/New Business
- ❖ Announcements
- ❖ Adjournment

ELECTION OF COMMISSION CHAIRMAN

Comm. Means made a motion to nominate Comm. John Gardner

2nd by Comm. Crawford

Comm. Cole moved for nominations to cease.

ABSENT		Yes	No	ABSTAIN	PASS
X	AKARD				
	CALTON	X			
	CARR	X			
	COLE	X			
	CRAWFORD	X			
	CROSS	X			
	CROSSWHITE	X			
	GARDNER	X			
	GLOVER			X	
	HARVEY	X			
	HAYES	X			
	HORNE	X			
	IRESON	X			
X	JONES				
	KING	X			
	LEONARD	X			
	LOCKE	X			
	MCMURRAY	X			
	MEANS	X			
	PIERCE	X			
	SLAGLE	X			
	STIDHAM	X			
	VANOVER	X			
	WARD	X			

2	21		1	
ABSENT	YES	NO	ABSTAIN	PASS

ELECTION OF COMMISSION CHAIRMAN PRO TEMPORE

Comm. Locke made a motion to nominate Comm. Zane Vanover

Comm. Crawford moved for nominations to cease

2nd by Comm. Crosswhite

ABSENT		Yes	No	ABSTAIN	PASS
X	AKARD				
	CALTON	X			
	CARR	X			
	COLE	X			
	CRAWFORD	X			
	CROSS	X			
	CROSSWHITE	X			
	GARDNER	X			
	GLOVER	X			
	HARVEY	X			
	HAYES	X			
	HORNE	X			
	IRESON	X			
X	JONES				
	KING	X			
	LEONARD	X			
	LOCKE	X			
	MCMURRAY	X			
	MEANS	X			
	PIERCE	X			
	SLAGLE	X			
	STIDHAM	X			
	VANOVER	X			
	WARD	X			

2	22			
ABSENT	YES	NO	ABSTAIN	PASS

ELECTION OF COMMISSION DEPUTY CHAIRMAN

Comm. Pierce made a motion to nominate Comm. Hunter Locke

Comm. Cole moved for nominations to cease

2nd by Comm. Cross and Comm. Crosswhite

ABSENT		Yes	No	ABSTAIN	PASS
X	AKARD				
	CALTON	X			
	CARR	X			
	COLE	X			
	CRAWFORD	X			
	CROSS	X			
	CROSSWHITE	X			
	GARDNER	X			
	GLOVER	X			
	HARVEY	X			
	HAYES	X			
	HORNE	X			
	IRESON	X			
X	JONES				
	KING	X			
	LEONARD	X			
	LOCKE	X			
	MCMURRAY	X			
	MEANS	X			
	PIERCE	X			
	SLAGLE	X			
	STIDHAM	X			
	VANOVER	X			
	WARD	X			

2	22			
ABSENT	YES	NO	ABSTAIN	PASS

Sullivan County

Board of County Commissioners

244th Annual Session

IN RE: Sullivan County Library Board

Blountville, Tennessee

Order Appointing Library Board Member

WHEREAS, the Sullivan County Mayor has authority to appoint members to the Sullivan County Library Board of Directors; and

WHEREAS, the Sullivan County Library Board of Directors has submitted recommendation for a member of the board; and

NOW THEREFORE BE IT ORDERED, ADJUDGED AND DECREED by Sullivan County Mayor, Richard S. Venable, in his capacity to appoint members to the Sullivan Library Board that Rebecca "Becky" McKinney be appointed to serve on the Sullivan County Library Board of Directors. Terms end September 2029.

Richard S. Venable

Richard S. Venable, Sullivan County Mayor

Said order confirmed and entered into the record of the Sullivan County Board of Commissioners this 18th day of September 2025.

Teresa Jacobs

Teresa Jacobs, Sullivan County Clerk

Motion to approve the appointment of Rebecca "Becky" McKinney to serve on the Sullivan County Library Board of Directors was made by Commissioner Cross. 2nd by Commissioner Crosswhite. Approved 22 Yes, 2 Absent

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

224

5.1 Appointments
Vote

Total vote result

Yes	22
Abstain	0
No	0
Total Present	22
Absent	2

Motion to approve Rebecca McKinney to to the Sullivan County Library Board made By Comm. Cross. 2nd by Comm. Crosswhite

Group voting result

Group	Yes	Absent
No group	22	& 2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

0 votes against the motion

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()	X			
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			
Leonard, Tony ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

225

Becky McKinney

Educator, Public Health Promoter, Program Coordinator

38 _ idgeline Drive
Kingsport, TN 37664
(423) 963-0904
bmckinneyph@gmail.com

226

Taught hundreds of classes on public health topics including: tobacco prevention/cessation, heart disease and stroke prevention, nutrition, diabetes, and other chronic conditions.

Program and resource development, and implementation, with more than eight years of experience as a public health educator.

Consultation of service and leadership in community health helping thousands of people learn how to live a healthier lifestyle.

PROFESSIONAL EXPERIENCE

Public Health Educator

Washington County Health Department 2014-2022

Helped plan, implement, and evaluate community health education programs.

- Promote health department services in the community
- Work with Health Council Coordinator to plan and facilitate bimonthly Health Council meetings, chairperson of the Adult Subcommittee

Store Operations Coordinator, Sales Associate

W.S. Badcock Corporation, Elizabethton, TN 2012-2014

Provided customer service to clients, managed employees and daily activities as needed.

Online Course Coordinator

Office- College of Public Health ETSU, Johnson City, TN 2012-2013

Assisted professor with distance education, organized and set-up online courses, collaborated with Dr. Mary Ann Littleton to compose courses.

Student Worker

Office- College of Public Health ETSU, Johnson City, TN 2007-2011

Built websites, created fliers, helped coordinate and plan health events, collaborated in composing and editing of grant proposals, assisted Dr. Mike Stoots in public health research, promoted College of Public Health recruiting efforts.

SKILLS

Expansive knowledge of current public health practices.

Planned and implemented several annual community health events.

Experienced in community outreach and relationship building.

Resource development to cultivate and sustain programs.

Proficient with vast assortment of computer programs including Microsoft Office Suite.

COMMUNITY

Holston Habitat for Humanity Board Member 2020- present, serving as Secretary 2024-present

EDUCATION

Bachelor of Science, Public Health;
Concentration: Community Health, 2011
East Tennessee State University
Johnson City, Tennessee

INTERNSHIP

Washington County/ Johnson City Health Department

Shadowed Health Educator, planned and implemented several community health programs, led health and well-being discussions in local schools.

Sullivan County

Board of County Commissioners

244th Annual Session

Approval of Bonds for Katharine Elizabeth Jones Jennelle Sullivan County Clerk & Master

WHEREAS, in accordance with *Tennessee Code Annotated, Title 8, Chapter 19*, the County Legislative Body for Sullivan County has the authority to authorize and approve statutory bonds for elected and appointed officials serving Sullivan County; and

WHEREAS, two bonds for Katharine Elizabeth Jones Jennelle, Clerk & Master of Sullivan County ~~Schools~~ Courts are secured in the amount of $100,000 each through The Cincinnati Insurance Company; and

WHEREAS, a change rider to extend the expiration of the bond is necessary.

NOW THEREFORE BE IT ORDERED, ADJUDGED AND DECREED pursuant to *Tennessee Code Annotated, Title 8, Chapter 19*, the Sullivan County Board of Commissioners hereby approves the change rider extend the bond for Katharine Elizabeth Jones Jennelle amending the end date from September 1, 2026 to September 1, 2028, at a cost of $266 per bond (~~$524~~ $532 total).

Richard S. Venable

Richard S. Venable, Sullivan County Mayor

Said order confirmed and entered into the record of the Sullivan County Board of Commissioners this 18th day of September, 2025.

Teresa Jacobs

Teresa Jacobs, Sullivan County Clerk

Commissioner Pierce made a motion to approve the statutory bonds for Katherine Elizabeth Jones Janelle. 2nd by Commissioner Locke. Approved 22 Yes, 2 Absent

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

228

5.2 Elected Official Bond Approval Vote

Total vote result

Yes	22
Abstain	0
No	0
Total Present	22
Absent	2

Motion to approve a two-year extension of Statutory bond for Sullivan County Clerk and Master Katharine Jennelle made by Comm. Pierce. 2nd by Comm. Locke

Group voting result

Group	Yes	Absent
No group	22	of 2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

0 votes against the motion

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()	X			
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			
Leonard, Tony ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

229

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

230

6 Approval of Minutes

Total vote result

Yes	22
Abstain	0
No	0
Total Present	22
Absent	2

Motion to approve by Comm. Locke
2nd by Comm. Ward

Group voting result

Group	Yes	Absent
No group	22	Ø 2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

0 votes against the motion

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()	X			
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			
Leonard, Tony ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

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SULLIVAN COUNTY CLERK
TERESA JACOBS COUNTY CLERK
3258 HIGHWAY 126 SUITE 101
BLOUNTVILLE TN 37617
Telephone 423-323-6428
Fax 423-279-2725

Notaries to be elected September 18,2025

DONNA ANDERSON	CASEY LAUGHERTY
ANDREA VICTORIA BENABE SANCHEZ	SHELBY LOVE
ANTHONY PAUL BLIZZARD SR	DEVAN JAMES MCMAHAN
JOSEPH A. BOLEA	FRANCES O. MEADE
JAMIE BRADLEY	TODD MEADE
SHAYLAH CLOUSE	MICHAEL A. MUMPOWER
KATYUSCKA COOK	DANIELLE LEA NADEAU
JOHNNY COOPER	LOREN ELIZABETH OZIER
WILLIAM ELLIS DEFORD	CORY TATE ROBERTS
ERIC STEVEN EASTRIDGE	KATHY ROBINETTE
JOSEPH G. FELTY	TRINA PEARL ROBINETTE
TERESA L. GORDON	MISSY SHAFFER
ASHLEY HOPE HAMILTON	MAXINE C STONECIPHER
KAYLA HOLLAND	JENNIFER SUE TAYLOR
PATRICIA HUBBARD	JESSICA VAUGHN
LISA JOHNSON	HEATHER M. WARD

PERSONAL SURETY

UPON MOTION MADE BY COMM. MICHAEL COLE AND SECONDED BY COMM. TRAVIS WARD, THE NOTARY APPLICATIONS HEREON WERE APPROVED BY ROLL CALL VOTE OF THE COMMISSION. 22 YES, 2 ABSENT

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

233

11 Approval of Notaries Public

Total vote result

Yes	22
Abstain	0
No	0
Total Present	22
Absent	2

Group voting result

Group	Yes	Absent
No group	22	ø 2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

0 votes against the motion

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()	X			
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			
Leonard, Tony ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

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SULLIVAN COUNTY BOARD OF COMMISSIONERS
County Commission
Public Comment on Agenda Items
September 18, 2025

PLEASE PRINT INFORMATION

	Name	Street Address	City
1	Victoria Hunt	4257 Rockhold	BC
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

SULLIVAN COUNTY BOARD OF COMMISSIONERS

County Commission

Public Comment on Non Agenda Items

September 18, 2025

PLEASE PRINT INFORMATION

	Name	*Street Address*	*City*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

CONSENT CALENDAR

Item 1 Resolution 2025-09-01
Sponsors: Crosswhite/Vanover
RESOLUTION TO APPLY FOR, ACCEPT (IF AWARDED), AND APPROPRIATE FUNDING IN THE AMOUNT OF UP TO $20,000 FROM THE TENNESSEE COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL FOR ARCHIVAL SHELVING TO PRESERVE POST-REVOLUTIONARY RECORDS.

Item 2 Resolution 2025-09-02
Sponsors: Crosswhite/Vanover
RESOLUTION TO ACCEPT AND APPROPRIATE FUNDING FROM THE TENNESSEE STATE LIBRARY AND ARCHIVES FOR LIBRARY TECHNOLOGY UPGRADES.

Item 3 Resolution 2025-09-03
Sponsors: Vanover/Crosswhite
RESOLUTION TO RECOGNIZE REIMBURSEMENTS RECEIVED FOR PROJECT ON TRACK EXPENSES.

Item 4 Resolution 2025-09-04
Sponsors: Crosswhite/Means
RESOLUTION to Recognize Sullivan County Schools' participation in the Tennessee Young Employee Program (TN YEP) and the receipt of reimbursement funding.

Item 5 Resolution 2025-09-05
Sponsors: King/Glover
RESOLUTION TO APPROVE THE SALE OF A 2018 LONG ARM MOWER AND TRANSFER A 1998 INGERSOLL RAND ROLLER TO BLUFF CITY PUBLIC WORKS DEPARTMENT. AT THE REQUEST OF SCOTT MURRAY, HIGHWAY COMMISSIONER.

Item 6 Resolution 2025-09-06
Sponsors: Crosswhite/Vanover
RESOLUTION TO ADOPT THE SULLIVAN COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN.

Item 7 Resolution 2025-09-07
Sponsors: Crosswhite/Vanover
RESOLUTION TO REAPPROPRIATE $23,446 FOR TECHNICAL SUPPORT FOR THE SULLIVAN COUNTY EMERGENCY MANAGEMENT AGENCY BY MOTOROLA SOLUTIONS.

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

238

15 Consent Agenda

Total vote result

Yes	22
Abstain	0
No	0
Total Present	22
Absent	2

Motion to approve by Comm. Crawford
2nd by Comm. Calton

Group voting result

Group	Yes	Absent
No group	22	& 2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

0 votes against the motion

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()	X			
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			
Leonard, Tony ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

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Old Business

None.

New Business

Item 1 Resolution 2025-09-01 (On Consent) **APPROVED**
Sponsors: Crosswhite/Vanover
RESOLUTION TO APPLY FOR, ACCEPT (IF AWARDED), AND APPROPRIATE FUNDING IN THE AMOUNT OF UP TO $20,000 FROM THE TENNESSEE COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL FOR ARCHIVAL SHELVING TO PRESERVE POST-REVOLUTIONARY RECORDS.

Item 2 Resolution 2025-09-02 (On Consent) **APPROVED**
Sponsors: Crosswhite/Vanover
RESOLUTION TO ACCEPT AND APPROPRIATE FUNDING FROM THE TENNESSEE STATE LIBRARY AND ARCHIVES FOR LIBRARY TECHNOLOGY UPGRADES.

Item 3 Resolution 2025-09-03 (On Consent) **APPROVED**
Sponsors: Vanover/Crosswhite
RESOLUTION TO RECOGNIZE REIMBURSEMENTS RECEIVED FOR PROJECT ON TRACK EXPENSES.

Item 4 Resolution 2025-09-04 (On Consent) **APPROVED**
Sponsors: Crosswhite/Means
RESOLUTION to Recognize Sullivan County Schools' participation in the Tennessee Young Employee Program (TN YEP) and the receipt of reimbursement funding.

Item 5 Resolution 2025-09-05 (On Consent) **APPROVED**
Sponsors: King/Glover
RESOLUTION TO APPROVE THE SALE OF A 2018 LONG ARM MOWER AND TRANSFER A 1998 INGERSOLL RAND ROLLER TO BLUFF CITY PUBLIC WORKS DEPARTMENT. AT THE REQUEST OF SCOTT MURRAY, HIGHWAY COMMISSIONER.

Item 6 Resolution 2025-09-06 (On Consent) **APPROVED**
Sponsors: Crosswhite/Vanover
RESOLUTION TO ADOPT THE SULLIVAN COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN.

Item 7 Resolution 2025-09-07 (On Consent) **APPROVED**
Sponsors: Crosswhite/Vanover
RESOLUTION TO REAPPROPRIATE $23,446 FOR TECHNICAL SUPPORT FOR THE SULLIVAN COUNTY EMERGENCY MANAGEMENT AGENCY BY MOTOROLA SOLUTIONS.

CONTINUED

Item 8 Resolution 2025-09-08 **APPROVED**
Sponsors: Vanover/Crosswhite
A RESOLUTION TO AUTHORIZE THE SULLIVAN COUNTY PURCHASING AGENT TO ADVERTISE FOR REQUESTS FOR QUALIFICATIONS TO PROVIDE TOURISM MARKETING AND TOURISM ENHANCEMENT SERVICES TO SULLIVAN COUNTY ON AN ANNUAL CONTRACTUAL BASIS.

Item 9 Resolution 2025-09-09 **APPROVED**
Sponsors: Calton/Jones
RESOLUTION TO APPROVE THE CHANGE FOR SULLIVAN COUNTY EMPLOYEE'S SHARE OF PREMIUM PARTICIPATION IN THE STATE INSURANCE PLAN FOR THE 2026 CALENDAR YEAR.

Item 10 Resolution 2025-09-10 **APPROVED**
Sponsors: Ward/Cole
RESOLUTION TO ACCEPT AND APPROPRIATE UP TO $140,000 FROM A STATE GRANT TO CREATE A MENTAL HEALTH COURT PROGRAM IN SULLIVAN COUNTY GENERAL SESSIONS COURT DIVISION I AND SULLIVAN COUNTY GENERAL SESSIONS COURT DIVISION IV.

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 1
Resolution No. 2025-09-01

To the Honorable Richard Venable, Mayor of Sullivan County, and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO APPLY FOR, ACCEPT (IF AWARDED), AND APPROPRIATE FUNDING IN THE AMOUNT OF UP TO $20,000 FROM THE TENNESSEE COMMISSION FOR THE UNITED STATES SEMIQUINCENTENNIAL FOR ARCHIVAL SHELVING TO PRESERVE POST-REVOLUTIONARY RECORDS.

WHEREAS, Sullivan County maintains irreplaceable post-Revolutionary War records that represent the living history of Tennessee and are in need of enhanced preservation; and

WHEREAS, the Tennessee Commission for the United States Semiquincentennial has made grant funding available in support of projects that preserve and promote the state's historical assets in recognition of the nation's 250th anniversary; and

WHEREAS, Sullivan County desires to apply for, accept (if awarded), and appropriate grant funding in an amount up to Twenty Thousand Dollars ($20,000.00) for the purchase and installation of archival shelving to aid in the preservation and protection of these historically significant records; and

WHEREAS, this grant is reimbursable, and Sullivan County shall provide the necessary pre-funding through the Archives and Tourism Department's Fiscal Year 2025 budget until reimbursement is received; and

WHEREAS, this project will ensure the long-term safeguarding of critical archival materials while supporting public access to Tennessee's early history.

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Board of Commissioners, meeting in regular session, that:

1. Sullivan County is hereby authorized to apply for, accept (if awarded), and appropriate up to $20,000 in grant funds from the Tennessee Commission for the United States Semiquincentennial.

2. Said funds shall be used solely for the purchase and installation of archival shelving to preserve irreplaceable post-Revolutionary records.

3. Pre-funding for this reimbursable grant shall be provided through the Archives and Tourism Department's FY25 budget.

4. The County Mayor, or his designee, is authorized to execute all necessary documents related to this grant application, acceptance, and administration.

CONTINUED

Item 1
Resolution No. 2025-09-01

Duly adopted this 18th day of September 2025.

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15 am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard S. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of _____, 20_____ at or about the following time _____ by the following method:

_____.

_____
Mayor, Sullivan County

Sponsor: Commissioner Joyce Crosswhite
Cosponsors: Commissioner Zane Vanover

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 2
Resolution No. 2025-09-03

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO ACCEPT AND APPROPRIATE FUNDING FROM THE TENNESSEE STATE LIBRARY AND ARCHIVES FOR LIBRARY TECHNOLOGY UPGRADES.

WHEREAS, the Tennessee State Library and Archives has awarded Sullivan County a grant in the amount of Seven Thousand Four Hundred Seven Dollars ($7,407.00); and

WHEREAS, this award is a 50/50 matching grant to be used for the purchase and installation of technology upgrades for Sullivan County libraries; and

WHEREAS, the grant funds will support the purchase of software for free Wi-Fi access in all libraries, upgrades to public access copiers, installation of updated productivity software on public and staff computers, upgrades to public access computers at the Blountville branch, and the purchase of a laptop and case for staff use; and

WHEREAS, the required matching funds will be provided from the library's existing budget, with no additional appropriation required from the County's General Fund; and

NOW, THEREFORE, BE IT RESOLVED by the Sullivan County Board of Commissioners, meeting in regular session, that:

1. Sullivan County hereby accepts the Tennessee State Library and Archives grant in the amount of $7,407.00.
2. Said funds shall be appropriated for library technology upgrades as outlined in the grant award.
3. The matching funds obligation shall be met from the library's existing budgeted funds.
4. The County Mayor and/or his designee is authorized to execute any and all necessary documents to fulfill the intent of this resolution.

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Duly adopted this 18th day of September 2025.

CONTINUED

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15 am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard S. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the ____ day of _____, 20_____ at or about the following time _____ by the following method: _____.

_____
Mayor, Sullivan County

Sponsor: Commissioner Joyce Crosswhite
Cosponsors: Commissioner Zane Vanover

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 3
Resolution No. 2025-09-03

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO RECOGNIZE REIMBURSEMENTS RECEIVED FOR PROJECT ON TRACK EXPENSES.

WHEREAS, the Sullivan County Department of Education has received funding through the Niswonger Foundation for Project On Track Expenses; and

WHEREAS, the Sullivan County Department of Education is estimated to receive a total of up to $200,750.00 in reimbursement for tutoring and instructional supply expenses.

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Sullivan County, Tennessee, assembled in Regular Session hereby authorizes the Sullivan County Department of Education to recognize said reimbursements in the General Purpose School Fund; not to exceed the above amount ($200,750.00). The revenue and expenditure account codes for the grant are as follows:

Account Number	Account Description	Amount
48130-70	Contributions	200,750.00
71100-189-70	Other Salaries & Wages	185,975.00
71100-201-70	Social Security	11,000.00
1100-204-70	State Retirement	175.00
71100-212-70	Employer Medicare	2,700.00
72210-429-70	Instructional Supplies & Mtls	900.00

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Waiver of rules requested.

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

CONTINUED

Item 3
Resolution No. 2025-09-03

Duly adopted this 18th day of September 2025.

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15 am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard D. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the ____ day of _____, 20_____ at or about the following time _____ by the following method: _____.

_____
Mayor, Sullivan County

Sponsor: Commissioner Zane Vanover
Cosponsor: Commissioner Joyce Crosswhite

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 4
Resolution No. 2025-09-04

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION to Recognize Sullivan County Schools' participation in the Tennessee Young Employee Program (TN YEP) and the receipt of reimbursement funding.

WHEREAS, the Tennessee Youth Employment Program (TN YEP) is an initiative designed to create meaningful employment opportunities for young individuals by matching employers with talent who align perfectly with their business and industry requirements; and

WHEREAS, the Sullivan County Schools has partnered with the TN YEP program to offer fifteen (15) high school students the opportunity to participate in this valuable work-based learning experience; and

WHEREAS, through its participation, Sullivan County Schools is eligible to receive a reimbursement of up to Thirty-Six Thousand Three Hundred Thirty-Two Dollars ($36,332.00) from the TN YEP to cover the wages of the participating students; and

WHEREAS, the reimbursement of these funds will enable the school system to fully support the students' participation in the program without a financial burden on the district's budget; and

WHEREAS, the Sullivan County School Board recognizes the significant educational and career-readiness benefits that the TN YEP program provides to its students;

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Sullivan County, Tennessee, assembled in Regular Session hereby authorizes the Sullivan County Department of Education to recognize said reimbursements in the General Purpose School Fund; not to exceed the above amount ($36,332.00). The revenue and expenditure account codes for the grant are as follows:

Account Number	Account Description	Amount
48130-395	Contributions	36,332.00
71300-189-395	Other Salaries & Wages	33,750.00
71300-201-395	Social Security	2,093.00
71300-212-395	Employer Medicare	489.00

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

WAIVER OF RULES REQUESTED
CONTINUED

Item 4
Resolution No. 2025-09-04

Duly adopted this 18th day of September 2025.

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025, at or about the following time 9:15am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard S. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of _____, 20____ at or about the following time _____ by the following method:

_____

_____
Mayor, Sullivan County

Sponsor: Commissioner Joyce Crosswhite
Cosponsors: Commissioner Jessica Means; Commissioner Zane Vanover

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

Item 5
Resolution No. 2025-09-05

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO APPROVE THE SELL A 2018 LONG ARM MOWER AND TRANSFER A 1998 INGERSOLL RAND ROLLER TO BLUFF CITY PUBLIC WORKS DEPARTMENT. AT THE REQUEST OF SCOTT MURRAY HIGHWAY COMMISSIONER.

WHEREAS,. Bluff City is in desperate need of this mower and have the money to purchase and are starting to do paving and are in need of a roller, this roller is not being used by the highway department.

NOW THEREFORE BE IT RESOLVED BY THE SULLIVAN COUNTY BOARD OF COMMISSIONERS MEETING IN REGULAR SESSION THAT THEY HEREBY APPROVE THIS TRANSFER TO THE CITY OF BLUFF CITY DEPARTMENT OF PUBLIC WORKS THE FOLLOWING EQUIPMENT UNDER THE LISTED CONDITIONS:

1) Hwy # 5242-- 1998 INGERSOLL RAND ROLLER MODEL #DD-70 SERIAL # 155425, AT NO COST TO BLUFF CITY.

2) HWY DEPT # 5283-- 2018 KUBOTA TRACTOR MODEL M5-91 4 X 4 L/A SERIAL # KB21-190503/54935 MOWER FOR THE PRICE OF 20,000.00.

3) BLUFF CITY HAS REVIEWED BOTH OF THESE ITEMS AND AGREE TO THIS TRANSFER.

4) MONEY TO BE PLACED IN HIGHWAY DEPARTMENT ACCOUNTS # 44530

5) THIS PRICE IS BASED ON TRADE PRICE (OF TRADE IN) ON 7/11/2025

6) Insurance will be removed from Hwy inventory after this transfer is complete.

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

WAIVER OF RULES REQUESTED

Duly adopted this 18th day of September 2025.

CONTINUED

Item 5
Resolution No. 2025-09-05

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15 am by the following method: Bond delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard S. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of _____, 20____ at or about the following time _____ by the following method:

_____

_____
Mayor, Sullivan County

Sponsor: Commissioner Dwight King
Cosponsor: Commissioner Hershel Glover

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 6
Resolution No. 2025-09-06

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO ADOPT THE SULLIVAN COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN.

WHEREAS, Sullivan County recognizes the threat that natural disasters and hazards post to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save taxpayer dollars; and

WHEREAS, an adopted hazard mitigation plan is required as a condition of future grant funding for mitigation projects; and

WHEREAS, Sullivan County participated jointly in the planning process with the other local units of government within the County to prepare the Multi-Jurisdictional Local Hazard Mitigation Plan.

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Sullivan County, Tennessee, assembled in Regular Session, hereby adopts the Sullivan County Multi-Jurisdictional Hazard Mitigation Plan as an official plan.

BE IT FURTHER RESOLVED that the Sullivan County Emergency Management Agency will submit on behalf of the participating municipalities the adopted Sullivan County Multi-Jurisdictional Hazard Mitigation Plan to the Federal Emergency Management Agency officials for final review and approval.

Waiver of the Rules Requested

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Duly adopted this 18th day of September 2025.

Reviewed by Chairman: _____
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: _____
Teresa Jacobs, County Clerk

CONTINUED

Item 6
Resolution No. 2025-09-06

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard D. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County:_____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of_____, 20_____ at or about the following time _____ by the following method:_____

_____
Mayor, Sullivan County

Sponsor: Commissioner Joyce Crosswhite
Cosponsor: Commissioner Zane Vanover

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 7
Resolution No. 2025-09-07

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO REAPPROPRIATE $23,446 FOR TECHNICAL SUPPORT FOR THE SULLIVAN COUNTY EMERGENCY MANAGEMENT AGENCY BY MOTOROLA SOLUTIONS.

WHEREAS, During fiscal year 2024-2025 a purchase order for the amount of $23,446 to fund services from Motorola Solutions to Sullivan County EMA went unused and "rolled" into the fiscal year 2025-2026 Sullivan County Budget; and

WHEREAS, a new purchase order is required to now expend the existing funds to pay for services from Motorola Solutions to Sullivan County EMA.

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Sullivan County, Tennessee, assembled in Regular Session hereby authorizes the Sullivan County Finance Department and the Sullivan County Purchasing Department to take the necessary steps to resolve this issue by reappropriating up to $23,446 to fund payment of a new purchase order for service by Motorola Solutions to Sullivan County EMA.

Account codes to be identified by the Sullivan County Finance Department.

Waiver of Rules Requested

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Duly adopted this 18th day of September 2025.

Reviewed by Chairman: _____
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: _____
Teresa Jacobs, County Clerk

CONTINUED

Item 7
Resolution No. 2025-09-07

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15 am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard D. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of _____, 20_____ at or about the following time _____ by the following method:

_____

_____
Mayor, Sullivan County

Sponsor: Joyce Crosswhite
Cosponsor: Zane Vanover

ACTIONS: 09/11/25 (Work Session) To be placed on Consent at regular meeting on 09/18/25.
09/18/25 (Regular Session) Approved on Consent 22 Yes, 2 Absent

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 8
Resolution No. 2025-09-08

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

A RESOLUTION TO AUTHORIZE THE SULLIVAN COUNTY PURCHASING AGENT TO ADVERTISE FOR REQUESTS FOR QUALIFICATIONS TO PROVIDE TOURISM MARKETING AND TOURISM ENHANCEMENT SERVICES TO SULLIVAN COUNTY ON AN ANNUAL CONTRACTURAL BASIS.

WHEREAS, in 2023 Sullivan County implemented an occupancy tax and has since collected more than $1.6 million; and

WHEREAS, state law requires revenues from occupancy taxes to be used for tourism purposes, including promotion and/or development; and

WHEREAS, in November 2024 the Board of Commissioners of Sullivan County approved Resolution No. 2024-11-08, directing that 50 percent of the county's occupancy tax revenues be directed to NETTA (Northeast Tennessee Tourism Association), to continue forward annually; and

WHEREAS, Resolution No. 2024-11-08 as approved by the Commission established policy that the remaining 50 percent of revenue from the county's occupancy tax be directed to the Sullivan County Office of Director of Tourism; and

WHEREAS, the Commission now wishes to explore how best to utilize the 50 percent of occupancy tax revenues directed to the Sullivan County Office of Director of Tourism by seeking qualifications from those with expertise in the field of tourism promotion and development.

NOW, THEREFORE BE IT RESOLVED the Board of Commissioners of Sullivan County, meeting in Regular Session on September 18, 2025, authorizes the Sullivan County Purchasing Agent to advertise a Request for Qualifications for tourism promotion and development using normal purchasing procedure to review submissions and negotiation of any contract(s).

FURTHER BE IT RESOLVED these guidelines shall be applied:

CONTINUED

1) Sullivan County is seeking to contract for consultation regarding and/or provision of tourism promotion and development services for an initial contract period of one year.
2) The Purchasing Department will utilize its established protocols to review all responses submitted in answer to the RFQ.
3) Day-to-day contact for any contractor(s) would go through the administrative branch of county government via the Finance Director/Deputy to the Mayor, and all contractor(s) shall present a report to the full Board of County Commissioners no less than once each three months.
4) In addition, all contractors shall regularly send a representative to the Sullivan County Budget Committee, which shall retain authority granted to said committee in the original resolution approving implementation of a county occupancy tax.

This Resolution shall take effect from and after its passage, the public welfare requiring it. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Duly adopted this 18th day of September, 2025.

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard D. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

CONTINUED

Item 8
Resolution No. 2025-09-08

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of_____, 20_____ at or about the following time _____ by the following method:

_____

_____
Mayor, Sullivan County

Sponsor: Commissioner Zane Vanover
Cosponsor: Commissioner Joyce Crosswhite; Commissioner Jessica Means; Commissioner Joe Carr; Commissioner Hunter Locke; Commissioner Travis Ward.
ACTIONS: 09/11/25 (Work Session) To be considered at regular meeting on 09/18/25.
09/18/25 (Regular Session) Comm. Slagle made a motion to amend to state that the final decision comes back to the commission after the Purchasing Agent has conducted their study and made a decision. Amendment was accepted by Sponsor. Approved as amended on Waiver of Rules 16 Yes, 6 No, 2 Absent

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

259

Subject title

23 Item 8 Resolution No. 2025-09-08 Sponsors: Vanover/Crosswhite Vote

Total vote result

Yes	16
Abstain	0
No	6
Total Present	22
Absent	2

Authorize the Sullivan County Purchasing Agent to advertise for Requests for Qualifications to provide Tourism Marketing and Enhancement services to Sullivan County on an annual contractual basis.

Group voting result

Group	Yes	No	Absent
No group	16	6	6 2

Group voting conclusion

16 votes for the motion

Calton, Darlene (), Carr, Joe (), Crawford, Larry (), Crosswhite, Joyce (), Gardner, John (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

6 votes against the motion

Cole, Michael (), Cross, Andrew (), Glover, Hershel (), King, Dwight (), Leonard, Tony (), Slagle, Matt ()

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()			X	
Crawford, Larry ()	X			
Cross, Andrew ()			X	
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()			X	
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()			X	

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Leonard, Tony ()			X	
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()			X	
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

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SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 9
Resolution No. 2025-09-09

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO APPROVE THE CHANGE FOR SULLIVAN COUNTY EMPLOYEE'S SHARE OF PREMIUM PARTICIPATION IN THE STATE INSURANCE PLAN FOR THE 2026 CALENDAR YEAR.

WHEREAS Sullivan County has participated in the State of Tennessee local government insurance pool for approximately 8 years and each year the State updates the cost for local government to participate in the plan; and,

WHEREAS Sullivan County participation in the Local Government Employee Insurance pool enrollment period starts **October 3rd through October 31, 2025; and,**

WHEREAS State of Tennessee has designated a percentage increase based upon the participating employee's coverage level; and,

WHEREAS the employer's share (Sullivan County) has been funded in the 2026 FY's approved budget for each department.

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Sullivan County, Tennessee, assembled in regular Session, hereby approves the changes in the employee, monthly share of cost based upon the percentage of premium increases based upon the employee's level of participation as follows:

Employees only coverage by $6.29,
Employee Plus Children $11.45,
Employee plus Spouse $12.78,
Employee plus family $17.47.

See attached schedule for more details.

(Waiver of the Rules requested)

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

Duly adopted this 18th day of September 2025.

CONTINUED

Item 9
Resolution No. 2025-09-09

Reviewed by Chairman: John T. Gardner
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: Teresa Jacobs
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15am by the following method: Hand delivered.

Teresa Jacobs
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: Richard S. Venable
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of _____, 20_____ at or about the following time _____ by the following method:

_____

_____
Mayor, Sullivan County

Sponsor: Commissioner Darlene Calton
Cosponsors: Commissioner Sam Jones; Commissioner Joe Carr
ACTIONS: 09/18/25 (Regular Session) Approved on Waiver of Rules 21 Yes, 1 No, 2 Absent

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

263

Subject title

24 Item 9 Resolution No. 2025-09-09 Sponsors: Calton/Jones
Vote

Total vote result

Yes	21
Abstain	0
No	1
Total Present	22
Absent	2

Approve the change for Sullivan County employee's share of premium participation in the state insurance plan for 2026 calendar year.

Group voting result

Group	Yes	No	Absent
No group	21	1	ø2

Group voting conclusion

21 votes for the motion

Calton, Darlene (), Carr, Joe (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

1 votes against the motion

Cole, Michael ()

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()			X	
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

264

Name	Yes	Abstain	No	Absent
Leonard, Tony ()	X			
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

Sullivan County Renewak Insurance 2026 Renewal Rates

	2026 State of TN				Per bi-weekly Pay
	Limited	Health Savings	Premier	Standard	
Premiums					
Employee Only	$675.00	$624.00	$904.00	$832.00	265
Employee + Children	$1,048.00	$967.00	$1,402.00	$1,290.00	
Employee + Spouse	$1,554.00	$1,434.00	$2,080.00	$1,914.00	
Employee + Family	$1,826.00	$1,685.00	$2,444.00	$2,249.00	
HSA Contributions (Difference Between Health Savings and Limited Premium)					
Employee Only		$51.00			
Employee + Children		$81.00			
Employee + Spouse		$120.00			
Employee + Family		$141.00			
Employee Portion of Premiums					Increase Per Pay Period
Monthly Premium					7.7% period
Employee Only	$88.04	$88.04	$317.04	$245.04	$6.78 $3.39
Employee + Children	$160.16	$160.16	$514.16	$402.16	$12.33 $6.17
Employee + Spouse	$178.70	$178.70	$704.70	$538.70	$13.76 $6.88
Employee + Family	$244.30	$244.30	$862.30	$667.30	$18.81 $9.41
Bi-Monthly Premium					
Employee Only	$44.02	$44.02	$158.52	$122.52	
Employee + Children	$80.08	$80.08	$257.08	$201.08	
Employee + Spouse	$89.35	$89.35	$352.35	$269.35	
Employee + Family	$122.15	$122.15	$431.15	$333.65	
County Portion of Premiums					
Monthly Premium					
Employee Only	$586.96	$586.96	$586.96	$586.96	
Employee + Children	$887.84	$887.84	$887.84	$887.84	
Employee + Spouse	$1,375.30	$1,375.30	$1,375.30	$1,375.30	
Employee + Family	$1,581.70	$1,581.70	$1,581.70	$1,581.70	

County Funding Based on September 2025 Enrollment					TOTAL	nual County Co
	Limited	Health Savings	Premier	Standard		
Employee Only	256	43	26	25	350	$2,465,234.67
Employee + Children	51	8	4	3	66	$703,168.75
Employee + Spouse	123	5	2	7	137	$2,261,001.30
Employee + Family	137	20	6	4	167	$3,169,735.00
	567	76	38	39	720	$8,599,139.72
				Annual Rate Increase		$749,981.30

SULLIVAN COUNTY
Board of County Commissioners
245th Annual Session

Item 10
Resolution No. 2025-09-10

To the Honorable Richard S. Venable, Sullivan County Mayor and the Board of Sullivan County Commissioners meeting in Regular Session this 18th day of September 2025.

RESOLUTION TO ACCEPT AND APPROPRIATE UP TO $140,000 FROM A STATE GRANT TO CREATE A MENTAL HEALTH COURT PROGRAM IN SULLIVAN COUNTY GENERAL SESSIONS COURT DIVISION I AND SULLIVAN COUNTY GENERAL SESSIONS COURT DIVISION IV.

WHEREAS, the Sullivan County Judicial System (2nd Judicial District of Tennessee) has had great success with Drug Recovery Programs; and

WHEREAS, the Tennessee Department of Mental Health provides grants for creation and operation of a similar program known as Mental Health Court; and

WHEREAS, creation of a Mental Health Court Program would benefit Sullivan County and its residents by addressing specific needs of the mentally ill who come through the courts by providing treatment and other options to help them – and help the county and its taxpayers by potentially reducing recidivism; and

WHEREAS, the judges presiding over Sullivan County General Sessions Courts Division I and Division IV support and desire to create a Mental Health Program by application for and use of up to $140,000 from a Tennessee Department of Mental Health grant available for this purpose; and

WHEREAS, no local funding is required as a match for this grant; and

WHEREAS, the precise amount of funding received from the grant depends on how quickly the program is created within the current fiscal year, pro-rated monthly based on a full-fiscal-year funding being projected at $138,000.

NOW, THEREFORE BE IT RESOLVED the Board of Commissioners of Sullivan County, meeting in Regular Session, approve application for and acceptance of a grant from the Tennessee Department of Mental Health and appropriation of up to $140,000 in proceeds upon award of the grant to create and operate a Mental Health Court Program in Sullivan County General Sessions Courts Division I and Division IV (2nd Tennessee Judicial District) for the remainder of fiscal year 2025-2026.

BE IT FURTHER RESOLVED account codes to be assigned by the Sullivan Count Finance Department.

(Waiver of the Rules requested)

This resolution shall take effect from and after its passage. All resolutions in conflict herewith be and the same rescinded insofar as such conflict exists.

CONTINUED

Item 10
Resolution No. 2025-09-10

Duly adopted this 18th day of September 2025.

Reviewed by Chairman: _____
John T. Gardner, Chairman, Sullivan County Commission.

ATTEST: _____
Teresa Jacobs, County Clerk

Delivered to the Sullivan County Mayor or his secretary this the 22nd day of September, 2025 at or about the following time 9:15am by the following method: Hand delivered.

_____
Teresa Jacobs, County Clerk.

ACTION BY MAYOR

Reviewed and ACCEPTED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Reviewed and VETOED by Mayor, Sullivan County: _____
Mayor, Sullivan County

Delivered to the Chairman of the Sullivan County Commission or his designee this the _____ day of _____, 20_____ at or about the following time _____ by the following method:

_____

_____
Mayor, Sullivan County

SPONSOR: Commissioner Travis Ward
COSPONSORS: Commissioner Michael Cole; Joyce Crosswhite, Ireson (added as cosponsor).
ACTIONS: 09/18/25 (Regular Session) Approved on Waiver of Rules 22 Yes, 2 Absent

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Subject title

268

25 Item 10 Resolution No. 2025-09-10 Sponsors: Ward/Cole
Vote

Total vote result

Yes	22
Abstain	0
No	0
Total Present	22
Absent	2

Accept and appropriate up to $140,000 from a state grant to create a mental health court program in General Sessions Court Div. 1 and Div. IV.

Group voting result

Group	Yes	Absent
No group	22	2

Group voting conclusion

22 votes for the motion

Calton, Darlene (), Carr, Joe (), Cole, Michael (), Crawford, Larry (), Cross, Andrew (), Crosswhite, Joyce (), Gardner, John (), Glover, Hershel (), Harvey, Cheryl (), Hayes, David (), Horne, Daniel (), Ireson, Mark (), King, Dwight (), Leonard, Tony (), Locke, Hunter (), McMurray, Joe (), Means, Jessica (), Pierce, Archie (), Slagle, Matt (), Stidham, Gary (), Vanover, Zane (), Ward, Travis ()

0 votes neither for nor against the motion

0 votes against the motion

Individual voting result

Name	Yes	Abstain	No	Absent
Akard, David ()				
Calton, Darlene ()	X			
Carr, Joe ()	X			
Cole, Michael ()	X			
Crawford, Larry ()	X			
Cross, Andrew ()	X			
Crosswhite, Joyce ()	X			
Gardner, John ()	X			
Glover, Hershel ()	X			
Harvey, Cheryl ()	X			
Hayes, David ()	X			
Horne, Daniel ()	X			
Ireson, Mark ()	X			
Jones, Sam ()				
King, Dwight ()	X			
Leonard, Tony ()	X			

Subject vote report

Meeting name **Sullivan County Commission September 18 2025** 9/18/2025

Name	Yes	Abstain	No	Absent
Locke, Hunter ()	X			
McMurray, Joe ()	X			
Means, Jessica ()	X			
Pierce, Archie ()	X			
Slagle, Matt ()	X			
Stidham, Gary ()	X			
Vanover, Zane ()	X			
Ward, Travis ()	X			

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Sullivan County Board of Commissioners Committee Assignments
FY 2024-2025

Administrative
Hershel Glover
Hunter Locke
Tony Leonard
Joe McMurray
Jessica Means
David Hayes
Joe Carr
Cheryl Harvey
Address Utility Issues

Budget
Richard Venable
David Akard
Darlene Calton
Joyce Crosswhite
John Gardner
Sam Jones
Mark Ireson
Zane Vanover
Dwight King
Serves As Delinquent Tax & Title VI Cmte

Executive
Michael Cole
Larry Crawford
Andrew Cross
Daniel Horne
Travis Ward
Gary Stidham
Archie Pierce
Matt Slagle
Oversees Youth Home

Building Committee
Hershel Glover
Dwight King
David Akard
Cheryl Harvey
Joyce Crosswhite
Sam Jones
Joe Carr
Mark Ireson

Beverage Board
Darlene Calton Michael Cole
Sam Jones
Tony Leonard Archie Pierce
Joe Carr

Serves As AduSlt-Oriented Est. Board

Insurance Committee
David Akard
Gary Stidham
John Gardner
Sam Jones
Joe Carr
Jessica Means
David Hayes
Daniel Horne
Larry Bailey, Ex Officio

Agriculture Extension Committee
Hershel Glover, Dwight King
Zane Vanover

Observation Knob Park Committee
David Akard ***Darlene Calton***
Sam Jones Andrew Cross
Tony Leonard, David Hayes

Integrated Emergency Preparedness
Jim Bean, EMA Director
Hunter Locke Travis Ward
Daniel Horne

Audit Committee
Joe McMurray John Gardner
Dwight King

Financial Management Committee
Jessica Means, Travis Ward
Hershel Glover
Zane Vanover
Richard Venable, County Mayor
Larry Bailey, Finance Director
Scott Murray, Commissioner of Highways
Chuck Carter, Director of Schools

Education Committee
Zane Vanover Larry Crawford Gary Stidham
Cheryl Harvey, Joyce Crosswhite
Mark Ireson, Sam Jones
Chuck Carter & Larry Bailey Ex Officio

Historic Preservation Advisory Committee
Tony Galloway, County Historian
Betsy Carrier, Citizen
Jim Hager, Citizen
Richard Venable, County Mayor
Angela Crane, Marketing Associate
Matthew Johnson, Archivist
Andrew Cross
Joyce Crosswhite
Jessica Means

Liaison to City Governments
Bluff City
Hershel Glover Dwight King
Bristol
David Akard Cheryl Harvey
Matt Slagle
Kingsport
Larry Crawford Hunter Locke
Gary Stidham

Historic Zoning Commission
Michael Cole

Planning Commission
Darlene Calton

Ethics Committee
Jason Booher, Administrator of Elections
Angela Taylor, Trustee
Bobby Russell, Circuit Court Clerk
Matt Slagle, John Gardner
Archie Pierce, David Akard

Bays Mountain Park Committee
Archie Pierce

Opioid Adviosry Committee
Travis Ward, Archie Pierce, **Joyce Crosswhite**, Jessica Means, Darlene Calton, Larry Crawford, Joe Carr, Sheriff Cassidy, Mayor Venable, Judge Goodwin

Sullivan County Library Board
Sam Jones

Public Records Commission
Katie Preister, Chancellor
Richard Venable, County Mayor
Teresa Jacobs, County Clerk
Sheena Tinsley, Register of Deeds
Betsy Carrier, Citizen
Joyce Crosswhite
Matthew Johnson, Archivist
Tony Galloway, Historian

Corrections Transition Committee (Ad Hoc)
Wally Boyd , Sam Jones, Cheryl Harvey
Zane Vanover Darlene Calton Dwight King
Joe McMurray Gary Stidham
Larry Bailey, Sheriff Cassidy, Lee Carswell

Updated December 30, 2024

2024-2025 copy of the Committees List was passed out to be voted on. Comm. Stidham made a motion to defer until next month. 2nd by Comm. Ward

Sullivan County

MOTION ON FLOOR

MOTION AS FOLLOWS:

At the conclusion of the meeting, Finance Director Larry Bailey passed out to commissioners a copy of the newly revised Employee Handbook. A Motion was made to defer to next month.

INTRODUCED BY: COMM. LOCKE

SECONDED BY: COMM. MATT SLAGLE

ACTION: UNANIMOUSLY APPROVED BY VOICE VOTE

SULLIVAN COUNTY
EMPLOYEE HANDBOOK

CREATED: AUGUST 2025

HANDBOOK
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ADDENDUM

An attached document that is part of the handbook but offers more detailed Information about policies and benefits which are updated more often than those items presented in the Employee Handbook

INTRODUCTION

This Employee Handbook is designed to acquaint you with Sullivan County Local Government and to provide you with important information regarding policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook.

While every attempt has been made to create these personalized policies consistent with federal, state, and local law, if an inconsistency arises, the policy(ies) will be enforced consistent with applicable law. The policies outlined in this handbook are intended to comply with the requirements of the Tennessee Code Annotated §5-23-101, et seq.

This handbook revokes and supersedes all prior handbooks, policies, practices and communications, whether written or verbal. Each department may adopt additional policies tailored to its specific needs. Such policies are to be read consistently with those included in this handbook. In the event information contained in a departmental policy statement provides additional or broader benefits than the provisions set out in this manual, the departmental statement governs unless contrary to law.

No Employee Handbook can anticipate every circumstance or policy question. As the County continues to grow, and as needs arise, the County reserves the right to unilaterally revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of any such changes to the Employee Handbook as they occur.

GENERAL PERSONNEL PRACTICES & ADMINISTRATIVE GUIDELINES

EQUAL EMPLOYMENT OPPORTUNITY

Sullivan County is an equal employment opportunity employer, fully committed to ensuring equal employment opportunities to all employees and applicants regardless of race, creed, gender, age, color, religion, national origin, handicap or veteran status. The County's commitment to equal opportunity is reflected in our advertising, recruiting, hiring, compensation, promotions, transfers, training, benefits, and all other terms and conditions of employment.

EMPLOYMENT AT-WILL

All employees are at-will employees. As an at-will employee, you may resign or the County may release you or you may be terminated at any time during your employment, for any reason, with or without cause or advance notice, so long as there is no violation of applicable federal or state law. This Handbook and the policies set forth in this Handbook are not, and should not be construed as, a contract, nor should they be construed as forming a contractual obligation of any kind between the County and any of its employees.

Nothing in this handbook is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes but is not limited to employee communications regarding wages, hours, or other terms or conditions of employment. County employees have the right to engage in or refrain from such activities.

IMMIGRATION LAW COMPLIANCE

The County is committed to employing only United States citizens and aliens who are lawfully authorized to work in the United States. It does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility, which may be checked through the Federal E-Verify System. Former employees who are rehired may also be required to complete the form upon you're rehire.

DISABILITY ACCOMMODATION

Sullivan County is committed to complying fully with the Americans with Disabilities Act ("ADA") and the Tennessee Disability Act to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.
Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries, if any, are made only regarding an applicant's ability to perform the essential functions of the position.

The County will provide reasonable accommodation for employees with qualifying disabilities to enable them to perform the essential functions of their job and to enjoy equal benefits and privileges of employment, in accordance with any applicable state and federal law. Accommodation should be submitted to your department head.

This policy is neither exhaustive nor exclusive. Sullivan County is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable laws.

PREGNANCY AND CHILDBIRTH ACCOMMODATION

Pursuant to the federal Pregnant Workers Fairness Act (PWFA) and any similar state or local law, the County will provide reasonable accommodations to employees, and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation imposes an undue hardship to business operations.

The County will also provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child for up to 1 year following the birth of the employee's child. The break time should, if possible, be taken concurrently with other break periods already provided. The County will provide the employee with the use of a room or other location that is not a staff toilet, for the employee to express milk in private.

In addition, the County will provide employees with a place to safely store breast milk at work. There is no length of service requirement to be eligible for break time under this policy. Employees should notify their department head to request accommodation under this policy.

If an employee who takes leave under this policy is also eligible for leave under other applicable leave policies, then the leave taken under this policy will run concurrently with those other leave policies. No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation.

The County prohibits discrimination and retaliation against an employee or applicant because of their pregnancy or need for pregnancy-related accommodation.

RELIGIOUS ACCOMMODATION

Sullivan County recognizes and supports its obligation to endeavor to reasonably accommodate job applicants and employees with sincere religious beliefs or practices, who can perform the essential functions of the position, with or without reasonable accommodation. The County will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so imposes an undue hardship on the employer.

An applicant or employee who believes he/she needs reasonable accommodation of a sincere religious belief or practice should discuss the need for possible accommodation with their department.

PERSONNEL RECORDS

All general employee records will be maintained by the Payroll Office, a division of the Sullivan County Finance Office.

Information contained in these records is confidential to the greatest degree possible; however, records may be subject to review under State and Federal Public Access Legislation.

To ensure that you receive all the benefits to which you are entitled under conditions of employment, it is important that you keep your personnel records up to date. If you have a change in marital status, number of dependents, address, telephone number, insurance beneficiary, legal name, etc., you should promptly contact the payroll office for direction

New Hires are required to complete a I-9 within 3 days of their hire date to verify proof of US Citizenship as required by the Department of Homeland Security.

PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS/BACKGROUND CHECKS

Some departments, at their expense, may require a prospective employee to pass a physical and in some cases, a psychological examination after receiving an offer of employment but prior to beginning work. Such examinations will be reviewed to assure job-relatedness, and consistency with business necessity. Likewise, some employees may be required to submit to a credit check to determine suitability for a particular position with the County.

PROBATIONARY/TRAINING PERIOD

Every effort will be made to help you adjust to your new job. All new and rehired employees work on a probationary basis for the first 6 (six) months after their date of hire.

During your probationary period, your supervisor will observe and evaluate your capabilities, work habits, and overall performance. This also gives you the opportunity to decide whether you wish to continue your service for the County. Either the employee or the County may end the employment relationship at any time during or after the probationary period with or without cause or advance notice. The completion of the probationary period does not alter the County policy that employees can be terminated or resign at any time, with or without notice, with or without cause.

Your probationary period may be longer than six (6) months in certain departments. Employees who are transferred from one department to another may be required to serve a new probationary period in the new department.

Any significant absence during this period may automatically extend an introductory period by the length of the absence. If the County determines that the probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended.
Upon satisfactory completion of the probationary period, new employees are eligible for those benefits that are required by law. Employees may also be eligible for other benefits provided by the County, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefit program for details on eligibility requirements.

DRESS CODE AND UNIFORMS

All employees are required to maintain as neat an appearance as possible. Employees should recognize that their appearance is a reflection on the County and should groom themselves accordingly. Employees are expected to maintain themselves in a manner that will favorably impress members of the public. During business hours or when representing the County, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself, according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person. Consult your Department Head if you have questions as to what constitutes an appropriate appearance.

HOUSEKEEPING

All Sullivan County Government Offices are to operate from the hours of 8:00am until 5:00pm; Monday through Friday, unless the department head has developed an internal department policy requiring a different work schedule for their specific office.

Whether you work in an office, clinic, or in the field, the way you handle and maintain the equipment assigned to you reflects the quality of your work in general, and it certainly has a bearing on the opinions formed by the general public. All equipment assigned to the employee should be handled properly to eliminate unnecessary losses. All employees should make sure that all equipment, including lights, is turned off at the end of each workday unless otherwise directed by your supervisor.

Any supplies, equipment or instrument purchased by the county for the employee to perform their job duties is solely the property of Sullivan County and should be left on county premise following termination/resignation or retirement of the employee.

FIREARMS

Weapons of any kind are not permitted on County property, including any and all buildings and grounds, unless an employee is required to do so for their job. Weapons that are evidence in a legal proceeding must be properly handled. Employees who bring unauthorized weapons onto the premises will be subject to discipline, up to and including immediate discharge.

Under Tennessee law, however, employees who have valid handgun-carry permits are allowed to bring a firearm and ammunition onto the County's parking lot, provided that the firearm and ammunition are kept out of plain view in the employee's locked vehicle in accordance with Tenn. Code Ann. § 39-17-1313.

The firearm and ammunition, however, may not be removed from the vehicle while it is on County property. Removal of the firearm and ammunition from the vehicle may result in discipline, up to and including immediate termination. The County will not terminate or take any adverse employment action against an employee solely for transporting or storing a firearm or firearm ammunition in an employer parking area in a manner consistent with Tenn. Code Ann. § 39-17-1313(a).

SMOKING

All the County's facilities in Tennessee are smoke-free workplaces in compliance with the Non-Smoker Protection Act. In accordance with that law, smoking/Vaping is strictly prohibited in all enclosed areas of the County's property. Smoking/Vaping is only allowed in designated outdoor areas. Any violation of this policy may result in disciplinary action, up to and including termination.

OPEN DOOR POLICY

Employees should feel free to discuss problems of any nature which affect your ability to perform your job or your working relationship. If you need help or have questions, you should first discuss the problem with your supervisor. If the problem cannot be resolved at this level, you should refer the problem to the appropriate department head.

COMPLAINT PROCEDURE

The County recognizes that problems may arise regarding interpretation or application of the County's policies; and that occasional disagreements may arise with co-workers/supervisors or department heads. If you find yourself in this situation, or if you feel that you have been unfairly treated in resolution of a problem, you may bring that concern forward for further discussion and resolution.

Action under this complaint procedure may be taken without fear of recrimination and will be met with sincerity and a desire to achieve a mutual understanding of the situation. The County assures all employees access to additional management personnel. However, every effort should be made to deal with the concerns at your closest management level.

1. Issues should first be discussed with your immediate supervisor. After a thorough discussion of the issue, which includes an opportunity for you to present your concerns, your supervisor will investigate and respond to you. If your supervisor fails to respond to your complaint in a timely manner, or if you find that you and the supervisor have failed to reach an understanding, you may consider the next step.
2. If you are not satisfied with the first step of the complaint procedure, you may then refer your concerns to the appropriate department head. You should prepare a written summary of the situation or concern so that your position will be fully understood. The department head will review all information relevant to your concern and will review the relevant County policies and procedures with you. After consideration of all the facts, the department head will render a decision in writing to you and your supervisor.

RETURN TO COUNTY EMPLOYMENT

Consistent with our policy of obtaining and keeping the most qualified employees possible, the County does not prohibit reemployment. If your employment with the County has been terminated by either you or the County on good terms, you may be considered for future reemployment. Employees who return to work for the County may have their previous years of service reinstated once they have completed a (6) month pronation period and upon approval in writing by the department head.

EMPLOYEE CONDUCT

HEALTHY WORKPLACE ACT

The County is committed to providing a workplace free from abusive conduct. Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

CONDUCT AND CONFLICTS OF INTEREST

Sullivan County will comply with all applicable laws and regulations, and it expects its officials and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

County Employees must avoid any conflict or appearance of a conflict of interest with other employees, vendors, businesses or with the County itself.

Secondary employment that constitutes a conflict of interest as defined herein is prohibited. Also, employees may not receive any income or material gain from individuals outside the County for materials produced or services rendered while performing their job at the County.

Compliance with this policy of conduct and conflicts of interest is the responsibility of every County employee. Disregarding or failing to comply with these standards of conduct could lead to disciplinary action, up to and including possible termination of employment. Conduct that is considered an automatic violation of the County's ethics policy include, but are not limited to, the following:

- Theft, destruction, or vandalism of County or co-worker property.
- Performing work while "on-the-clock" for personal gain.
- Using the County's resources for personal gain or non-work-related purposes.
- Publishing or sharing any confidential information you may be privy to with the public or any third-party person or entity.

INABILITY OR UNWILLINGNESS TO PERFORM

If, after being placed in a position, an employee demonstrates, in the opinion of the departmental supervisor, the inability or unwillingness to perform his or her assigned tasks, the departmental supervisor will have the option to reduce the employee's classification, pay, and job responsibility, and/or impose appropriate discipline. The County may reassign the employee to a more suitable position, if available, or otherwise discharge the employee. Each County employee is employed at will, and employment may be terminated by either the employee or the County at any time.

DISCIPLINARY ACTION

The County expects you to follow County policies and conduct yourself in a mature, safe, responsible manner while at work. The County believes that all disciplinary measures should be commensurate with the severity of the offense. The decision to issue a warning or take more serious action will depend on the nature of the offense and the circumstances involved. These decisions are made at the County's discretion.

Please refer to the Addendum for more detailed examples of what would warrant disciplinary action and the types of disciplinary action that can be taken.

FALSIFYING, DESTROYING OR TAMPERING WITH GOVERNMENTAL RECORDS

Part of the County's role is to develop and maintain governmental records, including those that are available to the public. It is imperative that you provide and keep accurate recordkeeping.

If you believe that a government record has been falsified, altered, destroyed, concealed, removed, or otherwise tampered with, contact your department head immediately.

ANTI-HARASSMENT AND NON-DISCRIMINATION

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as Tennessee law. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristics protected by federal, state, or local law, is prohibited. It is the County's policy to provide a work environment free of sexual and other harassment.

Harassment of County employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has made a good faith complaint about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, or cartoons.
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into one's sexual experiences, *and,*
- Discussion of one's sexual activities.

All allegations, harassment or discrimination, including but not limited to any conduct that may violate the County's Equal Employment Opportunity Policy or Anti-Harassment and Non-Discrimination Policy, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Anyone found to be engaging in any type of unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

The County prohibits retaliation against any employee by another employee or by the County for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency.

If you believe you have been harassed, discriminated against, or retaliated against on the job or if you witness or hear about behavior that could be considered harassing, discriminatory, or retaliatory, you should contact your supervisor or department head.

SOCIAL MEDIA POLICY

Social media is a term that encompasses various activities that integrate technology, social interaction, and content creation. It includes, but is not limited to, social networking, the use of websites that allow users to share content, interact, and develop communities around similar interests.

This policy is intended to provide guidelines to ensure that social media tools are used properly, and to address potential risks. These guidelines are designed to protect county employees and ensure consistency across agencies. Every county employee is responsible for reviewing and complying with the following policy at work and outside of work.

County employees must be cognizant that they still represent Sullivan County in their private and personal settings. The lines between public and private, personal, and professional are blurred in online social networks, and content or information an employee creates, post, or shares on their personal account may reflect on Sullivan County. Therefore, employees must be aware of their association with the county and be thoughtful of how they present themselves online. A personal social media account, while an appropriate

place to share personal opinions, is not a place to present an opinion while acting in an official capacity within local government. Despite privacy controls, whatever an employee publishes may be seen by many different people, including supervisors, co-workers, customers and the media.

- Personal use of social media must be consistent with the terms of use outline in the Employee Acceptable Use Policy. County employees cannot use personal social media sites for political purposes, to conduct private commercial transactions, or to engage in private business activities during business hours and with County issued property. County employees are also prohibited from using social media to violate any other applicable state, federal, or local laws, policies, and regulations.

- Employee's personal use should not be attributable to an agency or department of Sullivan County Tennessee or the employee's job function at an agency or department. An employee's use and comments made on social media sites are subject to First Amendment protections; however, any personal use must be conducted in such a manner that a reader would not think that the employee is speaking for or on behalf of his/her agency or department. If an employee identifies Sullivan County as their employer on personal social media profiles, any information an employee posts will be held to a higher level of scrutiny.

- Personal social media postings shall be consistent with the State's Policies on Workplace Discrimination and Harassment, Violence in the Workplace, Abusive Conduct in the Workplace and the State's Code of Conduct. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to investigation by the employee's respective agency under one or more of the policies listed above. Examples include communications that could reasonable be viewed as malicious, obscene, threatening, or intimidating, posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status , or any other protected category under state and/or federal law.

- Any work-related information that is considered confidential shall not be released on any social media account. Confidential information is generally defined as information disclosed to an individual employee or known to that employee because of the employee's employment at a company. Confidential information can include information in any form, such as written documents and records or electronic data. Confidential information includes business secrets or other information not otherwise available to persons outside of the employer, confidential financial data, or other non-public proprietary information, or confidential information regarding business partners, vendors, or customers. Furthermore, any information released in relation to an investigation conducted involving the County's Policies on Workplace Discrimination and Harassment, Violence in the Workplace, Abusive Conduct in the Workplace, and the State's Code of Conduct, may also be subject to the confidentiality provisions of said policies.

- Respect the laws regarding copyrights, trademarks, rights of publicity, and third-party rights. Do not infringe on the County's or individual agency logos or other trademarks.

- Personal usage of social media on County equipment is prohibited. Accessing personal social media accounts on County equipment may be subject to monitoring without notice of consent. Exception to this provision include employees using social media on state equipment if done in furtherance or carrying out work-related duties.

- Violation of any of the provisions of this policy may result in disciplinary action, up to and including termination.

All Employees shall review and acknowledge this policy on an annual basis. Any questions regarding this policy should be directed to your department head.

TELEPHONE AND VOICE MAIL USAGE

When you are talking to people over the telephone, you represent Sullivan County and your department. Employees should make every effort to provide prompt and accurate information to the public. What you say, as well as how you say it, can affect the image of the County, your department and yourself.

Employees should place reasonable limits on telephone calls of personal nature. Employees should understand that all messages on voice mail systems have the potential of being public information. Your department head reserves the right to define a reasonable level of use.

ELECTRONIC MAIL AND COMPUTER USAGE

The purpose of this policy is to provide employees with information to assist them in understanding what Sullivan County considers acceptable use of internet technology and computers systems.

All data stored in Sullivan County's electronic mail and computer systems have the potential of being public information.

Sullivan County's computer systems, including but not limited to electronic mail and internet access, are business tools and the primary use of these systems by employees should be for business purposes.

While Sullivan County's computers, electronic mail, and internet access are business tools, it is acceptable for employees to use these systems in a similar manner as they would use a telephone for personal reasons at work. Good judgment in utilizing these systems must be exercised by the employee. Your department head reserves the right to monitor internet usage and to define a reasonable level of use.

The County strives to maintain a workplace free of harassment and sensitivity to the diversity of its employees. Therefore, the County prohibits the use of computers and the email system in ways that are disruptive, inappropriate, harassing, threatening, or offensive to others. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Employees shall not access pornographic materials via the Internet on any County device. Violations will subject the employee to disciplinary action up to and including discharge from employment.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. You are also prohibited from downloading any non-work-related materials, programs, or entertainment (videos, music, games, etc.). You may only download computer programs related to the work of the County with the express written permission of your supervisor and assistance of IT.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, obscene comments, or any other comments or images that could

reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not received authorization for its use, it should not be put on the Internet. You are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by the County in violation of law or County policies will result in disciplinary action, up to and including termination of employment. You may also be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the County's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the County or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the County's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages to harass or discriminate against other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the County's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the County
- Sending anonymous email messages
- Engaging in any other illegal activities

Consistent with applicable laws and regulations, Sullivan County reserves the right and sole discretion of each elected or appointed official to generate internet activity reports for any employee and/or IP address under the control of his/her office. Each elected or appointed official may retrieve, or review information contained in such an employee's computer system at any time without giving notice to the employee. All such information available to the elected or appointed official may be used for possible disciplinary action up to and including termination of employment, legal proceedings, or other lawful purposes.

Please check with your department head regarding departmental policy concerning backing up data systems, passwords, licensing agreements, virus scans, etc.

By using Sullivan County's computer systems, employees expressly consent to the above conditions.
You should notify your department head upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

SUBSTANCE USE AND DRUG TESTING POLICY

In keeping with the provisions of the Drug-Free Workplace Act, the Sullivan County intends to maintain a work environment free of the problems associated with the use of alcohol and the use of illegal drugs. Therefore, the County has adopted the following policy, the purpose of which is the maintenance of a drug and alcohol-free workplace:

- The unlawful manufacture, distribution, dispensing, possession, or use of any illegal drug and/or the misuse of legal drugs while on County property or while performing services for the County is strictly prohibited.
- Possession and/or use of alcoholic beverages during work time or on work premises is prohibited. Likewise, reporting for work with the presence of non-prescribed controlled substances or alcohol in the system is prohibited. Violators will be subject to discipline up to and including discharge from employment upon discovery. Law enforcement officers who have lawful custody of evidence and are transporting same are not subject to discipline under this policy so long as such evidence is legally maintained.
- Employees who must maintain a commercial driver's license as a condition of their employment are further subject to the rules and regulations of the United States Department of Transportation and the Tennessee Department of Transportation.
- To help ensure a safe and healthy working environment, you may be subject to testing under the following conditions:
  (a) reasonable suspicion
  (b) after medical treatment for an on-the-job injury
  (c) after an accident
  (d) when an employee is in a mandated rehabilitation program
  (e) as part of a fit-for-duty or return to work medical examination.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace

In addition, you may be required to submit to random and/or periodic drug/alcohol testing for continued employment as determined by your department. If you do not accept these terms of employment, or violate this policy, you may be subject to disciplinary action, up to and including immediate termination of employment, and/or be required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. For example, employees who refuse post-accident drug testing may forfeit or limit their recovery of worker's compensation, as consistent with any applicable federal or state laws.

SOLICITATION

To ensure a productive and harmonious work environment, persons not employed by the County are prohibited from soliciting or distributing literature in the workplace at any time for any purpose.

The County recognizes that employees may have an interest in events and organizations outside the workplace. However, you may not solicit or distribute literature concerning these activities during working time (working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).
This policy also prohibits solicitation via the County's electronic mail and other telephonic communications systems. In addition, the posting of written solicitations on County bulletin boards is prohibited.

SAFETY POLICY

If you observe any unsafe conditions or work practices, you should report them to your department head IMMEDIATLEY. Do not take any risks on the assumption that "it probably won't cause harm this time." The one exception taken could result in personal tragedy or harm to you or a fellow employee.

Most accidents are preventable through proper care, use and maintenance of equipment and facilities, alertness on the job and thorough, good housekeeping practices. Most accidents are the result of unsafe work practices. At any time during your employment, if you find that you are physically unable to perform the functions of your job, your concerns should be brought to the attention of your department head so that reasonable accommodation may be considered if appropriate in your situation.

- ***ACCIDENTS***

All accidents, no matter how slight, must be immediately reported by employees to their supervisors or managers. Even if no permanent physical injury or property damage occurs, problems can often arise later if accidents are not reported immediately and the appropriate accident forms are not promptly and accurately completed. If you are not employed by the County in the capacity that requires emergency response training, and you are involved in, or witness, an accident and/or injury, you should give whatever assistance you can to the injured person, including notifying emergency medical personnel by calling 9-1-1. If the person appears seriously injured, DO NOT MOVE him or her unless directed to do so by emergency personnel.

An investigation of every accident will be conducted to determine the cause of the accident and to prevent other accidents of the same nature. The purpose of the investigation is to help prevent future accidents, not to place blame on anyone.

- ***WORKERS' COMPENSATION***

If you are injured on the job, you will be paid by the County for the remainder of the workday in which the injury takes place. If you are required to miss work to recover from the injury, you will receive no further wages but may receive benefits through workers' compensation. If your injury requires an absence of less than fourteen (14) working days, you may be permitted to use accrued sick leave, vacation or personal days to receive compensation for the first seven (7) days. If your injury requires you to be absent from work for fourteen (14) days or more, the worker's compensation benefits may be paid retroactively to the first day missed. For this reason, you will not receive compensation for the first seven (7) days until it is determined whether workers' compensation benefits will be available. You are not permitted to receive nor accumulate vacation, sick or personal leave while receiving worker's compensation benefits. If you are injured on the job and require nonemergency medical treatment, please see your supervisor for the proper course of action to pursue. Performing unauthorized work for personal gain while on workers compensation leave will be cause for termination.

The County will not be responsible for payment of worker's compensation benefits for any injury which arises from an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not part of the employee's work-related duties with the County. Attempting to collect workers' compensation benefits for injuries which do not occur on the job and/or artificially inflating the value of a legitimate claim is considered fraud and is a violation of the law. Employees who fraudulently attempt to obtain benefits will be subject to immediate discipline, up to and including termination, and may be subject to criminal prosecution.

PHONE USE WHILE DRIVING

This policy outlines the safe and appropriate use of cellular phones and other wireless devices by County personnel while operating a motor vehicle for County business. The County expects all personnel to always drive responsibly, including while conducting County business.

Employees are prohibited from sending or reading text messages or e-mails on their phone or any other device while driving. Employees are also prohibited from any conduct that may cause distracted driving, such as using the internet on a mobile phone while driving.

Personnel who violate this policy will be subject to disciplinary action, up to and including termination of employment.

WORKPLACE RELATIONSHIPS

Certain personal relationships within the same area of an organization may cause serious conflicts and problems with perceived favoritism or discrimination and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy: A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A romantic relationship includes those actively dating.

Although the County has no prohibition against employing relatives of current employees, or against romantic relationships between current employees, we are committed to avoiding circumstances which may result in perceived favoritism or discrimination. Therefore, it is prohibited for employees to be relatives or be in a romantic relationship with employees who are also in a supervisory relationship.

In case of actual or potential problems, the County will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both individuals involved.

WORKPLACE SEARCHES

To maintain a safe, healthy and productive work environment, the County always reserves the right to search or inspect employees' surroundings and possessions. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and toolboxes, lunch boxes, any County-owned or leased vehicles and any vehicles parked on County property. Employees should have no expectation of privacy while on County premises, except in the restrooms or locker rooms. An employee's refusal to allow search or inspection may result in discipline.

WORKPLACE VIOLENCE PREVENTION POLICY

Acts of violence in the workplace are strictly prohibited. Sullivan County is committed to preventing workplace violence and to maintaining a safe work environment.

The County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises:

- All employees, including supervisors and temporary employees, should be always treated with courtesy and respect. You are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.
- You are prohibited from engaging in conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time on County premises.
- You must report all suspicious individuals or activities as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your department head. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

The County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. To maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for engaging in threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

EMPLOYEE CLASSIFICATIONS & COMPENSATION

EMPLOYEE CLASSIFICATIONS

Full-Time Employee — an hourly paid employee working thirty-five (35) or more regularly scheduled hours in a work week hired under County regulations, who has satisfactorily completed his or her probationary period. Full-time employees are eligible for a full range of benefits.

Part-Time Employee — an employee who, on a regular basis, works less than thirty-five (35) hours in a work week or who is classified as extra help. Part-time employees are not eligible for the full range of benefits; however, life insurance benefits are available as adopted by resolution.

Seasonal Employee — an employee whose employment is limited to six (6) calendar months or less in any twelve (12) month period. Seasonal employees are not eligible for benefits, except as provided for as part-time employees.

Salary Employee – a salary paid (exempt) employee working thirty-five (35) or more regularly scheduled hours in a work week appointed under County regulations, who has satisfactorily completed his or her probationary period. The salary received by employees under the Fair Labor Standards Act is intended to cover all hours worked up to and including forty hours in a work week in departments where the regular work week is less than forty hours. Salary employees are eligible for a full range of benefits.

WORK WEEK, WAGES & PAYDAY

The weekly work schedule shall be determined by your department head. Any time worked beyond the employee's regularly scheduled work period must be approved by your department head. Special provisions may be made in departments that require additional hours to meet existing conditions or emergency situations.

If you have questions about your hourly wage or salary, please ask your department head. The departments of the County have different paydays. You will be informed by your department head of your specific payday. All employees will receive their wages, less all deductions, by direct deposit at the banking institution of their choice.

PAYROLL DEDUCTIONS

The County is required by law to make certain deductions from your pay. Among these are your federal, state, and local income taxes, and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information, you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to accounting immediately, to ensure proper credit for tax purposes. The following deductions will be made from your paycheck:

- Federal Withholding Tax
- State Withholding Tax
- Social Security
- Medicare
- Volunteer Deduction (authorized by you)

Any other mandatory deductions to be made from your pay, such as court ordered wage reductions, will be brought to the attention of the employee whenever the County is ordered to make such deductions.

If an employee believes that an improper deduction has been taken from their pay, the employee should immediately contact the Payroll Office.

BREAK PERIODS

At the discretion of your department head, you may be allowed break periods of fifteen (15) minutes in the first half of your shift and again during the second half of your shift. Abuse of "breaks" by habitually taking more time than stated herein could result in curtailment of the privilege and/or disciplinary action. The "break periods" must be arranged in such a way that a qualified employee is available to always perform your departmental duties.

Employees are entitled to a 30-minute or 1-hour unpaid meal break each day they work 6 consecutive hours. The time-period for the meal break will be scheduled by the department head.

TIME KEEPING

All employees, including exempt and nonexempt employees, are required to accurately record their hours worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. The employee and their supervisor/department head must verify the time sheet attesting to its correctness before submitting it to Payroll for processing.

Falsifying time sheets, including failing to record time worked (working "off the clock") may result in disciplinary action, up to and including termination of employment.

OVERTIME

The point at which overtime begins to accrue is determined by the nature of the work in which you are engaged.

- ***Non-exempt*** employees begin to accrue overtime after working 40 hours in a work week.
- ***Non-exempt Law Enforcement and Corrections*** employees begin to accrue overtime after working 171 hours in a 28-day work period.

If you are unsure of your classification regarding this policy, please ask your department head or supervisor.

Overtime accrues at the rate of one and one-half hours for each hour of overtime worked. In accordance with the Fair Labor Standards Act, various departments of the County may have a policy of granting employees compensatory time off in lieu of overtime. The County follows the guidance issued by the Department of Labor that is applicable to the public sector.

Employees are not authorized to incur or work overtime without the express permission of a supervisor or manager. If the employee does work overtime hours without such approval, the County will pay such overtime, but the employee will be subject to disciplinary action, up to and including termination of employment in the case of repeated violations of this policy.

COMPENSATORY TIME OFF

Compensatory time off accrues at the rate of one and one-half hours for each hour of overtime worked.

- ***Non-exempt employees*** may accrue up to 240 hours of compensatory time off.
- ***Non-exempt Law Enforcement and Corrections*** employees may accrue up to 480 hours of compensatory time off.

Any employee who has accrued compensatory time off must request use of such compensatory time and shall be permitted to use such time off within a reasonable period provided the use of such compensatory time off does not unduly disrupt the operations of the department. A "reasonable period" will be determined by the normal schedule of work within the department, the anticipated workload based on experience, and the availability of qualified substitute staff.

Upon separation from employment or upon death, you or your estate will be compensated for any earned and unused compensatory time off.

CALLED IN TO WORK

Employees called in to work by their department head/supervisor on a non-holiday will be compensated for a minimum of three hours' work. Such work will be compensated for at the employee's regular rate of pay unless the employee has reached overtime status within the pay period. In the event overtime status occurs, compensatory time off may be granted in lieu of overtime pay at the discretion of the department head/supervisor.

HOLIDAY PAY

Employees regularly scheduled to work on a county recognized holiday will be compensated at the employee's regular rate of pay in addition to an equal amount of holiday pay at their regular rate. At the discretion of the department head compensatory time off may be granted in lieu of hours worked.

Employees called in to work on a holiday by their department head will be compensated for a minimum of three hours' work. Such work will be compensated at the employee's regular rate plus time and one-half. At the discretion of the department head compensatory time off may be granted in lieu of hours worked.

NO WORKDAY

The County Mayor may designate a "No Workday" on any day when employees are unable to work due to unforeseen circumstances such as inclement weather conditions. Such days are paid and treated in the same manner as a holiday.

ATTENDANCE & LEAVE

ABSENCE WITHOUT LEAVE

The County makes every effort to maintain an adequate and reliable workforce. Regardless of your employment status, you are responsible for notifying your supervisor when and if you must be away from your job. Always do this as far in advance as possible. In cases of unexpected absence or tardiness, notice should be given no later than the starting time of your scheduled shift. If you are absent from work, such absence must be approved by your supervisor and/or department head according to the terms of a policy recognized and set forth in this Handbook or you will be considered absent without leave subject to discipline.

The County makes every effort to maintain an adequate and reliable workforce. Regardless of your employment status, you are responsible for notifying your supervisor when and if you must be away from your job. Always do this as far in advance as possible. In cases of unexpected absence or tardiness, notice should be given no later than the starting time of your scheduled shift. If you are absent from work, such absence must be approved by your supervisor and/or department head according to the terms of a policy recognized and set forth in this Handbook or you will be considered absent without leave subject to discipline.

PERSONAL LEAVE

Full-time employees are granted (3) personal days in January to use by the end of December in the same calendar year or that time will be lost if not used. Employees hired after January 1st will receive a pro-rated amount of personal time for that calendar year. These days may be used by the employee as the employee sees fit pending approval by department head. Please check with your department head for any internal policies regarding using your personal time.

Personal days are separate from vacation and sick leave. In the event your employment is terminated during the year, personal days should be taken at the rate of one (1) day per every four months worked or to be worked during the calendar year.

SICK LEAVE

All active full-time, exempt and nonexempt employees will accrue paid sick leave in the amount of one (1) workday per month. Authorized sick leave will be paid at the rate of the employee's regular wage. All employees may be required to show written documentation for leave.

Sick leave may be granted for a variety of situations and may be used in conjunction with the FMLA Policy. Sick leave will not continue to accrue during an employee's absence from work unless the employee is on approved leave with pay. An employee is not eligible for sick leave during periods when he or she is receiving workers' compensation benefits.

There is no limit to the number of sick days you may accumulate. Any accumulated unused sick leave may be credited toward service time for retirement. Sick leave cannot be "cashed out".

If you are unable to report to work at the designated time due to illness, either you or someone on your behalf must notify your supervisor in advance of the beginning of your shift. Separate notice must be given for every day for which sick leave is used unless otherwise agreed in writing by your supervisor.

Examples of situations for which sick leave may be approved include:

- Your absence from duty because of personal illness.
- Your disability is due to an accident.
- Your exposure to contagious disease.
- Medical appointments for yourself or to attend a medical appointment for an immediate family member, as defined below.
- Your absence from duty necessitated by illness or death in your immediate family, not to exceed three (3) days unless approved by your department head. (Immediate family is defined to include your spouse, parent, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, legal guardian, brother, sister, brother-in-law, sister-in-law, any other person of kin who served as a parent for a period of at least one year, and children).
- Your absence from duty necessitated by illness or death for persons whom you are a court ordered legal guardian, custodian, or conservator, not to exceed three (3) days unless approved by your department head.

TRANSFER OF SICK LEAVE

Active county employees with accrued sick leave may transfer sick leave to another county employee provided written approval is obtained from both the department head for the employee transferring the sick leave and the department head for the employee receiving the transferred sick leave.

An employee may receive up to eighty (80) hours of transferred sick leave from an individual employee for each unforeseen occasion.

The Transfer of Sick Leave Policy should be used only when an employee needs to be off for an emergency, and they have exhausted all their accrued leave whatever the type.

This policy is not intended to transfer sick leave to employees just because an employee is retiring, resigning or is terminated from employment.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

In recognition that situations may arise which require employees to be absent from work for an extended period of time, the County gives eligible employees the opportunity to take unpaid leave for certain family and medical reasons pursuant to the Family and Medical Leave Act ("FMLA").

The County abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under federal, state, and local laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees should first discuss the need for leave with your department head.

- ***Employee Eligibility:*** Eligible employees as employees who (1) have worked for the County for at least 12 months and (2) have worked for the County for at least 1,250 hours in the previous 12 months.
- ***Basic Leave Entitlement:*** Eligible employees may be provided with up to 12 weeks of unpaid, job-protected leave for the following reasons:
    - (1) incapacity due to pregnancy, prenatal medical care, or childbirth
    - (2) to care for the employee's child after birth or placement for adoption or foster care
    - (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or
    - (4) for a serious health condition that makes the employee unable to work.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.
Military Family Leave Entitlements: Unpaid leave may also be requested by eligible employees with a spouse, son, daughter, or parent who is on covered active duty, or who has been notified of an impending call or order to covered active duty. Qualifying exigency leave allows you to take up to a total of 12 workweeks of FMLA leave for qualifying exigencies, such as attending certain military events, arranging for alternative childcare and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, or parent caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation: If an employee does not expressly request FMLA leave, the County reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers' compensation, sick leave, and/or any other leave were permitted by local, state, and federal law.

Benefits: The County will maintain the employees' healthcare benefits during FMLA leave as though the employee was still at work and will continue to pay the County's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Accrued Paid Time Off: FMLA leave and accrued paid time off will run con-currently except to the extent prohibited by state or local law. Stated differently, employees will be required to substitute accrued paid leave for unpaid FMLA leave to the extent available and to the extent permitted by state or local law. Once accrued paid leave is exhausted, leave under this policy will be unpaid.

Reinstatement: Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Notice: Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable. The County may delay leave for employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Documentation: Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also are required to provide a certification and periodic recertification supporting the need for leave. The County also may require a second, and if necessary, a third opinion (at the County's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The County also may delay or deny approval of leave for lack of proper medical certification.

PARENTAL LEAVE: An employee who has been employed by the County for at least twelve consecutive months as a full-time employee, may be absent from employment for a period not to exceed four (4) months, for adoption, pregnancy, childbirth, or for nursing of a newborn child ("parental leave"). If you give at least three (3) months' advance notice to your supervisor of your anticipated date of departure for parental leave, the length of leave, and the intention to return to full-time employment after such leave, you shall be restored to your previous position or a similar position with the same status, pay, and length of service credit as of the date of the leave, except as provided below. When the leave is not known or leave begins earlier than originally anticipated, the employee must notify his or her supervisor as soon as reasonably practical.

- Parental leave without pay cannot be granted by the department head until all of an employee's accrued leave of whatever type is exhausted first. If you utilize the period of parental leave to actively pursue other employment opportunities or if you work part-time or full-time for another employer during the period of parental leave, then you have no right to reinstatement at the end of the parental leave.

LEAVE WITHOUT PAY: Subject to approval by your department head, leave without pay may be granted for not less than two (2) weeks but in any case, not to exceed 12 months including any time taken under the FMLA Policy. You must use all your accumulated annual leave of whatever type.

The following conditions must be met before a leave of absence without pay is approved:

- In cases of sickness, you must use all your sick leave.
- If you are approved for a leave of absence pursuant to this policy, the following conditions shall apply:
- Except in cases of personal medical leave of absence, employees shall be responsible for one hundred percent (100%) of the funding rate of their medical and dental insurance. In the case of a leave of absence granted for an employee's personal medical reasons, the county will pay the funding rate of the employee's individual coverage not to exceed twelve (12) months.
- Employees shall be solely responsible to verify his/her coverage or lack thereof under Sullivan County's life insurance policy and other county benefits
- Employees shall not accrue any vacation, sick or personal leave during his/her leave of absence.
- A request for a leave of absence must be set forth in writing, reasons for such requests.
- Your re-employment is at the discretion of the Department Head granting extended leave; re-employment is not guaranteed.
- Leave under this policy shall be approved prior to use; otherwise, you will be subject to the County's policy on attendance, including absence without leave.

Performing unauthorized work while on a leave of absence will be cause for termination of the employment.

MILITARY LEAVE

The County supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal, state, and local laws. Any employee who needs time off for uniformed service should immediately notify your department head who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously in accordance with applicable federal, state, and local laws. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

RESERVE OR NATIONAL GUARD TRAINING LEAVE

Any employee who is a member of the Reserve Corps of the Armed Forces of the United States of America will be granted a military pay allowance for training each year as required, a maximum of fifteen (15) working days of which may be paid in a calendar year, pursuant to Tennessee Code Annotated Section 8-33-109. It is not necessary to use your vacation time for military leave. Sullivan County will recognize the following as an official organized reserve unit:

a. Air National Guard
b. Army National Guard
c. Air Force Reserve
d. Army Reserve
e. Coast Guard Reserve
f. Marine Corps Reserve
g. Naval Reserve

To be eligible for a pay allowance, you must meet each of the following qualifications:

- Must be employed on a regular basis.
- Must return to regular full-time employment immediately following temporary military duty unless illness, disability or an approved absence (to be determined by the department head consistent with the other leave policies contained herein) prevents or delays your return to work.

After you have received your orders for temporary duty, you will show your departmental supervisor a copy of the orders. The department head will grant permission for you to be absent. If individual orders are not issued, a statement from the commanding officer will be acceptable.

ABSENTEEISM FOR VOTING

As authorized by Tennessee Code Annotated § 2-1-106, Any employee entitled to vote in an election held in this state may be absent from any service or employment on the day of the election for a reasonable period of time, not to exceed three (3) hours, necessary to vote during the time the polls are open in the county where the person is a resident. A voter who is absent from work to vote in compliance with this section may not be subjected to any penalty or reduction in pay for such absence. The County may specify the hours during which the employee may be absent. Application for such absence shall be made before twelve o'clock (12:00) noon of the day before the election.

If the employee's regular work schedule begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the closing of the polls of the county where the employee is a resident, the employee may not take time off under this policy.

JURY DUTY PAY

The County encourages its employees to serve on jury duty if they are called. If you are summoned for jury duty, please notify your supervisor as soon as possible so that plans can be made to cover your job during your absence. To avoid any severe financial loss to you from serving on jury duty, the County will pay the difference between your jury duty pay and the amount you would have earned at your regular, straight-time rate. Overtime pay will not be paid for jury duty.

To be eligible for jury duty pay, you must get a statement from the Court Clerk indicating the time and days you served the jury and the amount you received as jury pay. You will not be paid for time that you did not actually spend serving on jury duty or traveling to and from the courthouse. If you serve more than three (3) hours, you will be compensated for the full day. You are expected to call in to your supervisor every day upon completion of your service regardless of the time you complete your service so that a decision can be reached about whether you are to return to work that day or not.

Temporary employees who have been employed less than six (6) months are not eligible for jury duty pay. Such employees will be excused from working during the term of their jury service.

TESTIFYING IN COURT

The following procedures shall apply when an employee is subpoenaed to appear in court:

- Upon receiving a subpoena to appear in court or similar proceedings (i.e. deposition), the employee shall, on the next day he or she is working, but in no event later than two (2) days prior to the appearance date identified in the summons, show the summons to his or her supervisor. The employee will be granted a leave of absence when the employee is subpoenaed by proper authority to appear in Federal or State court as a witness. The employee will be required to provide verification that the trial for which he or she is subpoenaed to give testimony actually took place on the date and time for which the subpoena was issued and that the employee appeared to give testimony at trial. Such verification must include the dates on which the employee was required to be available.

- The employee will receive his or her regular compensation when subpoenaed as a witness; however, this provision shall not apply to court appearances which result from off-duty employment.

- The employee may retain all compensation or fees received for serving as a witness.

- If the employee is relieved from being a witness during working hours, the employee is to report back to work.

- The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions, the employee must take vacation, use time accrued under the "Compensatory Time Off" policy or leave without pay.

EMPLOYEE BENEFITS

MEDICAL/VISION/DENTAL/VOLUNTARY BENEFITS

Full Time Employees are eligible for an array of benefits after the completion of a 30-day probation period to become effective the first of the month following the last date of their 30-day probation period.

Please refer to the Employee Handbook Addendum for detailed benefit available.

VACATION

It is the policy of Sullivan County to promote employee efficiency, health, and morale through periodic vacation from duty.

Please refer to the Employee Handbook Addendum for more detailed information regarding Vacation Accruals.

HOLIDAYS

The County observes paid holidays as set forth below. Because of the variety of County services, all employees may not be able to observe holidays on the same day. Your department head/supervisor will advise you if your work schedule requires a deviation from the holiday schedule.

When a holiday falls on Saturday, the Friday preceding the holiday is observed. When it falls on Sunday, the Monday following the holiday is observed.

The County observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday Memorial Day
- July 4th
- Labor Day
- Juneteenth
- Veterans' Day
- Thanksgiving-2 days
- Christmas-2 days

(If Christmas falls on Tuesday, Wednesday, or Friday that day plus the workday preceding it will be observed. If Christmas falls on Monday or Thursday, that day plus the following workday will be observed. If Christmas falls on Saturday or Sunday, the preceding Friday and following Monday will be observed.)

In years of state and federal elections, certain election days may also be treated as paid holidays.

Employees who choose not to work some portion of the week in which the holiday falls, or who are on a planned vacation during that week, will not be paid for the holiday, unless they have received five (5) days prior approval for the non-holiday absence. Likewise, if an employee is not on a pay status during the week in which the holiday falls, he or she will not be paid for the holiday absence.

RETIREMENT

All full-time employees of Sullivan County become members of the Tennessee Consolidated Retirement System (TCRS) immediately upon employment.

All new hires are required to contribute 5% of their gross salary each payday to their retirement account. While the county provides a contribution each payday that is set by the State of Tennessee each Fiscal Year.

Please refer to the Employee Handbook Addendum for more detailed information regarding Retirement Benefits for Sullivan County.

RECEIPT OF EMPLOYEE HANDBOOK AND ADDENDUM

I have received my copy of the Sullivan County Employee Handbook – Revised August 2005 which outlines certain policies, practices and employee benefit guidelines relating to my employment with the County. I acknowledge my responsibility to read and understand the information contained in the handbook and further understand that this receipt will be placed in my personnel file.

I understand that the policies, practices, and employee benefits described in the handbook are general guidelines which are subject to change and revision at the discretion of the County at any time. Therefore, it is understood that changes in policies may supersede, revise or eliminate the policies, practices and benefits in the handbook.

I further understand that the handbook does not constitute a contract of employment, or a contract of employment for any specific duration, and that my employment relationship is terminable at will and may be ended by either me or the County at any time for any reason. Any variance in this Handbook or change in my at-will status negotiated or made on my behalf must be in writing, signed by the appropriate constitutional officer or elected official.

I understand that changes and revisions to policies covered by the Tennessee Code Annotated §523-101, et seq. will be on file at the Office of the County Clerk.

I understand this is a newly revised handbook which supersedes and replaces all previous handbooks, policies, practices and communications, whether written or verbal. Changes have been made to certain policies and language in the previous Employee Handbook. Each department may adopt additional policies tailored to its specific needs. Such policies are to be read consistently with those included in this handbook. In the event information contained in a departmental policy statement is inconsistent with the provisions of this manual, the departmental statement governs unless contrary to law.

I further acknowledge that I have reviewed the provisions of Tennessee Code Annotated §39-16504 [Destruction of and Tampering with Governmental Records] as set forth herein.

I acknowledge I may be required as provided by departmental policy to consent to compensatory time off as a method of compensation for overtime hours.

_____ _____

Employee Signature Date

_____ _____

Department Head/Supervisor Date

SULLIVAN COUNTY ADDENDUM TO THE EMPLOYEE HANDBOOK

A supplemental document used in conjunction with the Employee Handbook that further details a specific policy or benefit.

CREATED: AUGUST 2025

SULLIVAN COUNTY LOCAL GOVERNMENT
ADDENDUM TO EMPLOYEE HANDBOOK

This addendum represents expanded-on policy details regarding items presented in the Employee Handbook.

DISCIPLINARY ACTION

The following infractions are meant to be illustrative, not exhaustive, and may result in immediate termination or other disciplinary action:

- Abusive, threatening or inconsiderate treatment of the public or co-workers.
- Arrest for or conviction of a criminal charge.
- Theft or destruction of County property, whether the result of carelessness, misuse or willful behavior.
- Violation of rules and regulations of his or her department or any other failure of good behavior which reflects discredit upon the employee, the department, and the County Government.
- Stealing, deceit or other dishonesty.
- Conduct during working hours below the standard of his or her department head.
- Reporting to work under the influence of alcohol, or drugs or use or possession of the same during work time.
- Provoking a fight, personal harassment or unprovoked attack while at work or in County buildings.
- Falsification of your own or another employee's timecard.
- Disloyalty to the aims and ideals of the department and County.
- Tardiness, absences or abuse of leave of absence.
- Inefficiency
- Insubordination, which includes failure or refusal to carry out instructions/job assignments from a supervisor and the use of abusive language toward supervison.
- Horseplay in County buildings or while on the job.
- Possession of firearms or other dangerous weapons while at work, where such is not a requirement of your job.
- Unauthorized use of County tools, equipment or vehicles.
- Conducting personal business on County time.
- Excessive receipt or making of non-emergency personal telephone calls.
- Failure to observe safety in all work practices.
- Failure to obey all County policies and procedures.
- Removing or making inoperative the safety devices on a piece of County equipment or County vehicle, whether or not injury results from such violation.

Acts other than those listed may result in disciplinary action as well. If you have any questions about acts which may cause an employee to be disciplined, please see your department head.

A list of disciplinary actions include the following (not a specific order of of action):

- Oral Warning
- Written Reprimand
- Suspension With Pay
- Suspension Without Pay
- Probation
- Termination

VOLUNTARY BENEFITS & TERM LIFE INSURANCE

The County has procured a group life insurance policy and will pay the premium for each individual full-time employee of the County. The employee may choose to increase the standard coverage amount and/or add dependents at his/her own expense. This is a term life insurance policy. If your employment is terminated with the county, either by yourself or by the county, you will no longer be insured.

Please see below for a summary of the benefits available as well as a link and contact information you can utilize for more detailed information on these products:

Voluntary Benefits Offered:

- Delta Dental
- Manhattan Life Group Cancer
- Aflac Group Accident
- Aflac Group Critical Illness
- AUL Short-Term Disability
- AUL Long-Term Disability
- USAble Term Life
- Boston Mutual Whote Life

Call Center: (844) 637-8601 (Monday - Friday, 8:00 a.m. - 5:00 p.m.)
Self-Enroll: https://mymarkiii.com/sullivancountytn/enrollment/

STATE OF TENNESSE MEDICAL AND VISION INSURANCE

Medical and Vision Insurance benefits are available to all full-time employees after a 30-day probation period beginning at the first of the month following the end of the probation date.

Employees are required to pay the appropriate premium through a payroll deduction to maintain insurance. The employee is responsible for all charges not covered, including, but not limited to, co-pays and/or deductibles.

The following link can be accessed for employees to review specific plan information offered through the State of Tennessee for Local Government:
https://www.tn.gov/partnersforhealth/health-options/health.html

Sullivan County Medical Premiums 2026

	2026 State of TN			
	Limited	Health Savings	Premier	Standard
Premiums				
Employee Only	$675.00	$624.00	$904.00	$832.00
Employee + Children	$1,048.00	$967.00	$1,402.00	$1,290.00
Employee + Spouse	$1,554.00	$1,434.00	$2,080.00	$1,914.00
Employee + Family	$1,826.00	$1,685.00	$2,444.00	$2,249.00
HSA Contributions (Difference Between Health Savings and Limited Premium)				
Employee Only		[illegible]		
Employee + Children		[illegible]		
Employee + Spouse		[illegible]		
Employee + Family		[illegible]		
Employee Portion of Premiums				
Monthly Premium				
Employee Only	$88.04	$88.04	$317.04	$245.04
Employee + Children	$160.16	$160.16	$514.16	$402.16
Employee + Spouse	$178.70	$178.70	$704.70	$538.70
Employee + Family	$244.30	$244.30	$862.30	$667.30
Bi-Monthly Premium				
Employee Only	[illegible]	[illegible]	[illegible]	[illegible]
Employee + Children	[illegible]	[illegible]	[illegible]	[illegible]
Employee + Spouse	[illegible]	[illegible]	[illegible]	[illegible]
Employee + Family	[illegible]	[illegible]	[illegible]	[illegible]
County Portion of Premiums				
Monthly Premium				
Employee Only	$586.96	$586.96	$586.96	$586.96
Employee + Children	$887.84	$887.84	$887.84	$887.84
Employee + Spouse	$1,375.30	$1,375.30	$1,375.30	$1,375.30
Employee + Family	$1,581.70	$1,581.70	$1,581.70	$1,581.70

2026 Sullivan County Vision Rates

	2026 State of TN	
Monthly Premium	Basic	Expanded
Employee Only	$3.18	$6.30
Employee + Child(ren)	$6.35	$12.60
Employee + Spouse	$6.03	$11.98
Employee + Spouse + Child(ren)	$9.33	$18.54

VACATION

Vacation accruals will begin to accrue as of the date of employment; however, time off is subject to approval by your department head. Vacation accruals may not be accumulated during an employee's unpaid absence from work. Upon separation from employment or upon death, you or your estate will be compensated for any unused vacation accruals.

Each active full-time employee (exempt and nonexempt) will accrue vacation benefits as follows, based on an 8-hour workday:

Accruals are automatically processed each month after the second Bi-Weekly Payroll

Length Of Service	Vacation Accrual With Pay per Month	Acceptable Vacation Carryover at Yearend	Hours That Can Be Converted to Sick Leave at Yearend*
Less than 1 year	3.36 hours	40.32 hours	40 hours
1 through 5 years	6.64 hours	79.68 hours	40 hours
6 through 14 years	10 hours	120 hours	40 hours
15 through 25 years	13.36 hours	160.32 hours	40 hours
26 or more years	16.64 hours	199.68 hours	40 hours

***If you work a shift other than an 8-hour shift, please verify your accrual with your department head.*

COMPENSATION FOR UNUSED VACATION LEAVE

In the event, at the end of the calendar year, an employee carries over the maximum number of hours of vacation leave for the next calendar year, and converts the maximum number of hours of vacation leave to sick leave, and the employee still retains additional vacation leave after the above conversions, that employee may be compensated for up to eighty (80) hours of vacation leave that would otherwise be lost, provided that the department budget has funding and pending department head approval.

RETIREMENT

Benefits to the employee as a member of this retirement program compare most favorably with any other retirement plan and include a five (5) year vesting schedule.

There are other voluntary retirement plans that availabe to full time employees as well, such as:

- A Deferred Comp (457) Plan
- A 457-Roth IRA
- Bridge Retirement Plan for Correction and Post Certified Law Enforcement Officers (New Hires and employees in this field should refer to their department head for specific plan details.)

For information and or enrollment on these voluntary benefits you can access the following link:
https://treasury.tn.gov/Portals/0/Documents/Retirement/Member/RetirementPlanLocalGovEmployees.pdf
https://docs.empower-retirement.com/EE/TennesseeWR/DOCS/Plan-Highlights-457.pdf

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To talk with a Retirement Specialist you can contact TCRS at: 1-800-922-7772

Upon separation from employment with the County, your portion of the retirement fund remains undisturbed until such time as you meet the eligibility requirements and apply for your retirement benefits. This may be several years after your separation from employment.

Other retirement benefits available to employees retiring from Sullivan County are as follows:

1. Employees age fifty-five with twenty-five years of service (or) who have 30 years of service regardless of age, qualify to continue their medical insurance of which 100% of their base plan medical insurance premium will be paid by Sullivan County until such time that they reach age sixty-five.

2. Employees who have completed five (5) years of full-time employment with Sullivan County and are forced to retire early due to a disability and are approved by TCRS to draw a monthly disability benefit will be provided the following rate reductions based on the length of employment with Sullivan County. The County will pay the following percentages of the employees' individual premium based on the following years of service:

- 6-15 years of service before becoming disabled – 33% of the premium
- 16-25 years of service before becoming disabled – 66% of the premium
- 25+ years of service before becoming disabled – same rate as active employee.

3. For employees with less than 25 years of service the requirement to stay on the medical plan and pay 100% is:
Employee must be 55 and have at least 10 years of service with 3 years of insurance coverage
(OR)
20 years of service with 1 year of coverage

4. Over 65 Medicare insurance supplements. Employees need to confirm qualifications and exact terms of this benefit.

The eligibility guidelines for continuing health insurance are:

*10 years (120 months) of creditable service, must be age 55 or older and at least 3 years of continuous insurance coverage in the plan immediately prior to final termination of employment.

*20 years (240 months) of creditable service, must be age 55 or older and at least 1 year of continuous insurance coverage in the plan immediately prior to final termination of employment.

*30 years of creditable service and at least 1 year of continuouse insurance coverage in the plan immediately prior to termination of employment.

Sullivan County

AND THEREUPON COUNTY COMMISSION ADJOURNED AT 8:25 P.M. UPON MOTION MADE BY COMMISSIONER CALTON TO MEET AGAIN IN WORK SESSION ON OCTOBER ~~16~~ 9, 2025.

JOHN T. GARDNER

COMMISSION CHAIRMAN